

**PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP AT INDIAN BANK: MOVVA**



Name of the Student: **k.Siva naga sai**

Name of the College: **V S R GOVT DEGREE COLLEGE MOVVA**

Registration Number: **2029223067021**

Period of Internship: From **01-09-2022** To **31-10-2022**

Name & address of the Intern Organisation: **Indian bank,
Movva branch,
Movva.**

**KRISHNA UNIVERSITY
2021 - 2022**

AN INTERNSHIP REPORT ON
INDIAN BANKING SYSTEM

*Krishna University accordance with the requirement for the
degree of BACHELOR OF COMMERCE*



Under the faculty Guideship of
Dr.K.VENKATESWARLU
Department of Commerce
V S R Govt. Degree College Movva.

Submitted by:

Mr. k.Siva naga sai
Regd. No. 2029223067021
Department of Commerce
V S R Govt. Degree College Movva.



STUDENT's DECLARATION

I k.Siva naga sai Student of III B.Com General Program, **Regd.**
No. 2029223067021 of the Department of Commerce of V S R Govt.
Degree College, Movva, do hereby declare that I have completed the
mandatory internship **From 01-09-2022 To 31-10-2022**, Indian Bank
Movva, under the Faculty Guidance of **Dr.K.VENKATESWARLU**,
Department of Commerce of V S R Govt. Degree college, Movva.

Signature with Date



Official Certification

This is certifying that **Mr. K.Sivanaga sai**, Regd. No. 2029223067021 has completed his Internship in Indian bank, Movva, on "INDIAN BANKING SYSTEM" under my supervision as a part of partial fulfilment of the requirement for the Degree of **Bachelor of Commerce** in the Department of Commerce of V S R Govt. Degree College, Movva.

This is accepted for evaluation.

Signature with Date and Seal

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organisation

This is to certify that Mr. K.Sivanaga Sai, Regd. No. 2029223067021 of V S R Govt. Degree College, Movva. Underwent internship in INDIAN BANK Movva, From 01-09-2022 To 31-10-2022

The overall performance of the intern during his internship is found to be Satisfactory

 
Authorised Signatory with Date and Seal

ACKNOWLEDGEMENT

I wish to express my deep sense of gratitude to our Honourable Commissionere, APCCE for giving me this opportunity and his encouragement to do this project.

I would like to place my graceful thanks to UGC, APSCHE and Krishna University for placing community service project in our UG curriculum.

I am very thankful to Dr. **S. Madhavi** Principal, **V.S.R. Government Degree College, Movva** for foe inspiring and motivating us to take up this project.

I would like to express my deep sense of gratitude to my project mentor **Dr. K.VENKATESWARLU**, Lecturer in Commerce for his guidance and support given to me throughout the project work. I am very thankful for his constant encouragement, accessibility and valuable suggestions.

I wish to express my thanks to other staff members in the Department of Commerce for providing valuable suggestions regarding this work.

I am extending my heartfelt thanks to Smt.Chetana Indian Bank Manager and Bank Staff with a lot of patience. Without their co-operation and support, it would have been impossible for me to complete this project work.

I would like to take this opportunity to express my deepest appreciation and gratitude to my parents, friends and other people who have contributed to the completion of this project work

Signature of the Student

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Observation of Banking functions	To learn the functioning if an financial institution	
Day - 2	Observation of Banking functions	To learn the functioning if an financial institution	
Day - 3	Observation of Banking functions	To learn the functioning if an financial institution	
Day - 4	Observation of Banking functions	To learn the functioning if an financial institution	
Day - 5	Observation of Banking functions	To learn the functioning if an financial institution	
Day - 6	Observation of Banking functions	To learn the functioning if an financial institution	

DATE:- FROM

TO

OBJECTIVE OF THE ACTIVITY - TO LEARN THE BASIC FUNCTIONS OF THE BANK

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Indian bank vision	Able to understand vision of the bank	
Day - 2	Indian bank mission	Able to understand mission of the bank	
Day - 3	Observation of organization chart	Able to understand mission of the bank	
Day - 4	Observation of organization structure	Able to understand the structure of Indian bank	OK
Day - 5	Observation of mile stones in Indian bank	Able to understand the growth of the bank	
Day - 6	Observation of Banking system	Able to understand development of the bank	

DATE:- FROM TO

OBJECTIVE OF THE ACTIVITY - TO LEARN VISION AND MISSION OF THE INDIAN BANK AND ITS DEVELOPMENT

ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Collecting information about man power	Able to understand importance of man power	
Day - 2	Collecting information about providing services	Able to understand the availabilities of services in the market	
Day - 3	Collecting information about e-transations and ATMs	Able to understand the e-transactions and its impact	
Day - 4	Collecting information about growth of the Indian bank	Able to understand the growth of the Indian bank on observing the financial statement	
Day - 5	Collecting information about growth of the Indian bank	Able to understand the growth of the Indian bank on observing the financial statement	
Day - 6	Collecting information about growth of the Indian bank	Able to understand the growth of the Indian bank on observing the financial statement	

DATE:- FROM _____ **TO** _____
OBJECTIVE OF THE ACTIVITY - TO LEARN, HOW TO PERFORM E-TRANSACTIONS

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Observing about Banking activities	Able to understand importance of man power	
Day - 2	Collecting information about rating of Indian Bank	Able to understand the availabilities of services in the market	
Day - 3	Collecting information about technology	Able to understand the e-transactions and its impact	
Day - 4	Collecting information about two recent plans	Able to understand the growth of the Indian bank on observing the financial statement	
Day - 5	Distribution of third party products	Able to understand the growth of the Indian bank on observing the financial statement	
Day - 6	Growth rate of 5 years	Able to understand the growth of the Indian bank on observing the financial statement	

DATE:- FROM _____ TO _____
OBJECTIVE OF THE ACTIVITY -TO KNOW THE TECHNOLOGY THAT IS USED FOR BANKING OPERATIONS

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pre parathion of report writing	Able to understand the report writing skills	
Day - 2	Pre parathion of report writing	Able to understand the report writing skills	
Day - 3	Pre parathion of report writing	Able to understand the report writing skills	
Day - 4	Pre parathion of report writing	Able to understand the report writing skills	
Day - 5	Pre parathion of report writing	Preparation of report	
Day - 6	Pre parathion of report writing	Report submission	

DATE:- FROM _____ **TO** _____
OBJECTIVE OF THE ACTIVITY :- TO LEARN THE REPORT WRITING SKILLS AND SUBMISSION OF REPORT.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Job Role of Branch Manager	Able to understand the responsibilities of Branch Manager	
Day - 2	Job role of assistant manager	Able to understand the responsibilities of assistant Manager	
Day - 3	Duties of Special Assistants	Able to understand the responsibilities of Special Assistant	
Day - 4	Duties of clerical staff	Able to understand the responsibilities of clerical staff	
Day - 5	Duties of subordinate staff	Able to understand the responsibilities of subordinate staff	
Day - 6	Communication with customers	Able to understand how to move with public	

DATE:- FROM _____ TO _____
OBJECTIVE OF THE ACTIVITY :- TO LEARN, HOW TO MAINTAIN THE RECORDS IN BANKING SECTOR

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CHAPTER -1
EXECUTIVE SUMMARY

Indian banking is the lifeline of the nation and its people. Banking has helped in developing the vital sectors of the economy and usher in a new dawn of progress on the Indian horizon. The sector has translated the hopes and aspirations of millions of people into reality. But to do so, it has had to control miles and miles of difficult terrain, suffer the indignities of foreign rule and the pangs of partition. Today, Indian banks can confidently compete with modern banks of the world.

The MOVVA branch of INDIAN BANK is located in the KRISHNA district of the ANDHRA PRADESH State at 2-34 PEDAMUTTEVI ROAD MOVVA 521135. The IFSC Code of the branch is IDIB000M043

The working hours of the MOVVA branch of INDIAN BANK are Monday to Saturday from 10am to 4pm* while the 2nd and the 4th Saturdays generally remain non-working days.

CHAPTER - 2
INDUSTRIAL HISTORY

any country especially in developing countries like India. The banking industry goes as far back as the 18th century BC during the time of the Babylonians. Merchants and traders deposited commodities and raw materials such as grain and cattle as forms of currency. From there, a variety of loans and withdrawals made available at the Babylonian facilities. In subsequent centuries, the industry expanded as did the markets and types of currency as they became available. Modern-day commercial banking practices can be traced back to Medieval Italian cities where Italian bankers made loans to princes to finance their wars and lifestyle. The term 'bank' is derived from the Italian word 'banco' which means bench, as the Lombard Jews in Italy kept benches in the market place, where they exchanged money and bills. If a banker collapsed, his bench will be broken by the people; hence the name 'bankrupt'. The word banco also means an accumulation of either stock or money.

1. MEANING AND DEFINITION

1.1. Meaning

A bank is a financial institution that provides banking and other financial services to their customers. A banking system also referred to as a system provided by the bank which offers cash management services for customers reporting the transactions of their accounts and portfolios, throughout the day.

1.2. Definition

The Banking Regulation Act 1949 defines business of banking as "accepting for the purpose of lending or investment of deposits of money from the public, repayable on demand or otherwise and withdraw able by cheque, draft, order or otherwise."

2. HISTORY

Banking begins with the first prototype banks of merchants of the ancient world, which made grain loan to farmers and traders who carried goods between cities. This began around 2000 BC in Assyria and Babylonia. Later, in ancient Greece and during the Roman Empire, lenders based in temples made loans and added two important innovations: they accepted deposits and Changed money. Archaeology from this period in ancient China and India also shows evidence of money lending activity.

The origins of modern banking can be traced to medieval and early Renaissance Italy, to the rich cities in the north like Florence, Lucca, Siena, Venice and Genoa. The Baradi and Peruzzi families dominated banking in 14th-century

Florence, establishing branches in many other parts of Europe. One of the most famous Italian banks was the Medici Bank, set up by Giovanni di Bicci de' Medici in 1397. The earliest known state deposit bank, Banca di San Giorgio (Bank of St. George), was founded in 1407 at Genoa, Italy.

Modern banking practices, including fractional reserve banking and the issue of banknotes, emerged in the 17th and 18th centuries. Merchants started to store their gold with the goldsmith of London, who possessed private vaults, and charged a fee for that service. In exchange for each deposit of precious metal, the goldsmiths issued receipts certifying the quantity and purity of the metal they held as a trustee. These receipts could not be assigned, only the original depositor could collect the stored goods.

Gradually the goldsmiths began to lend the money out on behalf of the depositor which led to the development of modern banking practices. promissory notes (which evolved into banknotes) were issued for money deposited as a loan to the goldsmith.¹⁴ The goldsmith paid interest on these deposits. Since the promissory notes were payable on demand, and the advances (loans) to the goldsmith's customers were repayable over a longer time period, this was an early form of fractional reserve banking. The promissory notes developed into an assignable instrument which could circulate as a safe and convenient form of money backed by the goldsmith's promise to pay, allowing goldsmiths to advance loans with little risk of default. Thus, the goldsmiths of London became the forerunners of banking by creating new money based on credit.

The Bank of England was the first to begin the permanent issue of banknotes, in 1695. The Royal Bank of Scotland established the first overdraft facility in 1728. By the beginning of the 19th century a banker's clearing house was established in London to allow multiple banks to clear transactions. The Rothschild pioneered international finance on a large scale, financing the purchase of the Suez Canal for the British government.

3. THE INDIAN BANKING SYSTEM:-

The Indian Banking System is already witnessing the sea changes as the banking sector seeks new technology and its applications, More and more people are now coming under the ambit of banking and thus under formal credit. Earlier this domain was the preserve of very few organizations. Foreign banks with heavy investments in technology started giving some "Out of the world" customer services

3.1 Indian Banking History

Banking in India originated in the last decades of the 18th century. The first banks were The General Bank of India, which started in 1786, and Bank of Hindustan, which started in 1790, both are now defunct. The oldest bank in existence in India is the State Bank of India, which originated in the Bank of Calcutta in June 1806, which almost immediately became the Bank of Bengal.

The East India Company set up Bank of Bombay in 1720 with the objective of increasing trade. In 1786, the General Bank of India was floated, which claimed limited liability on the shareholders. Subsequently, other banks, viz., the Carnatic Bank (1788), the Madras Bank (1795), the British Bank (1795) and the Asiatic Bank (1804) were established as private institutions.

The evolution of the modern commercial banking industry in India can be traced to 1806 with the establishment of the Bank of Calcutta, later renamed to Bank of Bengal in 1809. Three presidency banks were set up in Calcutta, Bombay and Madras. In 1860, the limited liability concept was introduced in banking, resulting in the establishment of joint stock banks. In 1921, the three presidency banks were amalgamated to form the Imperial Bank of India, which took on the role of a commercial bank, a bankers' bank and a banker to the Government. The establishment of the RBI as the central bank of the country in 1935 ended the quasi-central banking role of the Imperial Bank of India. In order to serve the economy in general and the rural sector in particular, the All India Rural Credit Survey Committee recommended the creation of a state-partnered and state sponsored bank taking over the Imperial Bank of India and integrating with it, the former state-owned and state-associate banks. Accordingly, the State Bank of India ("SBI") was constituted in 1955. Subsequently in 1959, the State Bank of India (Subsidiary Bank) Act was passed, enabling the SBI to take over eight former state-

associate banks as its subsidiaries. In 1969, 14 private banks were nationalized followed by six private banks in 1980.

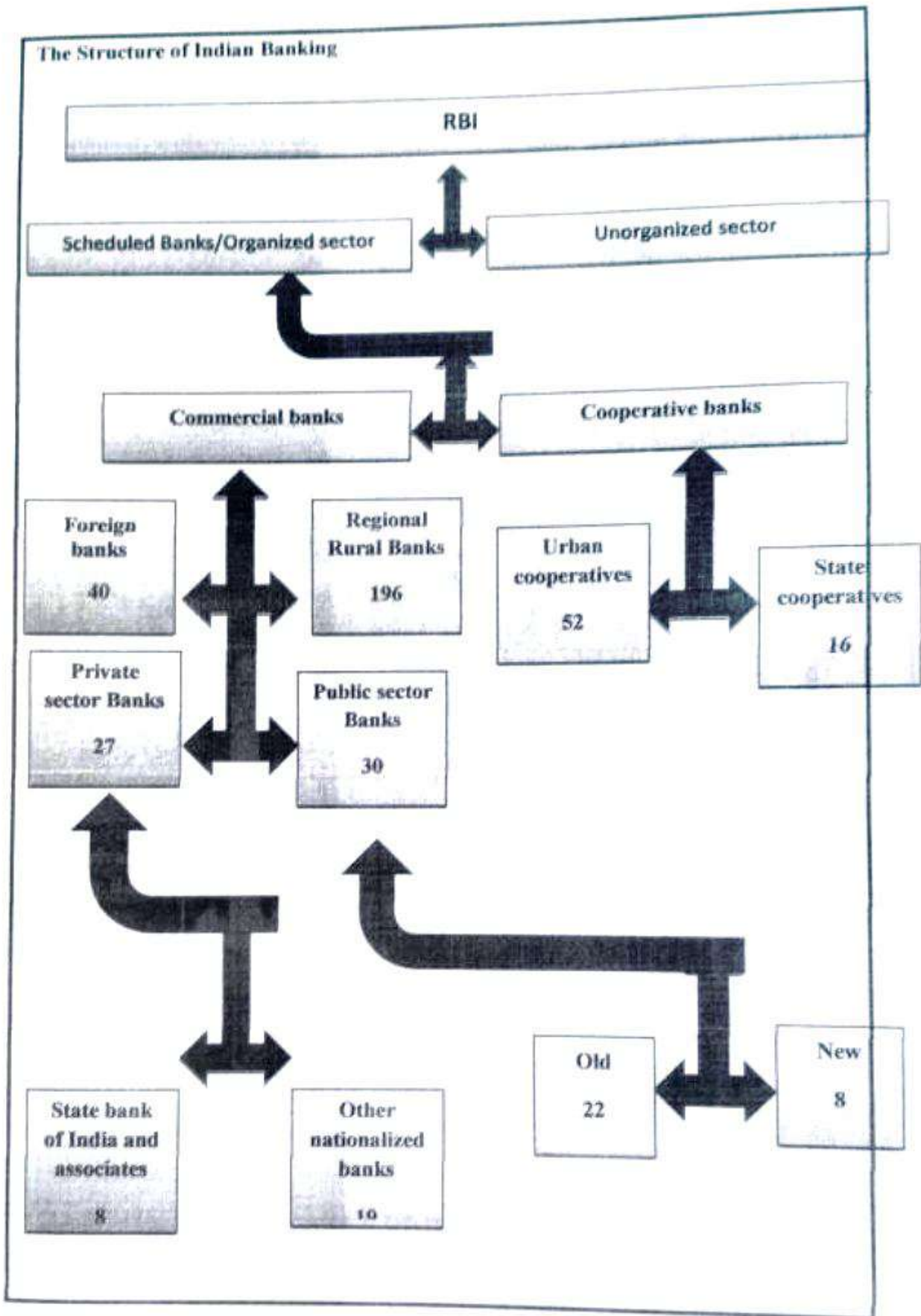
Until the 1980s, the Indian financial system was strictly controlled. Interest rates were administered, formal and informal parameters governed asset allocation, and strict controls limited entry into and expansion within the financial sector. Bank profitability was low, non-performing assets were comparatively high, capital adequacy was diminished, and operational flexibility was hindered.

The Government's economic reform program, which began in 1991, encompassed the financial sector. The first phase of the reform process began with the implementation of the recommendations of the Committee on the Financial System, i.e., the Narasimham Committee I. This was followed by reports submitted in 1998 by other Committees, such as the second Committee on Banking Sector Reform, i.e., the Narasimham Committee II and the Tarapore Committee on Capital Account Convertibility, and the second phase of reforms relating to capital adequacy requirements, asset classification and provisioning, risk management and merger policies. The deregulation of interest rates, the emergence of a liberalized domestic capital market, and the entry of new private sector banks have progressively intensified the competition among banks.

3.2 Milestones in Indian banking industry

- 1949: Enactment of Banking Regulation Act
- 1955: Nationalization of State Bank of India
- 1959: Nationalization of SBI subsidiaries.
- 1961: Insurance cover extended to deposits
- 1969: Nationalization of 14 major Banks.
- 1971: Creation of credit guarantee corporation.
- 1975: Creation of regional rural banks.
- 1980: Nationalization of six banks with deposits over 200 Cores.

The Structure of Indian Banking



CHAPTER - 3
INDUSTRIAL ANALYSIS



INDIAN BANK

I. About Indian Bank :

Indian Bank is one of the indigenous banks of India that emerged as a result of the Swadeshi Movement during the British Raj. A premier bank owned by government of India. The bank was established on 15th of August, 1907. One of the prime figures associated with the establishment of the bank was V. Krishnaswamy Iyer, a lawyer from Madras (Now Chennai). The bank soon spread its wings outside India too, and opened its branch in Colombo, Sri Lanka in the year 1932 and Rangoon, Burma in 1940. The bank was further nationalized by the Government of India in the year 1969. Serving the nation with a team of over 19429 dedicated staff as on 31.03.2014. Total Business crossed Rs. 2, 86,633 Crores as on 31.03.2014. It had Core Banking Solution (CBS) in all 2250 branches as at March 31, 2014. The Bank has overseas branches in Singapore, Colombo including a Foreign Currency Banking Unit at Colombo and Jaffna. The Bank has 240 overseas correspondent banks in 70 countries. It has two subsidiary companies: Indbank Merchant Banking Services Ltd and Indbank Housing Ltd. Operating Profit: Rs. 2,901 Crores as on 31.03.2014. Net Profit: Rs. 1,159 Crores as on 31.03.2014.

Mission of Indian Bank:-

- Our mission is to be the common man's bank. We seek to provide a comprehensive range of financial
- Products and services to all our customers under one roof. Our business is divided into four main areas.
- Retail, agriculture, corporate and commercial financial services and SME.

The Vision of Indian Bank:-

"Taking banking technology to the common man"

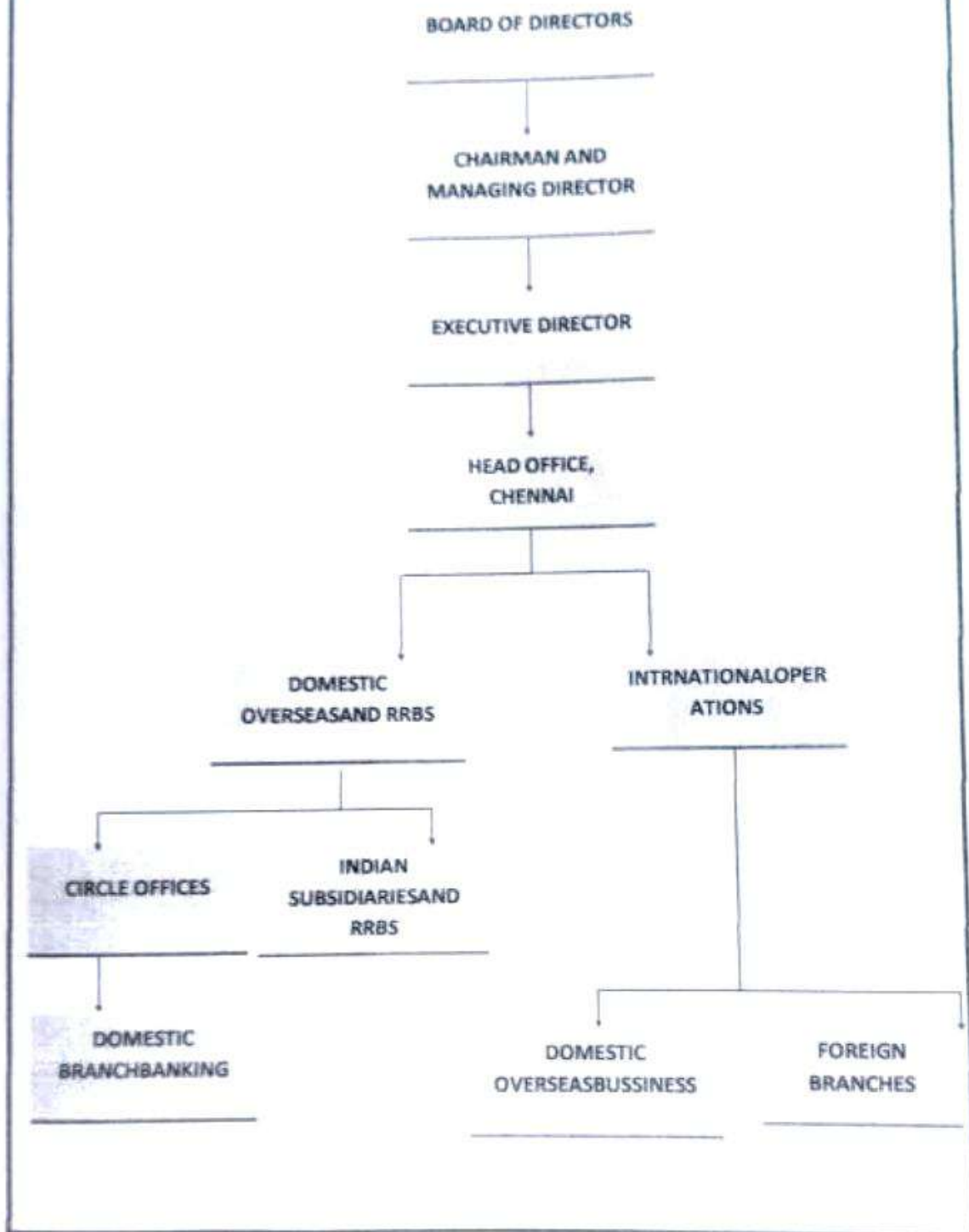
Associate Banks:-

1. Kanagadurga Grama Bank, Vijayawada
2. Venkateswara Grama Bank, Chittoor
3. Vallalar Grama Bank, Cuddalore
4. Adhiyaman Grama Bank, Dharmapuri

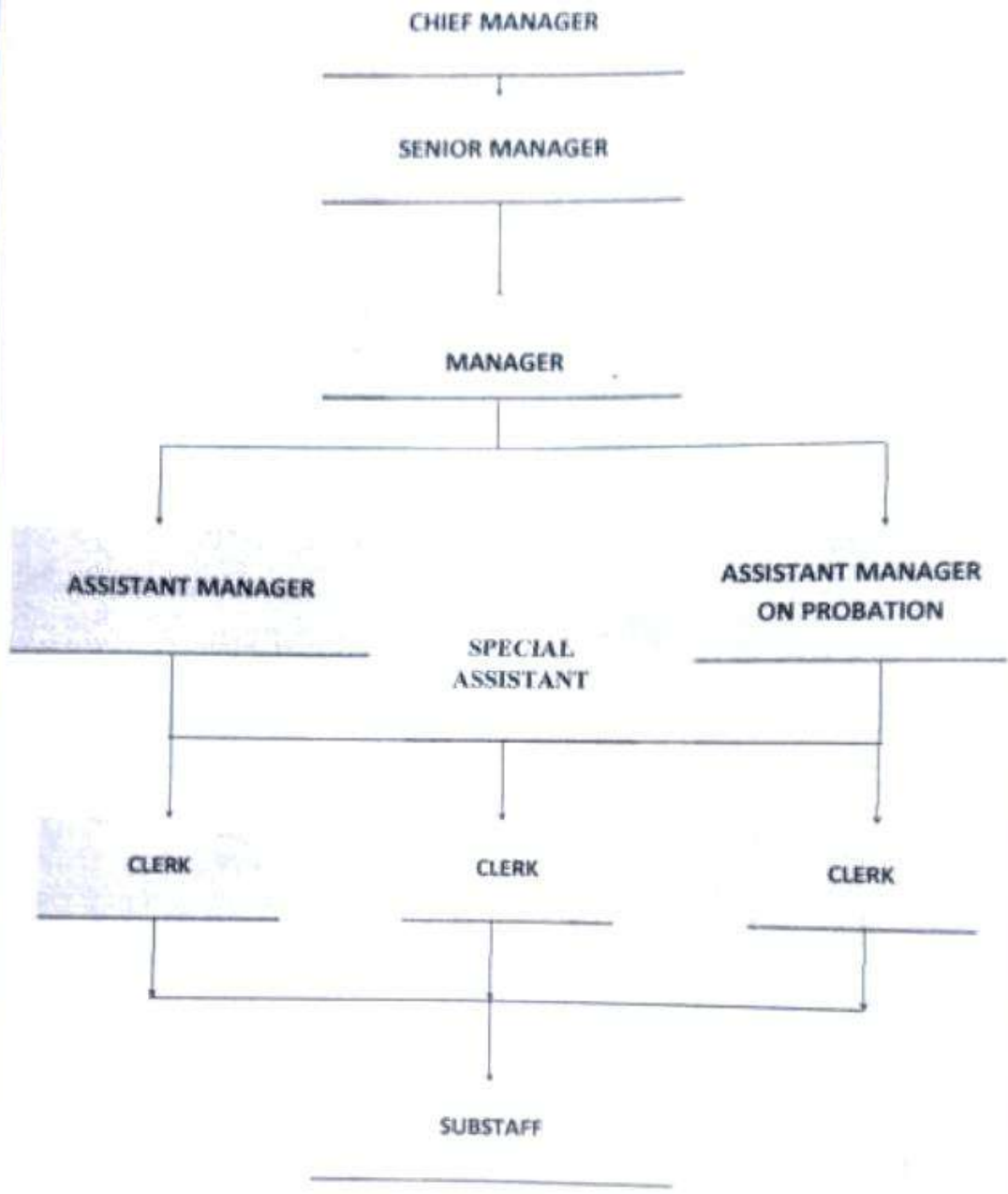
Subsidiaries:

1. Ind Bank Housing Limited,
2. Ind bank Merchant Banking Services Limited,
3. Ind fund Management Limited

Organizational Flow chart



BRANCH ORGANIZATION STRUCTURE



I. ROLE OF EMPLOYEES

I. Job Role of Branch Managers

II. The Branch Manager is personally responsible/ accountable for the following functions:

- A. Achieving targets fixed on various business areas as per the annual performance budget/ business plan / MOU of the branch with the active co-operation of the staff.
- B. The thrust areas would be to
 - a. Improve the core deposit of the branch
 - b. Achieve a proper deposit mix to maximize profitability
 - c. Maintain close liaison and sustained rapport with officials of Government / Semi Government / corporate entities / institutions / courts / individuals to improve the business
 - d. Maintain a record of contacts made and results thereof.
 - e. Arrange for deposit mobilization campaign at regular intervals.
 - f. Know the competitors' activities in and around the command area.
- C. Maintain a high level of customer satisfaction
- D. Efficient management of credit portfolio of the branch
- E. Proper personnel management and industrial relations
- F. Effective co-ordination for inspection and proper and timely rectification of errors.
- G. The Branch Manager is 'Man on the Spot' and to understand the entire operations of the branch. In case of VLBs and ELBs
 - a. Submission of monthly DO letters in time
 - b. Participate in Zonal Committee (Credit), Zonal Committee (Administration)

III. Taking charge of branches

Branch Managers up to Scale III should take complete charge of the branch after verifying all the securities, assets charged to the Bank etc., and should send the Relieving Manager's Certificate to the immediate controlling authorities without fail. The Chief Managers heading Very Large Branches should take charge of the branch after perusing latest inspection reports/ statutory auditor's report/concurrent auditors report, etc. In case of any abnormal irregularities found after his taking charge, the same should be immediately brought to the notice of higher authorities and effective steps for regularization should be taken. Assistant General Managers heading Exceptionally Large branches may immediately takeover of a branch based on latest inspection reports. They may ascertain from the Chief Manager (Credit)

about the various advance accounts and initiate regularization process in case of abnormal irregularities immediately after duly informing the higher authorities

IV. Special Assignments

Branch Manager is the Driving Force for the Branch administration, Business Growth and Profitability. As the Leader of the team and Functional Head of the Branch, it is entirely up to him/her as to how the various responsibilities are allocated among the staff members in the branch so that he/she has sufficient time for carrying out his/her Marketing Development functions. Where a Branch Manager is satisfied over the marketing skills of certain staff members, they could be assigned such responsibility as well so as to support the Branch Manager's marketing efforts

- (i) Role of Branch Manager in Marketing
- (ii) Role of Branch Manager in SME Financing
- (iii) Role of Branch Manager in Rural Development
- (iv) Conducting test check by Branch Manager on certain delegated work

2. Job Role of Assistant Branch Managers (ABM)

General

- The Asst. Branch Manager is the second Officer in command of a branch
- He shall work in close co-ordination with the Branch Manager and be ready at any time to take charge of the branch in the absence of the Branch Manager.
- He should be familiar with various operations of the branch viz., deposits, advances, foreign exchange business etc
- He will be responsible and answerable to the Branch Manager for proper functioning of internal routine of the branch and its smooth functioning.

Though the Asst. Branch Manager is under the superintendence of and to obey the instructions of the Branch Manager, he has a direct and personal responsibility to the CO in regard to the proper conduct of the Bank's business. It is his duty to report to the CO, any departure from the rules and regulations of the Bank which he considers detrimental to the Bank's interest and any defects in the Bank's security of which the CO is unaware

- a. To assist the Branch Manager in compiling data to be incorporated in the fresh/renewal proposal.

- b. in inspecting godowns assets charged to the bank.
 - c. in ensuring proper documentation and safe custody of all the security documents.
 - d. in periodically monitoring through the conduct of important advance accounts.
 - e. in preparation of Performance Budget Business Plan.
 - f. By taking over any duty or assignment as the Branch Manager may assign to him.
- Assuming emergency charge of the branch

When occasion arises for the Asst. Branch Manager or any other member of the supervising staff to assume emergency charge of a branch during the temporary absence of the Branch Manager, if for any unforeseen reason, a temporary emergency charge is prolonged for a period of one month or over, the submission of Manager's Relieving Certificate by the temporary incumbent, will become necessary.

1. Job Role of Asst. Managers/Managers at branches

General

- The Branch Manager/Asst. Branch Manager has the authority to allocate the supervisory work in the branch among the Managers/Asst. Managers of the branch.
- Manager/Asst. Manager should ensure that a satisfactory quality of supervision is maintained.
- Assistant Manager/Manager should assist the Branch Manager in his Deposit Mobilization and recovery efforts.
- An officer may be placed in-charge of one or more sections in the office depending upon the volume of work involved.
- An Officer placed in-charge of a section is responsible for
 - a. efficient customer service in his section,
 - b. proper maintenance of books and registers,
 - c. checking and authentication of vouchers,
 - b. checking of entries in the books, ledgers and registers,
 - c. dispatch of statements of accounts/custody of savings bank pass books,
 - d. balancing/tallying of books allotted to him periodically,
 - e. correct calculation of interest, commission etc. and checking thereof,
 - f. replying the customers on enquiries of routine nature,
 - g. dispatching all cheques/bills/instruments taken for collection immediately to the drawee centre,

- h follow up of long pending items in bills section and take timely steps for their realisation,
- i timely despatch of due date notices to customers,
- j timely credit of periodical interest in deposit accounts,
- k collection of locker rents in time

- Attending to correspondence Maintenance and custody of files, documents etc
- Replying to inspection/audit reports
- Reference to be made to the Manager - Advances/expenditure proposals
- Personnel Administration
- Proper regulation of foreign exchange department
- Co-ordination Among Various Sections
- Communication to Higher Authorities on matters affecting the Bank's Interest
- Participation in Development Work

2. Job allocation at branches for Officers

- Effective management of any organization is measured in terms of the delegation of the various functions among all its functionaries. In a financial organization like banks the delegation assumes more importance in view of the necessity to take decision quickly and correctly
- Field level functionaries are from time to time advised of the delegated powers in respect of the various functional areas. However, it has to be understood that delegation does not mean demarcating the power to exercise alone. The delegation should also be in respect of the functional aspects particularly at the branches. The importance of well-defined area of functions of an officer in a branch assumes greater significance with the aspect of accountability for various lapses to be identified.
- With a view to create a healthy and proper functioning of the branches, all the work among all the officers should be properly allocated by means of a written office order and the allocations made as suggested should also be made rotational among all the officers so as to make all officers to have exposures to all areas of the branch functioning
- The office order as suggested above should be preserved and made available to the Inspecting officials

- Inspecting officials should verify whether the office order is in vogue at the branch and in its absence bring that to the knowledge of the Inspection Department immediately by means of special report
- The Inspecting officers have to append a copy of such office order to their report Further, in case any serious lapses are noticed during the course of the inspection the name of the officers directly responsible for the same should be mentioned without fail.

3. DUTIES OF SPECIAL ASSISTANTS

Special Assistants will be accountable and responsible for running of the department/section under them and their duties will involve looking after and checking the work of other clerk or clerks and sub-staff and will include:

- 1) Passing independently, manually or online, cash, cheques, drafts, other negotiable instruments, vouchers etc upto Rs 35000/- and clearing and transfer cheques vouchers etc. (whether credits or debits) upto and including Rs.1,50,000/- Passing of drafts upto Rs.2000/- without advice Passing of cheques drawn by illiterate persons within their passing powers Passing will include verification of signatures and scrutiny as to the correctness of endorsements on and other particulars of such instruments. There shall be no limits for verification of signatures, passing of authenticated credit vouchers/entries and for verifying authenticated vouchers in the ledgers, books, computer print-outs etc.
- 2) Accept, verify and post cash/transfer/clearing cheques and other instruments, as the case may be, in appropriate books of accounts/ledgers, either manually or online and give due acknowledgements.
- 3) Signing vouchers, cheques, drafts, mail transfers, pay orders, advices such as nonpayment advices, inter branch fate calling advices, bill schedules, demand notices, statements certificates etc He shall also sign drafts, pay orders, TPOs and interbranch advices, term/call deposit receipts etc singly upto Rs 7500/- and beyond Rs.7500/- as second signatory jointly with an officer signing as first signatory.
- 4) Checking all vouchers, advices, statements, cheques draft etc., bills and books of accounts including current savings and other ledgers, cash, postal and revenue stamps, franking machine balances, exchange, discount, brokerage calculations and initialing by way of authenticating them for accuracy/correctness

- 5) Checking, manually or online, current, savings and other accounts.
- 6) Checking the coding and decoding of telegrams (excluding check symbols or ciphers) including custody of bank's code book. 'Checking' would mean verifying that the material checked is in order in all the respects and include initialing the same for authentication.
- 7) Discharging, endorsing cheques, bills etc.
- 8) To verify, examine and recommend payment of TA bills of the staff.
- 9)
 - a) To check progressive balance book.
 - b) To check bills in hand physically, books of accounts, advices etc.
 - c) Checking of all miscellaneous statements and returns and signing them as second signatory.
 - d) Periodical checking of the books, registers, files and records.
 - e) To assist the Manager in handling loan and advances work at the office i.e. preparation of loan proposals, documents, checking of stock report, calculation of DP, preparation of financial report in reply to some queries by other institution and such other work relating to loans. It is clarified that Special Assistants posted in Semi-urban and rural branches may be required to recommend credit proposals on merits for consideration of Incumbent Incharge of the office concerned.
 - f) To keep custody of loan documents and securities jointly with the Manager/Sub Manager or Assistant Manager.
 - g) Custody of stamps and stamped agreements.
 - h) To act as an Asstt. Custodian of Safe Deposit Vault.
 - i) To work as an assistant to the Inspector.
- 10)
 - a) To check compliance of standing instructions by the customer and custody of Standing Instructions Register
 - b) To check maintenance of Stop Payment Register and allied work and custody of Stop Payment Register.
 - c) To check current, SF and other ledgers and to issue cheque books to the customer and custody of the specimen signature binders and account operating forms.
 - d) Custody of inoperative ledgers along with their A.O.F. and specimen signatures(except in A & B class offices) and security forms jointly with an officer.

- 11) Custody of all inward parcels jointly with another officer
- 12) Perform, when required in a computerized set up, system control functions, either jointly with an officer or independently, upon specific authorization in this regard
- 13) Briefly explain, the features of Bank's various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel
- 14) To undertake higher responsibilities as and when called upon to do so under administrative exigencies in case of posting in rural branches as second man provided he is not debarred from officiating promotion as officer. For the purpose of efficient and effective functioning of the section or department the special assistant shall ensure that all acts, things and steps necessary therefore are taken by himself or by the clerks placed under him and shall ensure that, wherever necessary:
 - a) Reminders are sent on time and followed up.
 - b) Pass sheets/books are filled up and issued promptly.
 - c) Deposits are renewed on due dates or reminders sent to the parties. d) Standing instructions are complied with
 - e) Bills are accepted and due dates diansed/advised and followed up.
 - f) Interest, commissions and service charges are collected.
 - g) Proceeds of bills are received or remitted promptly.
 - h) Confirmation of balance of accounts of the customers and its follow up.
 - i) All securities relating to the department/section of which the special assistant is Incharge are secured and/or kept in proper custody and properly handed to the authorized person at the close of the day
 - j) Balances promptly taken, tallied and reported and followed up and also returns submitted.
 - k) Advices and/or duplicate advices/summaries are issued/responded promptly, whenever called for.
 - l) Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorization.

4. Duties of clerical staff

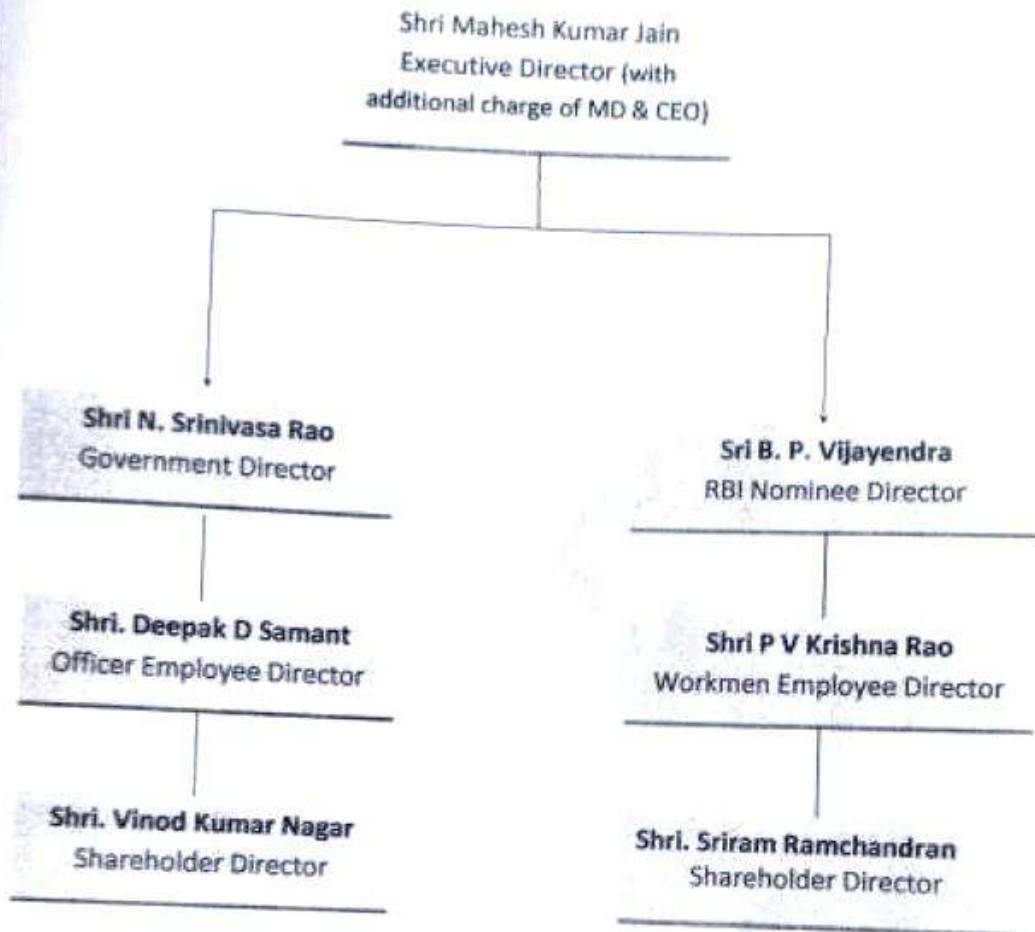
- All members of the clerical staff who do not get any special pay as on 30th April 2010 on regular basis shall be designated as Single Window Operator 'A'. The following duties shall form part of their normal duties:

- Acknowledgments of inward mail received
- Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgments in the counterfoil
- Delivery of cheque books subject to authorization by competent authority. Issue of cash receipts.
- Issue of E.S.I stamps wherever applicable or may become applicable
- Recounting of currency notes by cash department staff
- Ensuring the proper contents in covers and envelopes including registered ones before dispatch.
- All clerks shall also perform all duties and functions of their cadre, either online or manually, which does not involve any passing or supervisory function of an officer of the bank. He will, wherever and whenever required, function as a single window operator where he will also receive and pay cash.
- In addition, his duties will include
 - i. Passing and cash payment of all cheques/withdrawal forms/bankers' cheques etc upto and including Rs 10,000/-
 - ii. Passing independently clearing and transfer cheques, vouchers, etc (whether credits or debits) upto and including Rs 15,000/-
 - iii. Receipts of cash and issuance of pre-signed drafts / gift cheques / travellers cheques / pay orders / bank orders, etc upto and including Rs 15,000/-

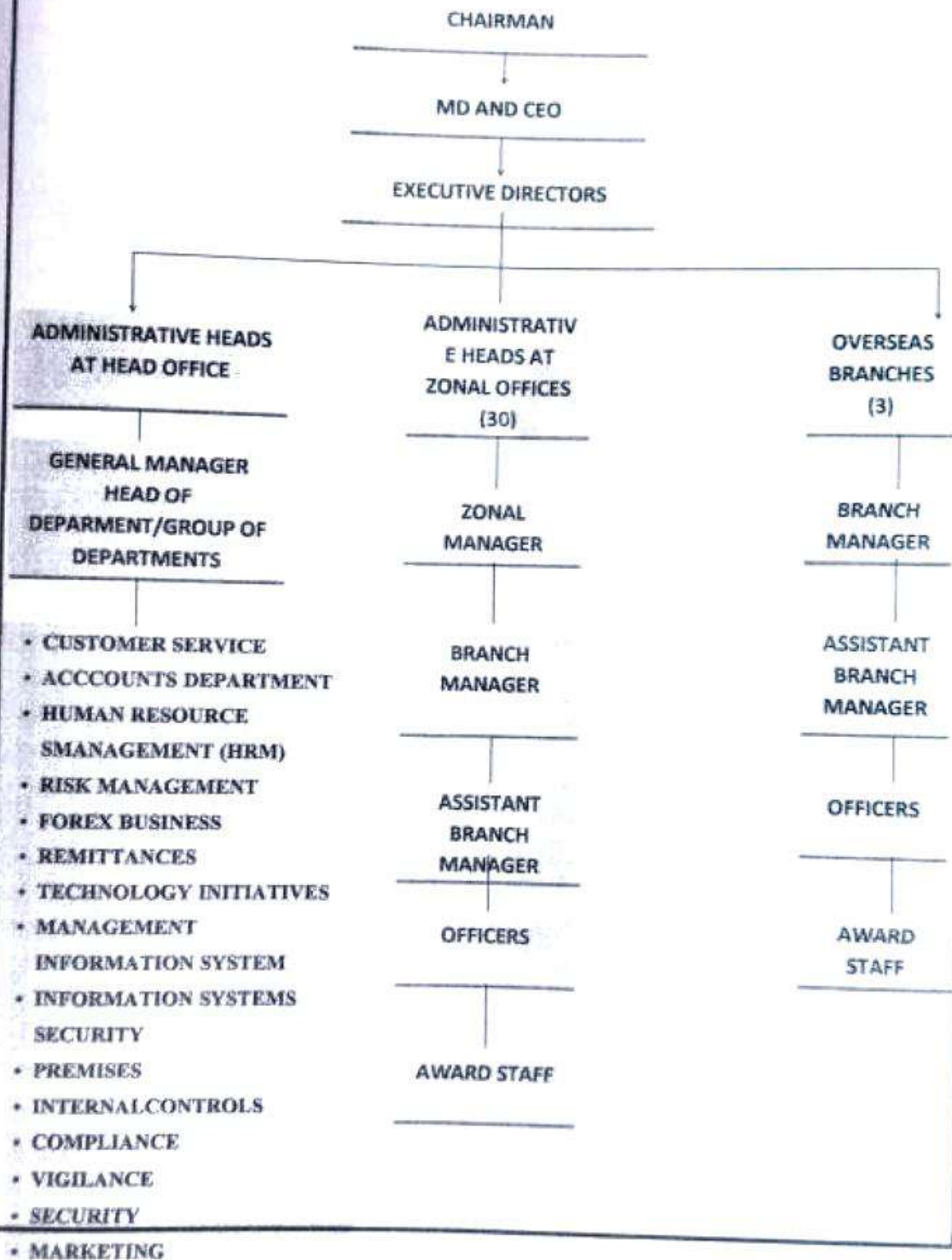
5. Duties of subordinate staff

- All the normal and routine duties of the subordinate staff cadre and for performance of which no special pay shall be payable. In addition they shall also be required to do the following duties
- To take money orders, to buy stamps etc., which involves carrying of cash not Rs. 5,000/- and to carry insured letters, etc. to post office
- To stitch currency note bundles
- To stitch and seal parcels and packets containing currency notes,
- To transit cash from the bank to an office outside or vice versa, if unaccompanied by a watchman / Armed Guard

CEO AND DIRECTORS OF INDIAN BANK



2. FUNCTIONAL CLASSIFICATION



1. CUSTOMER SERVICE

Bank is a member of the Banking Codes and Standards Board of India (BCSBI) having adopted the Codes of Commitment to customers/MSE for implementation in letter and in spirit

Customers' Day was celebrated uniformly at all the Branches on 11.09.2014 as part of Bank's Founding Day celebrations. Large number of Customers participated in the Customers' Day/ Customer meets and had given valuable suggestions for improvement of customer Service. All the feasible suggestions have been implemented.

- A Customer Satisfaction Survey was conducted at all our Zones during October-December 2014 by randomly selecting 10 branches in each Zone and 25 customers from each Branch by engaging independent persons viz., MBA students and our Marketing/Relationship officers.
- 9432 customers in 382 Branches were surveyed and rated on various aspects of Banking. The survey findings were analysed and placed to the Board and suggestions/grievances pointed out attended/resolved.
- No awards have been passed by the Banking Ombudsman against the Bank during the year excepting a few minor directions for operational issues.
- All Regulatory/Mandatory meetings relating to Customer Service have been held as per schedule.
- As per the directions of Government of India, Bank has launched the Standardised Public Grievance Redressal System w.e.f 18.02.2013 using in-house developed software. The system has integrated all the grievance redressal avenues like manual complaints, e-mail complaints, telephonic complaints etc. into a common digital platform ensuring speedy resolution of grievances.

1. HUMAN RESOURCES MANAGEMENT (HRM)

- **Manpower planning and Recruitment strategy:**

As part of succession planning, the Bank has undertaken recruitment of manpower in various categories in line with emerging business and taking into consideration the superannuation, branch expansion and business growth. During the year, Bank recruited 943 Probationary Officers and 178 Specialist Officers in different functional areas based on the requirements of the functional heads besides reckoning the

vacancies arising due to attrition. 1415 clerks, 13 Sub-Staff and 30 Armed Guards joined the service of the Bank during the year.

• **Manpower Position**

The position of manpower in the Bank as on 31.03.2015 is as follows:

CATEGORY	TOTAL	Of which			
		SC	ST	MALE	FEMALE
OFFICERS	9274	1971	745	7229	2045
CLERKS	9449	2068	387	5740	3709
SUB STAFF	1499	499	69	1415	84
TOTAL	20222	4538	1201	14384	5838

• **E-learning**

As part of HR initiatives, Bank has launched an e-learning portal for imparting training to employees. The web portal can be accessed through CBS Help Desk. There are 30 course libraries with 355 modules in various banking topics.

• **Industrial Relations**

The Top Management of the Bank periodically interacts with the leaders of Employees' Unions and Officers' Associations for enabling harmonious industrial relations.

• **Implementation of HR Technology**

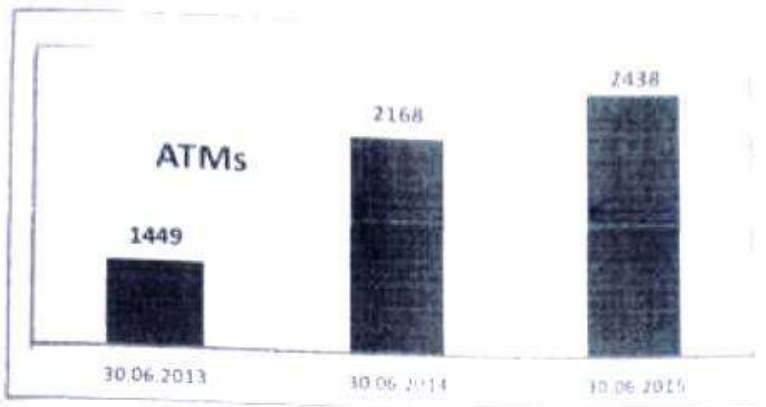
SAP

SAP HR software is being put to use as a decision support system in areas such as promotion, transfer, and placement. To extend technological advancement to the entire workforce and achieve a paperless processing of HR related issues, a cohesive web-site for Human Resources Management through Intranet has been hosted.

• **Staff Welfare Measures**

The Central Welfare Committee of the Bank constantly reviews the welfare schemes available to the employees and improvements are being made based on their recommendations.

GROWTH IN NUMBER OF ATMS

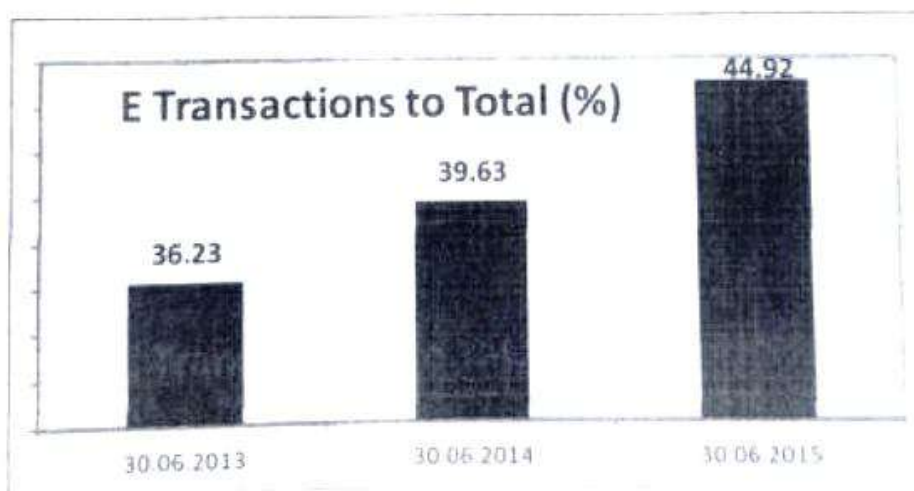


- **Internet Banking:**

Bank has introduced self service delivery channels through Net Banking, which facilitates banking through internet, funds transfer, tax and utility bills payments, at customers' convenience. Net banking facility is provided for both individuals and corporate customers with 24*7 accessibility.

- **Mobile Banking:**

Mobile Banking provides a unique opportunity for providing financial & non-financial transactions in a secured way to the customers by using their own hand phones. Mobile Banking services reaches to every common man as the services are available 24 x 7 to access the banking services at his/her convenience.



3. FINANCIAL ANALYSIS OF PREVIOUS YEARS' STATEMENT OF ACCOUNTS

Year on year growth of Indian bank

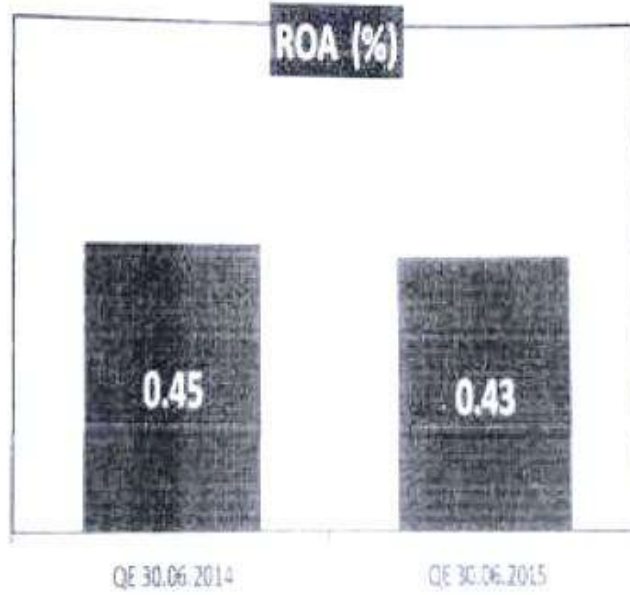
Table - 5

Particulars	QE 30.06.2014	QE 30.06.2015	Y-o-Y growth (%)
Interest Income	3928.78	4118.99	4.84
Other Income	215.23	375.56	74.49
Total Income	4144.01	4494.55	8.46
Interest Expenditure	2856.81	2998.64	4.96
Operating expenditure	650.20	787.27	21.08
Salary Expenditure	422.97	530.12	25.33
Total Expenditure	3507.01	3785.91	7.95
Net Interest Income	1071.97	1120.35	4.51
Operating Profit	637.00	708.64	11.25
Provisions	429.84	493.36	14.78
Net Profit	207.16	215.28	3.92

Cost of Deposits (%)

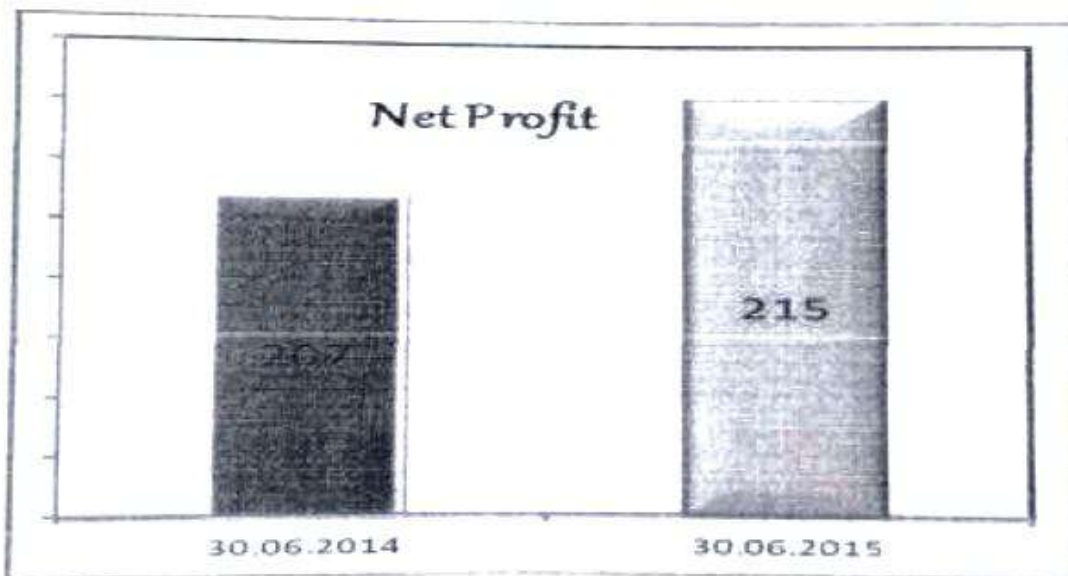


ROA (%)



Performance measurement parameters

Parameters (₹ in lakh)	QE 30.06.2014	QE 31.03.2015	QE 30.06.2015
Cost of Deposits	7.14	7.01	6.94
Yield on Advances	10.09	10.03	9.96
Return on Assets	0.45	0.44	0.43
Net Interest Margin	2.44	2.48	2.36
Return on Investments	7.36	7.32	7.18
Return on Average Networth	7.12	6.64	6.80
Business per Employee (₹ in lakh)	1298.83	1443.40	1469.13



Operating Profit



30.06.2014



30.06.2015

ASSET QUALITY

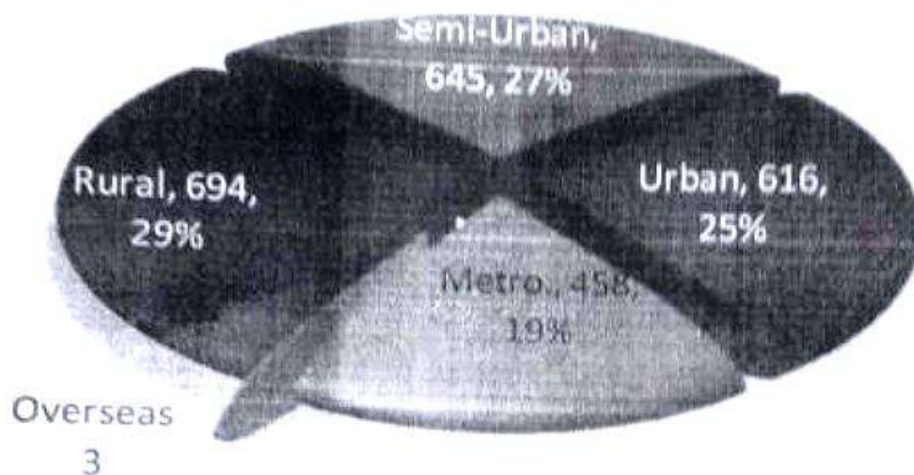
Parameters	Jun-14	Mar-15	Jun-15
Gross NPAs Oppg	4562.20	5461.05	5670.44
Fresh NPAs	941.42	1036.48	496.36
Reduction	780.74	827.09	351.65
Gross NPA Closing	4722.88	5670.44	5815.15
Gross Advances	117652.77	128831.69	124998.32
Gross NPA as % to Gross advances	4.01%	4.40%	4.65%
Cash /comp Recovery	133.06	592.73	122.95
Upgradation	26.13	8.28	47.59
Tech Write off/write off/Exch Di	97.60	226.08	181.21
ARC Transfer	523.95	0.00	
Total recovery	780.74	827.09	351.65
NPA Provisions	1594.32	2164.14	2223.98
Total Deductions	1866.07	2523.49	2621.86
Net NPAs	2856.81	3146.95	3193.29
Net Advances	115371.39	125863.55	121967.01
Net NPAs as % to Net advances	2.48%	2.50%	2.62%
Provision Coverage Ratio (%)	57.56%	60.08%	60.90%

GLOBAL PRESENCE

The modest beginning made by the Indian Bank has come a long way since then, with 1642 branches located nationwide within India and Overseas branches in Singapore and Colombo as of April 2009 including a Foreign Currency Banking Unit at Colombo and Jaffna. The bank also has 240 Overseas Correspondent banks in 70 countries, giving a strong presence internationally. A 22,000 strong workforce of dedicated employees takes pride in serving the Indian Bank.

Branch Network

Diagram no 2



BANKING ACTIVITIES

Indian Bank offers a wide variety of Banking Products and Services to its customers, including various Deposit Schemes, Loan Options, Financial Services, Stock Investment Services and a number of specialized services such as Remittance, Collection, 7 Day Banking Branches, Cash Management and Electronic Funds Transfer.

As of April 2009, the bank has Core Banking Solution (CBS) implemented in its 1642 branches and 66 extension counters. The bank has 755 connected Automatic Teller Machines (ATMs) installed in 225 locations nationwide.

SUBSIDIARY COMPANIES

Apart from its Regular Banking Services, the Indian Bank has also been offering various other services through its 3 subsidiary companies, which are Indbank Merchant Banking Services Ltd., IndBank Housing Ltd. and IndFund Management Ltd.

RURAL BANKING

Indian Bank has been a leader in bringing new initiatives for development of rural banking and extending help to the farmers of India. The bank has received award from Honorable Union Minister of Finance for Excellence in Agricultural Lending. Apart from it, the bank also received the Best Performer Award for Micro-Finance activities in Tamil Nadu and Union Territory of Puducherry from National Bank for Agriculture and Rural Development (NABARD).

RATING OF INDIAN BANK

- "AAA/Stable" rating by M/s CRISIL Ltd and M/SCARERATING
- "AA+(Positive)" Rated by M/s ICRA Ltd
- "BBB" Rated with Stable outlook (same as the sovereign rating)by M /s Standard & Poor's
- "BB+" Rated with Stable outlook by M/s Fitch Ratings Ltd.
- "Indian Bank is listed in, MSCI India IMI "index, which includes large+mid+smallcapstocks.

A FRONT RUNNER IN SPECIALIZED BANKING

- **97** Forex Authorised branches inclusive of 1Specialised Overseas Branch at Chennai exclusively for handling forex transactions arising out of Export, Import, Remittances and Non Resident Indian business
- **73** Special SME Branches extending finance exclusively to SSI units
- Established MSME CPUs at **9** key centers at Chennai, Mumbai, Kolkata, New Delhi, Ahmedabad, Bangalore, Pune, Coimbatore and Kancheepuram.
- MoU entered with National Small Industries Corporation (NSIC) to focus on MSME Segment

LEADERSHIP IN RURAL DEVELOPMENT

- Under Financial Inclusion Plan (India) Bank has been allotted with 1523 villages with population above 2000. All the 1523 villages have been provided with banking services as on 30th September 2012 as below:
1448 villages through Smart card based Business Correspondent (BC) Model
81 villages through Brick and mortar branches / Banking Service Centres (BSCs)
48 villages through Mobile Branch/ Van
- Pioneer in introducing Self Help Groups and Financial Inclusion Project in the country
- Best Performer Award for Micro Finance activities in Tamil Nadu and Union Territory of Puducherry from HABARD
- Award winner for Excellence in Agricultural Lending from Honorable Union Minister for Finance.
- Established 45 specialized exclusive Microfinance branches called "Microsate" across the country to cater the needs of Urban poor through SHG (Self Help Group)/JLG (Joint Liability Group) concepts
- Provision of technical assistance and project reports in Agriculture to entrepreneurs through Agricultural Consultancy & Technical Services (ACTS)
- Harnessing ICT (Information and Communication Technology) for Rural Development and Inclusive Banking

A PIONEER IN INTRODUCING THE LATEST TECHNOLOGY IN BANKING

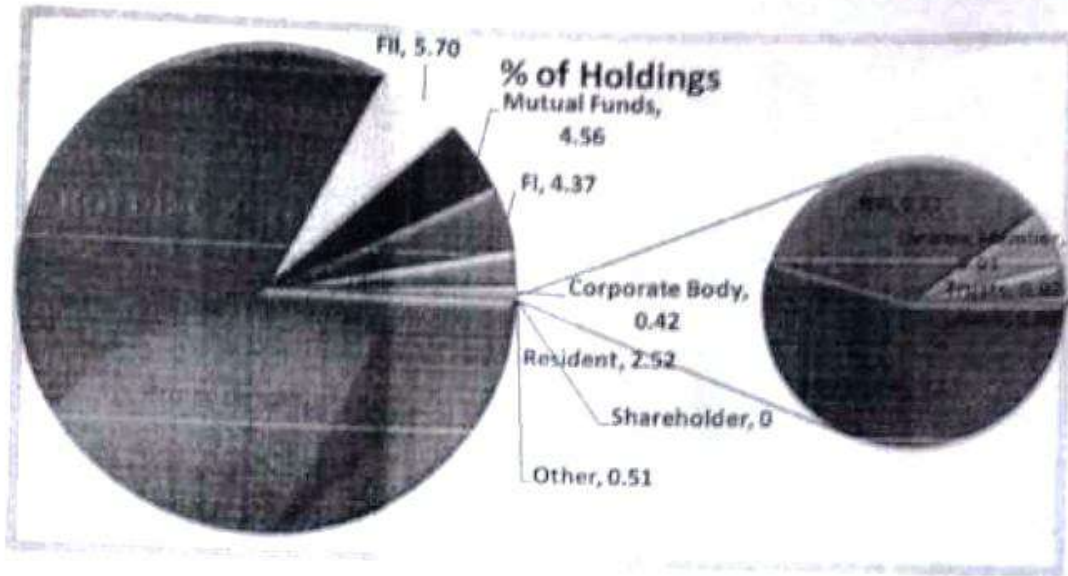
- 100% Core Banking Solution (CBS) Branches
- 100% Business Computerization
- 2172 Automated Teller Machines (ATM)
- 24 x 7 Service through more than 99242 ATMs under shared network
- Internet and Tele Banking services to all Core Banking customers
- e payment facility for Corporate customers
- Cash Management Services
- Depository Services
- Reuters Screen, Teletext, Reuters Monitors, Dealing System provided at Overseas Branch, Chennai
- HD Cold Call
- HD Prepaid Cards Launched (GIFT Card, International Travel Card)

- RTGS & NEFT remittance facilities now available at all CBS branches
- Strategic alliance with HDFC Standard Life Insurance Company

TWO RECENT PLANS OF LIC LINKED WITH INDIAN BANK:

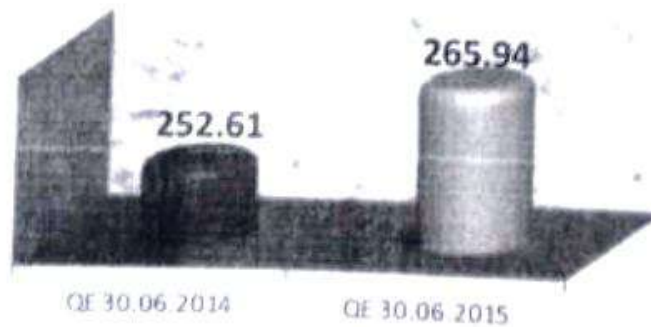
- Pradhan Mantri Jan Dhan Yojana (PMJDY- Life cover with LIC)
- Pradhan Mantri Jeevan Jyothi Bima Yojana (PMJJBY)

SHARE HOLDING PATTERN



Bank paid Rs 4.20 per Equity share as Dividend for the year 2014-15

Book value per share (₹)



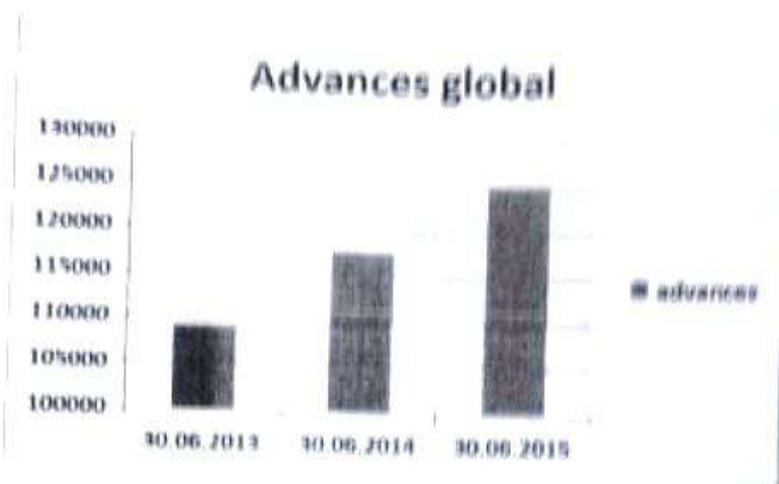
Earning Per Share (₹)



QE 30.06.2014

QE 30.06.2015

Advances global



DEPOSITS

Deposits are broadly classified into demand deposits, savings deposits and time (or term) deposits as follows:

- a Demand deposits, which are non interest bearing.
- b Savings deposits, which are deposits that accrue interest at a fixed rate set by the RBI (currently 3.5%) and upon which cheques can be drawn, and
- c Term deposits, which are deposits on which interest is paid, either on maturity or at stipulated intervals depending upon the deposit scheme under which the money is placed. Term deposits include
 - i Fixed deposits on which a fixed rate of interest is paid at fixed, regular intervals

- ii. The investment deposits under which the interest is compounded quarterly and paid on maturity along with the principal amount of the deposit, and
- iii. Recurring deposits under which a fixed amount is deposited at regular intervals for a fixed term and the repayment of principal and interest is made at the end of the term.

Deployment of Advances - Major Industries				
INDUSTRY	30.06.2014		30.06.2015	
	Amount	% share to Gross Advances	Amount	%Share to Gross Advances
Infrastructure	21,16,51	18.77	23,571.18	17.34
Basic Metal & Metal Products	3019.15	2.40	4454.49	3.19
Textiles	3054.10	2.47	4245.15	3.41
Food Processing	2281.10	1.95	2521.28	2.11
Petroleum, Coal Products & Nuclear Fuels	1750.80	1.50	2458.14	2.08
All Engineering	2254.15	1.93	2376.73	1.95
Cement & Cement Products	1240.88	1.07	1378.35	1.16
Construction	1095.88	0.91	1286.87	1.09
Chemicals and Chemical Products	987.38	0.84	1014.60	0.85

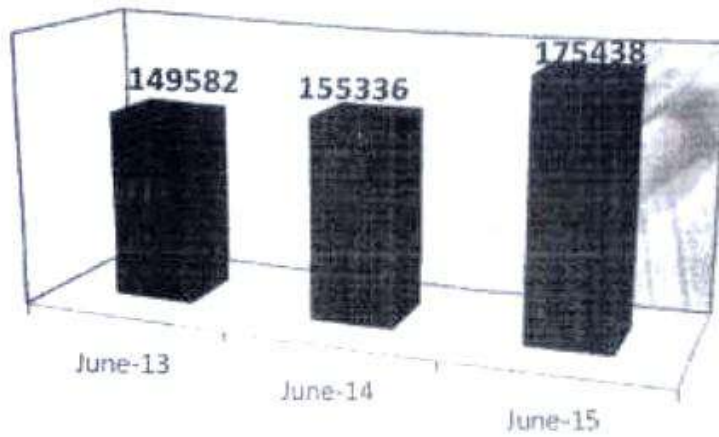
Sector wise deployment of advances

Details	Jun-14	Jun-15
Gross Advances (Domestic)	110756	118727
Priority	39612	46881
Of Which: Agriculture	19730	23237
MSME	15176	16196
Of Which: MSE	12937	14168
Housing	7543	8553
Other Retail (Vehicle Loan (HP) & Legal Personnel)	3857	4508
Corporate & Commercial	58983	61432

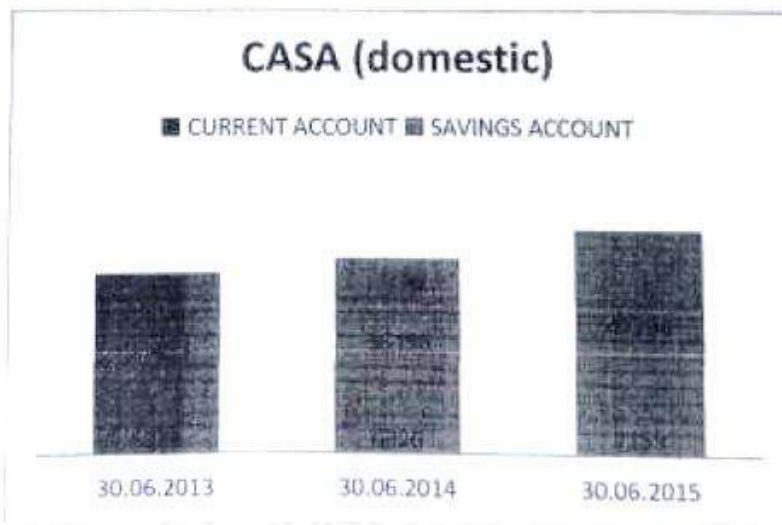
- d. Fixed Deposits
- e. Facility Deposit
- f. Reinvestment Plan Deposits
- g. Ind Double - Centenary Certificate Scheme and Centenary Tax Saving Certificate
- h. Recurring Deposit
- i. Special Recurring Deposit

- j. Savings Bank
- k. Vikas Savings Khata
- l. Current Account
- m. Capital Gains Scheme 1988
- n. Power Account
- o. Special Deposit Scheme for Senior Citizens
- p. Sweep Facility under Current Account and Savings Account
 - i. Premium Current Account:
 - ii. SB Platinum:

GLOBAL DEPOSITS



CURRENT ACCOUNT SAVINGS ACCOUNT



OTHER SERVICES

- a. Wealth management services

Treasury operations

- a. FOREIGN EXCHANGE OPERATIONS

General banking services

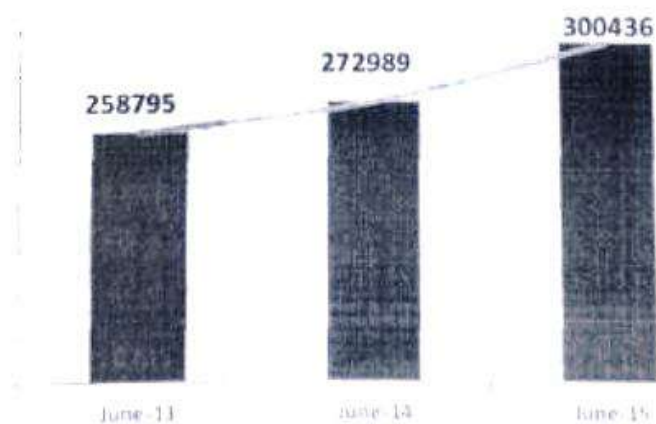
- a. Credit and Debit Cards
- b. Cash Management and Remittances
- c. Collection Services
- d. Depository Services
- e. Government Business
- f. Collection of Taxes
- g. Distribution of deposit products of the Government of India
- h. Ministerial Accounts
- i. Payment of Pension
- j. Non-Resident Indian Financial Services
- k. IB Swarna Mudra Scheme
- l. Merchant Banking Services

Distribution of third party products

- a. Insurance b. Mutual Funds

TOTAL BUSINESS OF THE FIRM

Business Crossed the Milestone Target of ₹ 3,00,000 crore



Position of restructured accounts as on 30.06.2019	
Accounts Restructured during 2018-19	21340.29
Accounts Restructured during 2017-18	1001.00
Accounts Restructured during 2016-17	97.00
Restructured Advances Total	22800.01
Less: Accounts closed due to non-recovery of dues and transfer of balances to other departments if any	3001.84
Transfer of balances to other departments if any	1042.14
GP Budget of 2018-19, 2017-18 & Other Departments	1000.00
Restructured Advances outstanding as on 30.06.19	12800.03
Accounts restructured during 2018-19 & NPFA as on date	2431.24
Accounts restructured during 2017-18 & NPFA as on date	55.00
Accounts restructured during 2016-17 & NPFA as on date	0.00
TOTAL NPFA	2487.24
NPFA Provision held as on 30.06.2019	416.00
Restructured Accounts closed to NPFA during June 19	22.83

4. COMMITTEES OF THE BOARD

Committees of the Board of Directors:

1. Audit Committee
2. Shareholders Grievance Committee
3. Management Committee
4. Customer Service Committee
5. Risk Management Committee
6. Technology Committee
7. Vigilance Committee and
8. Special Committee Monitoring of Large Value Deals

The Board of Directors has set constituted and reconstituted committees as the responsibility of Directors is determined by the Government and is guided by the guidelines of the Government of India.

CHAPTER - 4
A STUDY ON INDIAN BANK

Over view

Banking in India originated in the last decades of the 18th century. The first banks were The General Bank of India, which started in 1786, and Bank of Hindustan, which started in 1790, both are now defunct. The oldest bank in existence in India is the State Bank of India, which originated in the Bank of Calcutta in June 1806, which almost immediately became the Bank of Bengal. The major highlights of Indian Bank's performance during

FY2014-15 are as follows. Global Business of the Bank reached ₹ 2,98,056.96 crore during the year, registering a growth of 3.99 per cent. Total Deposits grew by ₹ 6,950.45 crore, or 4.28 per cent to ₹ 1,69,225.27 crore. Gross Advances at ₹ 1,28,831.69 crore, registered an increase of ₹ 4,473.04 crore (3.60 per cent) as on 31.03.2015. Overall Credit-Deposit ratio was at 76.13 per cent. Priority Sector Advances at ₹ 47,336.60 crore, grew by ₹ 6,062.32 crore (14.69 per cent) as on 31.03.2015 and was 40.42 per cent of ANBC. Agriculture Credit grew by ₹ 4,514.04 crore (23.55 per cent) to ₹ 23,678.97 crore and accounted for 20.22 per cent of Adjusted Net Bank Credit (ANBC). In accordance with the priorities accorded by the Government of India, the Bank's Advances to SC/STs reached ₹ 2,149.41 crore as of 31 March 2015, constituting 5.06 per cent of total Priority Sector Advances. Net Interest Margin was at 2.50 per cent in FY2014-15. Operating Profit increased to ₹ 3,013.71 crore as against ₹ 2,900.60 crore in FY 2013-14, registering a growth of 3.90 per cent. Net Profit for FY 2014-15 was at ₹ 1,005.17 crore as compared to ₹ 1,158.95 crore for 2013-14. Return on Average Assets was at 0.54 per cent. Capital Adequacy Ratio (BASEL III) was at 12.86 per cent as compared to 12.64 per cent as of March 2014. Return on Net worth for FY 2014-15 was at 8.34 per cent, as compared to 10.22 per cent in FY2013-14. Gross NPA was at 4.40 per cent as against 3.67 per cent in March 2014 while Net NPA was at 2.50 per cent as against 2.26 per cent in March 2014.

REFERENCES

1. <http://www.indian-bank.com/>
2. https://en.wikipedia.org/wiki/Indian_Bank
3. Indian Banking Industry and Information Technology – 2010 by B R Nanda
4. Modern Banking. Theory and Practice – 22 Aug 2014 by D. Muraleedharan

CHAPTER - 5

OUTCOMES DESCRIPTION

Out comes description

In two months of internship at Indian bank, we understand that the following points are necessary to work in banking sector efficiently

The skills required for a banking internship

Though the scope of an intern's role and responsibility may be limited in comparison to regular employees, interns require specific technical and soft skills to perform well in their role. Since many banking internships offer a monthly stipend, you may face competition while applying, and possessing some key skills can help you secure the opportunity. If you are pursuing banking internship roles, consider equipping yourself with the following skills:

Computer literacy

Banks may prefer candidates who have prior experience working with complex spreadsheets and presentation software. An ability to use advanced formulae and filters in spreadsheets is useful for creating accurate financial models. Experience in preparing concise and clear slide show presentations can help an intern share research, analyses and data with other banking professionals.

Ability to work independently

Interns may receive initial training for their specific job role. They can seek the help of senior interns or other employees if they need additional inputs. In a couple of weeks, they may work with little or no supervision. The ability to research independently and complete tasks on their own is an important skill for a banking intern.

Willingness to learn

The prime benefit of a banking internship is the opportunity to learn from senior professionals about the different domains in banking and the work culture associated with each. They can learn new concepts, use latest technologies and tools, understand statutory guidelines, assess risks and operate banking applications that they may not be familiar with. A banking intern's interest in listening, observing and learning from their mistakes can help them gain knowledge and expertise in their specific domain of work.







Student Self Evaluation of the Short-Term Internship

Student Name:		Registration No:	
Term of Internship:	From:	To:	
Date of Evaluation:			
Organization Name & Address:			

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name:		
Term of Internship:	From:	Registration No:
Date of Evaluation:		To:
Organization Name & Address:		
Name & Address of the Supervisor with Mobile Number		

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

Page No:

EVALUATION

Page No.

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

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MARKS STATEMENT
(To be used by the Examiners)

Page No

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:
Programme of Study:
Year of Study:
Group:
Register No./H.T. No:
Name of the College:
University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal: