

The Principal

Kanya Maha Vidyalaya

Jalandhar

Subject : Permission to conduct Training at Punjab National Bank

Respected Madam

With due respect, this is to bring to your kind notice that B.Voc (Management & Secretarial Practices) wishes to conduct Training at Punjab National Bank for the students of Management & Secretarial Practices Semester IV w.e.f from 1st February 2023 to 31st March, 2023.

Kindly allow us to do the same and oblige.

Thanking You

Yours Sincerely



Ms. Dimple

Assistant Professor B.Voc (Management & Secretarial Practices)

Date: 29th January , 2023





The Heritage Institution
Estd. 1886

Phones : Principal Off. : 0181-2296605, 2296606
Fax : 0181-2291741
E-mail : kmvjalandhar@yahoo.com
kmvoffice1886@gmail.com
Vidyalaya Marg,
JALANDHAR-144 004.

KANYA MAHA VIDYALAYA (Autonomous)

Re-accredited 'A' by U.G.C.-NAAC
"College with Potential for Excellence" by UGC
Under Star College Scheme by DBT, Govt. of India

Ref. No. kmv/ 7978
Date 01-02-2023

AUTHORITY LETTER

Certified that the following students are going for Training Programme to Punjab National Bank, K.M.V. Branch, Jalandhar for two months i.e. 1st February, 2023 to 31st March, 2023. Every week two different students will attend the training programme:-

Sr. No.	Name of Student	Roll No.	Class
1	Ms.Saira	226801	B.Voc(MSP) Sem.IV
2	Ms.Reeya Khawas	226802	-do-
3	Ms.Gurpreet Kaur	226803	-do-
4	Ms.Komalpreet Kaur	226804	-do-
5	Ms.Prabhjot Kaur	226805	-do-
6.	Ms.Monika Rani	226806	-do-
7.	Ms.Nandini Sharma	226807	-do-
8.	Ms.Kritika Kalia	226808	-do-
9.	Ms.Kajal	226809	-do-
10.	Ms.Pardeep Kaur	226810	-do-
11.	Ms.Palak Sharma	226811	-do-
12.	Ms.Manmeet Kaur	226812	-do-

Ms.Shifali, Lecturer in B.Voc. (MSP) will accompany the abovesaid students accordingly.

Madhureed
Principal
Kanya Maha Vidyalaya
Jalandhar

D Singh

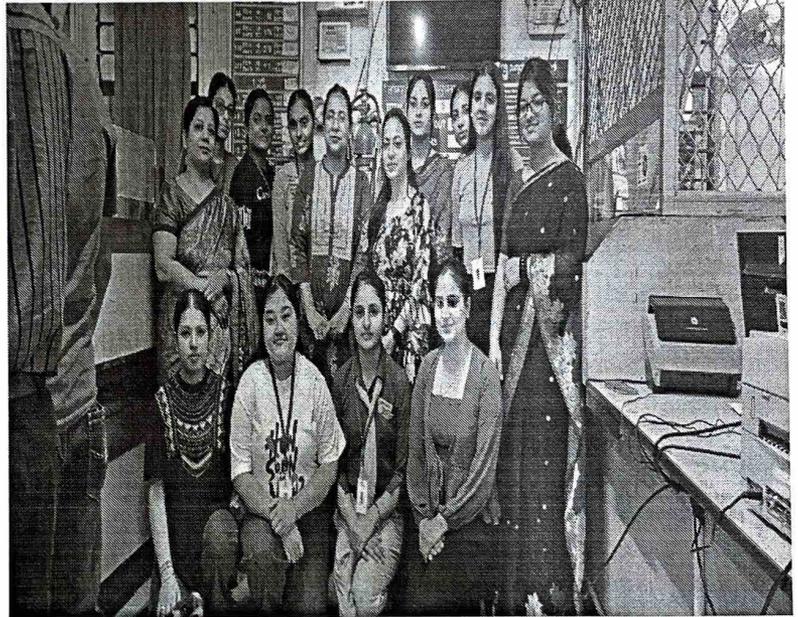
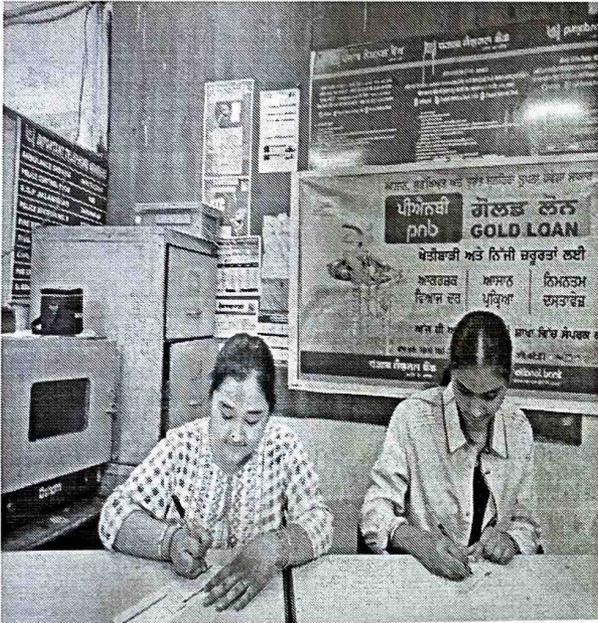
REPORT ON
One Month Bank Training

at

PunjabNational Bank, KMV Branch, Jalandhar

Kanya Maha Vidyalaya, Jalandhar has been ceaselessly endeavouring to impart quality-based education to its students. Kaushal Kendra, running under the flagship of Kanya Maha Vidyalaya, always takes initiatives for growth and development of students.

Taking upliftment of the students in view, One month Bank Training was organized for the students of B.VOC [Management & Secretarial Practices] Semester-IV from 01-02-2023 to 31-03-2023.



To give practical exposure to the students of B.Voc Semester IV, students got an opportunity to visit and work at Punjab National Bank, KMV Branch Jalandhar. They come to know about document filling, opening account procedure, to fill out a cheque book, Voucher details. While on training, students interact with various customers and thus enhance their skills in customer relationship management.

Overall, training was very knowledgeable and useful for the students. This practical exposure boosts up their confidence level, communication skills. The training helped to widen the knowledge horizon of all students. Overall, the training was basically skill oriented and worthwhile for students.

Dimple

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: *Gurpreet Kaur*

DATE: *1.2.23 to 31-3-23*

CLASS: *B.VOC (MSP) sem IV*

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent <input checked="" type="radio"/>	Good <input type="radio"/>	Average <input type="radio"/>	Poor <input type="radio"/>	Very poor <input type="radio"/>
---	-------------------------------	----------------------------------	-------------------------------	------------------------------------

Duph

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: *Reeya Khawwal*

DATE: *1-2-23/03/23*

CLASS : *B.VOC (MSP) sem IV*

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent <input type="radio"/>	Good <input checked="" type="radio"/>	Average <input type="radio"/>	Poor <input type="radio"/>	Very poor <input type="radio"/>
------------------------------------	--	----------------------------------	-------------------------------	------------------------------------

Reeya Khawwal

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: Komalpreet Kaur

DATE: 1 Feb-23 to
31 March-23

CLASS : B.VOC (MSP) IV

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent

Good

Average

Poor

Very poor

[Signature]

TRAINING AT PUNJAB NATIONAL BANK FEEDBACK FORM

NAME: Kajal Thakur

DATE: 1-2-23 to
31-3-23

CLASS : B.Voc (MSP) Sem III

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training objectives for each topic were identified and followed.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were pertinent and useful.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The trainer was knowledgeable.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The quality of instruction was good.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer met the training objectives.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How do you rate the training overall?

Excellent <input type="radio"/>	Good <input checked="" type="radio"/>	Average <input type="radio"/>	Poor <input type="radio"/>	Very poor <input type="radio"/>
------------------------------------	--	----------------------------------	-------------------------------	------------------------------------

Duply