



Daffodil
International
University

**"A Report on Internship Experience Gained from Working in
the General Banking Division of Pubali Bank PLC."**

Submitted by:

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ID No: 221-10-1041

Batch: 55

Department of English,

Faculty of Humanities and Social Science, DIU.

Submitted to:

Department of English,

Faculty of Humanities and Social Science, Daffodil International University

Supervised by:

Kallol Bain,

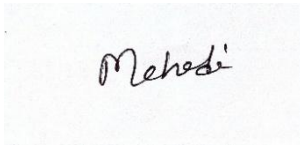
Lecturer, Department of English, DIU.

**This Report is Prepared for the Fulfillment of the Requirements for the Degree
of B.A (Honors) in English at DIU.**

Date of Submission: 15th December, 2025.

Declaration of the Intern

I, Md. Mehedi Hasan, a student of the English Department at Daffodil International University, hereby affirm that the following project paper has been diligently crafted after my three (03) months tenure as an intern at Pubali Bank PLC, specifically at its Banaswer Branch. Submitted to the Department of English, Daffodil International University, is an authentic record of my original work under the supervisor of Mr. Kallol Bain, Lecturer of the English Department, Daffodil International University. I also state that this internship report has been submitted in partial fulfillment of the requirements for awarding the degree B.A. (Hons) in English.



.....

Signature of the Intern

Name: Md. Mehedi Hasan

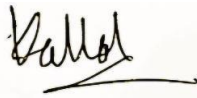
ID: 221-10-1041

Department of English,

Daffodil International University, Dhaka, Bangladesh

Certification of Supervisor

This is to certify that the student named Md. Mehedi Hasan, bearing ID 221-10-1041 has finalized his Project Paper with the Internship course (ENG 431) under my supervision. For the internship process, he completed his internship report titled "My Journey of Internship Pubali Bank PLC, Baneswer Branch" under my direction and assistance. He is now eligible to present the report for evaluation. He has been in constant communication with me during his project work. Whenever he needed assistance of any sort, I assisted him. The content of this project report is his genuine work, for which he worked phenomenally. I pray for him overall wellbeing and hope he achieves more success in the years to come.



.....

Signature of the Supervisor

Mr. Kallol Bain

Lecturer at English Department

Department of English,

Faculty of Humanities and Social Science, Daffodil International University

Acknowledgment

Before I begin, I would like to express my gratitude to my creator, almighty Allah, who has enabled me to complete this internship successfully and given me the capability, physical and mental strength, ability, and determination to complete my internship program effectively. With their support and proper guidance, I was able to gain practical knowledge and experience and complete my internship program successfully.

I also want to thank my honorable supervisor Mr. Kallol Bain, Lecturer at English Department (Daffodil International University), for giving me very structured guidance and an exceptionally well-arranged schedule to complete my report. I want to thank my friends who directly or indirectly supported me in this regard and were always there to help me whenever I needed them. Finally, I would like to thank my family, especially my father and mother, who gave me physical, mental, and financial support to complete my internship program.

During my time at Pubali Bank PLC for my internship, I learned a lot and grew both personally and professionally. I'm thankful for the opportunity to be part of it and for all the people who helped and guided me along the way.

Abstract

My internship report shows my experience during a three (03)-months internship experience at Pubali Bank PLC, focusing on the analysis of general banking operations and how I honed my skills throughout the internship. I've structured the internship report into five sections. The first (01) chapter provides an introduction, while the second chapter shows a concise overview of Pubali Bank PLC, encompassing its history, vision, mission, and departmental layout. Chapter three outlines my day-to-day activities at Pubali Bank PLC, detailing the tasks, responsibilities, and lessons I encountered. Chapter four delves into my initial expectations regarding banks and the practical experiences I gained during my internship. Finally, the concluding chapter five presents an overall assessment regarding me throughout analyses of the banking activities of J Pubali Bank.

Keywords: General banking, five sections, practical experiences, Pubali Bank PLC, Initial activities.

Abbreviation

Short Form	Full Form
PB	Pubali Bank
PLC	public Limited Company
A/C	Account
CR	Credit
DR	Debit
SD	Savings Deposit
CD	Current Deposit

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Chapter 1

Introduction

1.1 Background of Report:

The paper presents a short reflection of my three months internship experience at Pubali Bank PLC. This is what was done and what was learnt in the course of this period. My internship taught me a lot about various aspects of overall banking operations like, customer service, account management and financial analysis. In addition, I could practise what I had studied in the classroom in real life context, and this allowed me to comprehend a lot more about banking processes.

1.2 Origin of Report:

The English department students of DIU are required to take up a mandatory internship after having 120 credits. This internship must be completed within a period of three months and may be done in any and any organization of choice, including a bank or an institution. Each student is assigned a supervisor who guides them throughout the internship period and assists in structuring the format of the report to make sure that the internship report will be completed within the required time.

1.3 Significance of the Report:

Banking began many years ago and it involved the lending of money to merchants who loaned it to farmers and other traders who transported the goods across cities. There has been an evolution of banks with the aim of assisting people to conserve money, establish businesses, and conduct businesses through lending of money to individuals and businesses. It has also become easy due to the digital banking technologies such as mobile banking, e-banking, and card services such Visa and Mastercard that allow people to access transaction services. Financial institutions are extremely significant in ensuring that the

economy of a country is stable and healthy. They contribute a lot to maintain its integrity and balance.

1.4 Methodology:

My three months internship experience as an undergraduate master of Daffodil International University occurred in Pubali Bank PLC, Banaswer Branch. At the time of my internship, I felt extremely nervous. Nevertheless, my competence in communication, self-assessment, flexibility, and maintenance of personal hygiene have been deployed. Due to this, I believe I am equipped with skills that are capable of enabling me to deal with a new situation effectively. This was my initial experience in taking records of in-word and checkbook entries. That is why I need to fill the FDR, current account savings account and system entry along with mailing emails. The moving period was spent on improving my accuracy prowess. This actually makes me be more aware of valuable things. I have now been able to learn the path of leading as well as relating with my colleagues and clients. To prepare the report and survey, I relied on primary and secondary sources of data. This report was written with the help of the information I got during my internship. Commercial banks may not emphasize on such standards and principles like Pubali Bank does. The values such as honesty, efficiency, effectiveness, responsibility, openness, flexibility, creativity, reliability, safety and technology form the following list.

Primary Data:

- Autobiographical experiences and knowledge.

These include: acquiring information directly at the banks.

- Receiving information directly at banks.

Secondary Data:

- Pubali bank PLC annual overview.

- This is a journal of Pubali bank PLC containing numerous varieties of publications.
- Search on Google
- PB's official website

1.5 Objectives:

The primary objective of my internship report would be to bring out the helpful information that I gathered concerning the manner in which Pubali bank PLC conducts business and manages its customers. As a whole, this experience has significantly increased my knowledge about the banking system and its functioning. The following are the specific goals of the report:

1. To analyses the customer relationship management practices used at Pubali Bank PLC.
uses.
2. To investigate the customer relationship management dynamism in the.
bank and examine the most significant aspects of customer relationship.
the leaders of Pubali Bank PLC.
3. In order to establish a professional relationship with individuals in the
banking sector and become better.
my communication, team building and time management abilities.
4. To observe the client-bank employee relationships and interactions.

Chapter – 02

Background and Organizational Information



Pubali Bank PLC

Baneswar Branch Rajshahi

2.1 Background:

The biggest commercial bank in Bangladesh is Pubali bank PLC. The bank has the highest number of branches in the entire country as an independent bank. The current chairman of this bank is Monzurur Rahman. In 1959, the Bangali business people established the Eastern Mercantile Bank Limited in East Pakistan with Bank Companies Act of 1913. Pubali Bank started at this point. Bangladesh bank is an institution in Bangladesh that was incorporated into the country following the independence of the Bangladesh state in 1971 through its Ordinance. This was renamed to Pubali Bank.

In 1983 Pubali bank transformed to Pubali Bank limited, a privately-owned bank. This became a part of a process of "denationalization." In 2007, the bank gave a contract to Uttara Finance and Investments limited of 100 million dollars. Pubali Bank claimed

reserves of 88.89 billion in 2009. The rate of loans not paid back declined to 18.4 to 2.96 in 2004 and 2008 respectively.

High Court Division of Bangladesh Supreme Court dismissed eight board of directors' members, in February, 2014 due to lack of sufficient shares. This came as a result of a complaint lodged by Shafee Ahmed Chowdhury who was a bank share holder.

In 2016, five bank employees were arrested after it was reported that 5 million lakh is missing in the bank in Chittagong branch. Three individuals employed within the Chittagong bank are arrested in stealing 128.6M dollars in the bank. At the beginning of January, Pubali Bank changed its managing director to Safiul Alam Khan Chowdhury. Habibur Rahman replaced the previous chairman of the bank in May. It is That It Fashions Limited as a subsidiary of Ha-Meem Group that has declared its intention to purchase 11 million shares of Pubali Bank. In May 2019, Pubali Bank was announced with Azizul Huq in the position of head. In 2021, the Bangladesh Securities and Exchange Commission allowed the bank to sell perpetual bonds that were valued at ৳5 billion. Bank Muscat has accepted to lend in the amount of 52 million.

A very generous gift was provided to Bishwo Shahitto Kendro by Pubali Bank in October 2022 in the amount of 1 million. The British International Investment contributed \$50 million to the rescue.

2.2 Vision: To be the best commercial bank in Bangladesh and make a significant change in the social and economic development in the country and a reputation of being one of the very best financial services available in South Asia.

2.3 Mission:

In order to maintain a consistent growth trajectory.

Giving great financial help

Offering tremendous support to the clients.

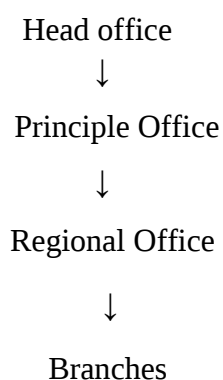
Ensuring that our banking activities are well regulated and that there is accountability.

2.4 Description of PB PLC: (table)

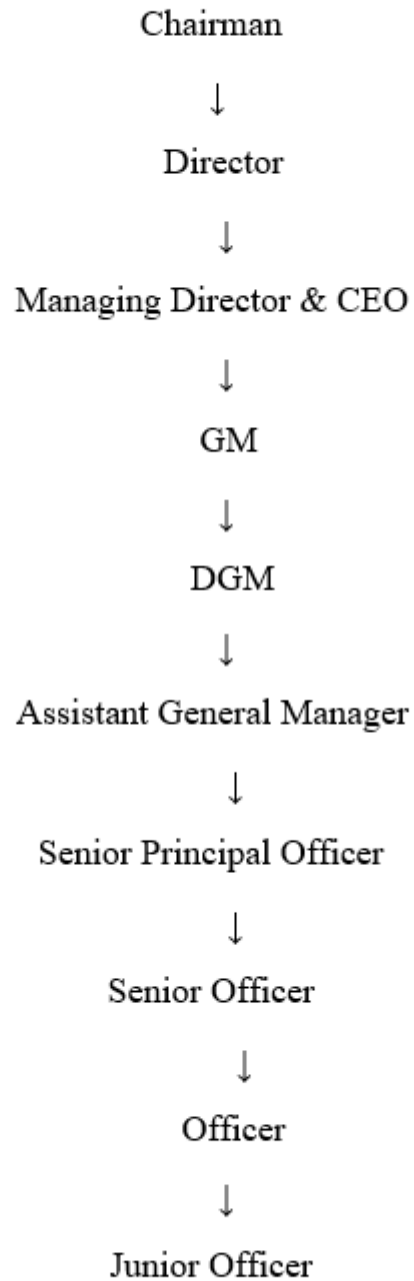
Name	Pubali Bank PLC
Legal status	Public Limited Company
Registered Address	26 Dilkusha Commercial Area, Dhaka , Bangladesh.
Position	Largest
Chairman	Monzurur Rahman
CEO and Managing Director	Mohammad Ali
Branches	777

2.5 Organization:

Pubali Bank PLC is a major private commercial bank in Bangladesh. Formed in 1959 as Eastern Mercantile Bank Limited, and then denationalized in 1983, this bank has progressed to become the market leader in the private banking sector in Bangladesh. Services offered are general banking, loans, and foreign exchange. The motto of this bank is to emerge as a premier private commercial bank in Bangladesh, and a major focus has been laid on customer satisfaction as well as corporate social responsibility.



2.6 Hierarchy of Pubali Bank:



Chapter - 3

My Roles and Activity

3.1 What I Did at Pubali Bank PLC

I have learned a lot during my internship that will help me on my way. I've gotten better at everything, from my technical skills to my social skills to my analytical skills. I talked to clients a lot when I worked in the general banking department.

Account opening & form fill up



Remittances



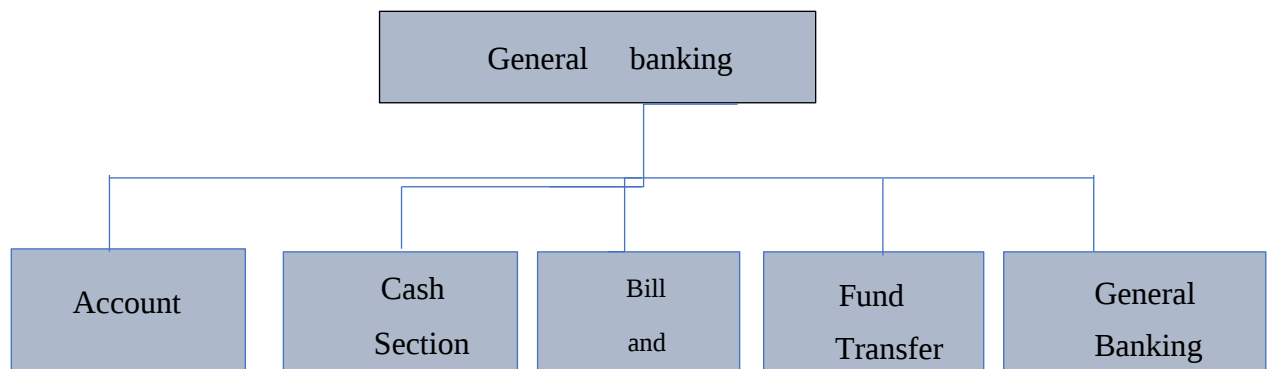
Cheque receiving



Cheque-book issuing

3.2 Things to Do Every Day: While I was interning, people tried to give me clear instructions on how to do things in a bank. Every day, I focus on these banking tasks.

3.3 General Banking: The General Banking division is dedicated to giving customers complete, timely, and fair service. If a customer only uses one banking service, they may not talk to the bank about other banking issues. It lets customers quickly and easily get to banking services so they can use an extra service. Some clients, on the other hand, do business with banks often. These five parts make up the whole PBL banking system.



3.4 Opening an account: I opened three types of accounts:

1. a savings deposit account (SD),
2. a current deposit account (CD), and a savings account.
3. FDR

3.5 Remittances A remittance is sending money to someone who lives in another country. For online foreign remittance cash payments, Pubali offers the following services:

Bank PLC Speedy Remittance Cell, Western Union, CBL Money Trans fats, and Marche trade.

Chapter - 4

Observation and Findings

4.1 Findings:

My initial opportunity to be employed in a business organization happened during my internship in Pubali bank. The following are some of the things I got to learn during my internship:

- Treatment of customers: I was taught in Pubali Bank how to talk to customers, which makes them explain their issues and provide hasty solutions to them.
- Improved management skills: I have been keeping track of and storing the required documents of L/C in various locations. I have this vast experience of struggling in doing my work yet learnt how to cope.
- Real-life experience: The real experience I have obtained is in recording and checking IPM Form and LCA forms, the register of L/C in Microsoft excel, posting Online EXP in the Bangladesh bank server, and so on.
- Customer and employee relationship: During the work at Pubali bank I learned to comprehend the problem of customers and how to resolve it.
- Mastered employees workplace behavior: I have mastered how to behave in various situations with my boss, colleagues and clients. Smiling is also a good thing in the organizational culture.
- Getting familiar with the corporate culture: I have acquired much in the nature of business operation.

- Doing things verbally and physically is more essential in a business world. Eye contact with the clients is another crucial aspect of the corporate culture.

4.2 Drawbacks observed in the organization:

I have spent three months being an intern at the Pubali Bank, and during this period of my time, I witnessed the way they conduct their banking.

- Service delays: The bank system is not being utilized correctly.

They are good at serving the customers, yet there are still issues concerning the banking system. I noticed that they sometimes take longer time in their banking process compared to the other banks. It is at times a disappointment to customers.

- No technical assistance: Pubali Bank will not assist interns in case of technical problems.

Not distributed information: They do not communicate much information about the Bank. They do not assist me much, they are just giving me news about some important documents in the FOREX department.

- No incentives: There are no additional incentives the company provides in case of a good job. There is no desire to demonstrate more positive abilities, then.

- Unneat workplace: The workplace in this branch is not very systematic. The foreign exchange division does not have the furniture and other tools in place, which makes it difficult to share their information.

4.3 Self SWOT Analysis



Figure 7 SWOT Analysis

By means of an intern at Pubali Bank PLC, here is the self SWOT analysis



Figure 8: SWOT Analysis

4.4 What we learned from Daffodil International University:

Working in Pubali bank was the first opportunity that I had to learn about an organization. During the internship, I got to know a lot of helpful things:

Basic Grammar and writing course: I can now speak English fluently due to the course entitled Listening, Speaking, and Pronunciation.

I acquired skills on how to write a formal application on the internship process during the English for Academic Purpose.

I studied the critical thinking in business through the course "Literary Criticism," where I learned this skill.

Dealing with customers is another skill that is important in this type of a business. Once we learn about their psyche, it becomes very simple to make them relate with us. This is the reason why the course Introduction to Psychology is so beneficial to me in thinking out how customers feel.

The related learning that is connected to what I am doing is that I learned how to communicate with customers during the Art of Living course. My computer fundamentals lesson taught me to use Excel and my Employability 360 course taught me to use excel, which has been helpful in dealing with entry of data at the bank.

During my visit to the organization, dressing in a formal way is one of the most significant regulations of any company. I was taught this in the course of the Art of Living and in my university as I was required to deliver a speech.

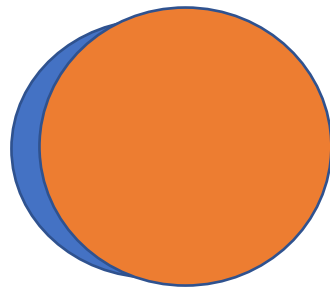
I practice how to handle all the significant skills, such as time management, flexiveness, communication, internet usage, and so forth in my Employability 360 -degree course.

Chapter - 5

Experience vs Expectations

5.1 My Experience: In this three-month internship I got to know much about the financial status, banking operations and procedures and how to attend to customers in a cost-effective manner. I was not only concentrated on my job, I also gained knowledge with how to be patient when dealing with customers and yet not exceeding time frame.

I was at the Baneswer Branch, which is urban but I used to talk to people of the city. I was required to be extremely tolerant of them and struggle to know their issues besides assisting them to manage their deposits, loans, and savings accounts. Conversely, I realized the significance of remittances in the development of the economy of our country. I learned because of my mistakes; the things, that were difficult before, became the opportunities to learn and be practiced. The individual under my internship provided me with a lot of advice. She was only too pleased to answer whatever about the work I did not understand. She provided me with much good advice. She always attempted to encourage me to continue on the projects I was engaged in. She does indeed make me desire to do the best in whatever I do. They are the ones I worked with and with other bank officials as an intern. It was my first job in this area and I did not know anything about the regulations of the bank, its roles, and any other significant data. My all the employees assisted me to cope with this situation. Through the internship, I improved my communication and interacting with my colleagues. I also learned how to introduce myself, how to ask questions as well as researching into various businesses, not only the businesses within the co-working facility, but to the entire market. I engaged business owners and entrepreneurs in a discussion regarding my interests, knowledge, and skills. This procedure is what led me to establish more professional relations and revealed to me the significance of such relations development. LinkedIn is another excellent networking site where one gets to meet other professionals and most of them I have connected through LinkedIn.



Experience

Expectation

5.2 What I Thought: I believed that the officials of the bank would be very formal before I submitted my report on the completion of my internship. Working as a part-time employee at a private bank, I was also concerned that I would not be able to cope with my job due to time constraints and their hectic schedules. I was not sure whether I would be able to hold to my promises in such a scenario. However, as I began my internship, I realized that I had not had solid evidence on my previous beliefs.

5.3 A Banking Network to My Internship: I was not aware of what the banking industry was like before my interview and did not consider working in this industry. The fact that the clients appreciate and value bankers, made me desire to work in this area. Although I am studying English, I was keen on knowing more about the banking business so that I can have more experience. I viewed the internship as an opportunity to enhance and develop my communication skills due to the awareness that I was good at them. Banking is also among the best jobs in the business community at this time.

Chapter - 6

Recommendations

6.1 Recommendations: In my opinion, based on my three-month internship the following modifications would be desirable:

- Simplify the ability to give out check books, pay orders and bank drafts in order to streamline the process.
- The bank must invest in new technology to be in line with the dynamics of the customers who desire banking solutions that embrace technology, despite it being a government run business.
- It should be ensured that competent individuals are employed to ensure that customers can easily communicate with them regarding their deposits and other programs.
- Maintain cleanliness of the bathrooms to both the employees and the customers of the bank and ensure that everybody is comfortable and healthy.
- Provide additional desks to bank interns so that they can be able to work.
- Conduct trainings among all the bank staff on computer training once in a month to enable them enhance their tech skills.

Chapter - 7

Conclusion

I may tell you with certainty that I had an experience of life change being an intern at Pubali Bank PLC. This opportunity provided me with an opportunity to apply in the real-life scenario what I learned in school and this was good. The banking sector has a significant role to play in the development of a country. The largest nationalized commercial bank in the country, Pubali Bank PLC has branches throughout the location. I am also extremely pleased to get an opportunity to work as an intern in Pubali Bank PLC. In the course of my internship, I tried to acquire knowledge about the General Banking and apply this to this report. Three months might not be the period of time of knowing all that exists about banking, but the information and skills that I have acquired in the course of this time will certainly come in handy in my future profession. I was assisted by my colleagues in the bank and most particularly my Senior Principal Officer, Md. Motiur Rahman. I would like to give thanks to my boss, Md. Mohidul Islam sir (Senior Officer) who provided me with all the help and advice which helped me complete this report. My analytical and problem-solving ability was applied to several tasks, and there was also the constant requirement of critical and creative thinking. I also got to know how significant teamwork is and how hard I should work to achieve my objectives. Another most wonderful aspect of my internship was the ability to know and learn about my coworkers. I can confidently say that my acquired knowledge and skills in the course of the internship will enable me to secure a better job in future and in doing so, succeed in my career.

Chapter - 8

Reference

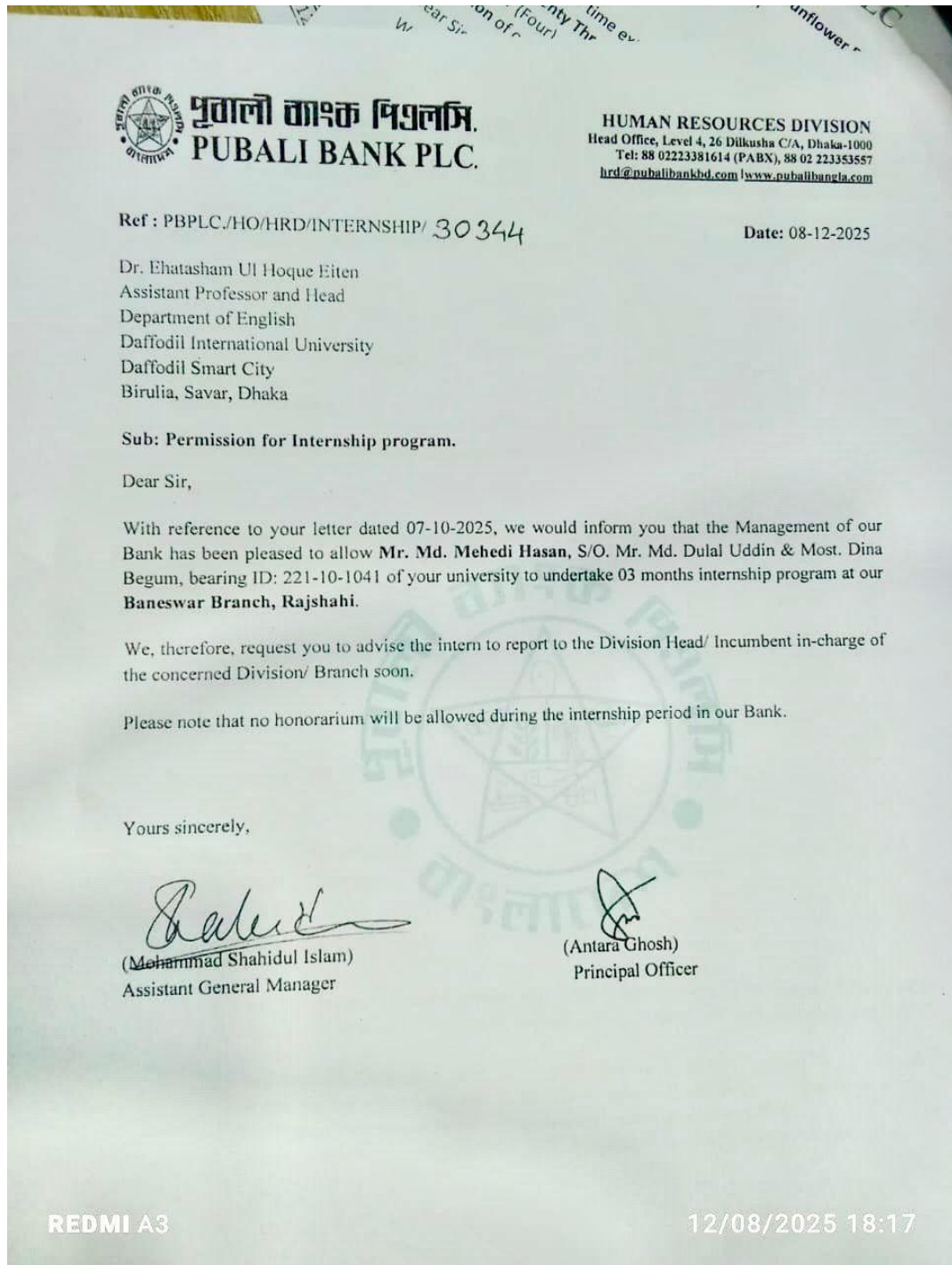
- <https://www.pubalibangla.com/>
- <https://lankabd.com>
- https://en.wikipedia.org/wiki/Pubali_Bank
- https://www.academia.edu/24519563/INTERNSHIP_REPORT_ON_GENERAL_BANK

Pubali Bank PLC's Half Yearly Repo

Chapter 9

Appendices I

Joining Letter





পূবালী ব্যাংক পিএলসি.
PUBALI BANK PLC.

HUMAN RESOURCES DIVISION
Head Office, Level 4, 26 Dilkusha C/A, Dhaka-1000
Tel: 88 02223381614 (PABX), 88 02 223353557
hrd@pubalibankbd.com www.pubalibankbd.com

Ref: PBPLC./HO/HRD/INTERNSHIP/30344

Date: 08-12-2025

Dr. Ehatasham UI Hoque Eiten
Assistant Professor and Head
Department of English
Daffodil International University
Daffodil Smart City
Birulia, Savar, Dhaka

Sub: Permission for Internship program.

Dear Sir,

With reference to your letter dated 07-10-2025, we would inform you that the Management of our Bank has been pleased to allow **Mr. Md. Mehedi Hasan**, S/O. Mr. Md. Dulal Uddin & Most. Dina Begum, bearing ID: 221-10-1041 of your university to undertake 03 months internship program at our **Baneswar Branch, Rajshahi**.

We, therefore, request you to advise the intern to report to the Division Head/ Incumbent in-charge of the concerned Division/ Branch soon.

Please note that no honorarium will be allowed during the internship period in our Bank.

Yours sincerely,

sd/-
(Mohammad Shahidul Islam)
Assistant General Manager

sd/-
(Antara Ghosh)
Principal Officer

Copy to:

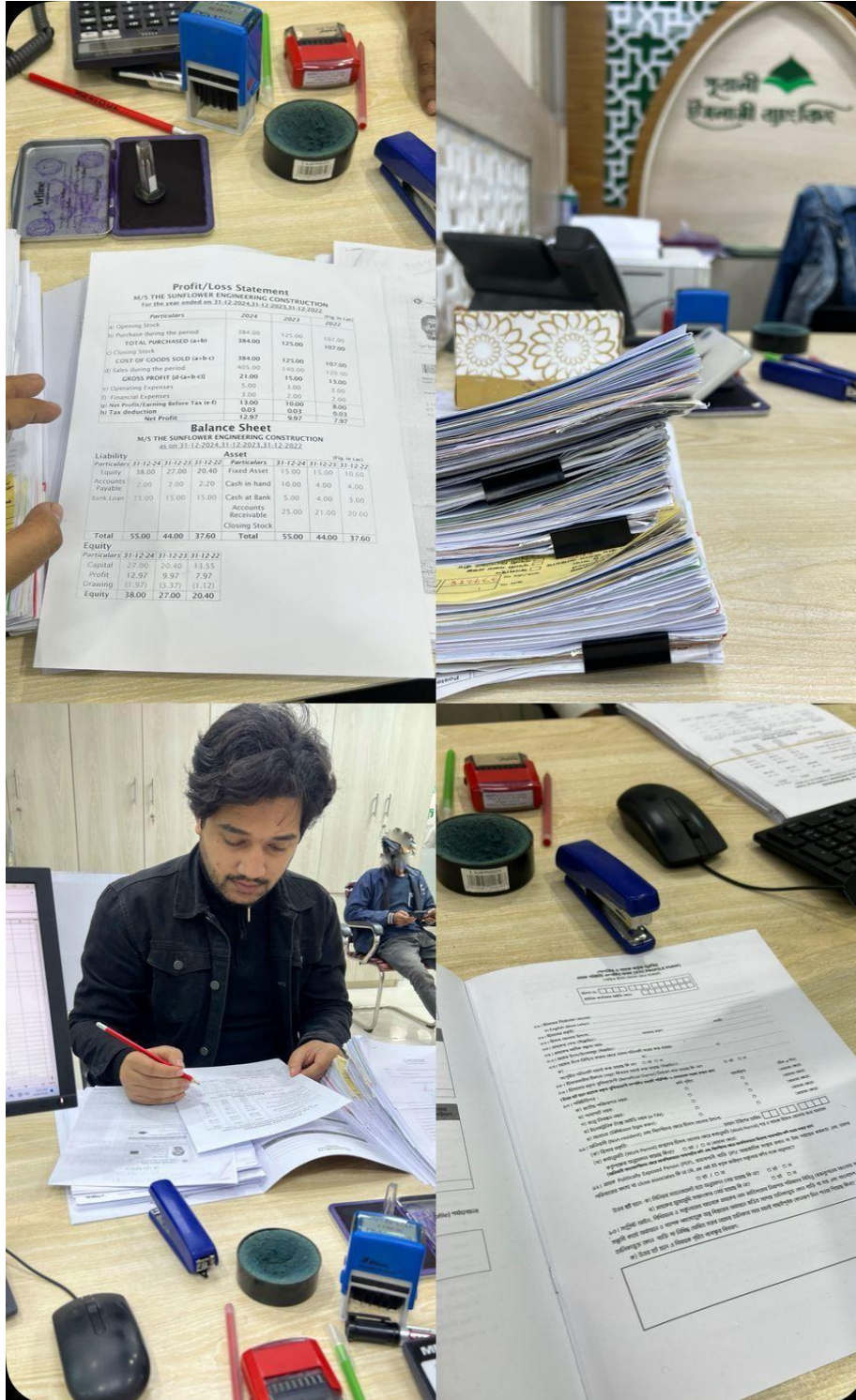
1. Mr. Md. Mehedi Hasan, S/O. Mr. Md. Dulal Uddin & Most. Dina Begum, YKSG Hall, Daffodil International University, Ashulia, Savar, Dhaka for information & necessary action.
2. The Incumbent in-charge, Pubali Bank PLC., Baneswar Branch, Rajshahi for information and necessary action. He/ She is advised to extend all necessary co-operations to the concerned intern so that the internship program is completed successfully.
3. The Regional Manager, Pubali Bank PLC., Regional Office, Rajshahi for information.

REDMI A3 Principal Officer

12/08/2025 18:17

Appendices I I

Photographs



Appendices I I I

Feedback

Internship Feedback Form (To be completed by the Organizational/Institutional Supervisor/Reporting-boss)

University Name: Daffodil International University
Department: English
Intern's Full Name: Md. Mehedi Hossain
Organization/Company Name: Pubali Bank PLC.
Department/Section (if applicable): _____
Supervisor's Name & Designation: Md. Mohiul Islam, Sr. Officer.
Contact Number: 01732-330011
Email: -mohiul-bd57@yahoo.com
Duration of Internship: From 25.10.2025 to 10.12.2025
Feedback Type: ☐ Mid-term (after 1 month) ☒ Final (at completion)

Section A: Evaluation of Professional Attributes

Please rate the intern on the following areas using the scale below:

5 = Excellent | 4 = Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Unsatisfactory

Criteria	1	2	3	4	5
1. Punctuality and regular attendance	☐	☐	☐	☐	☒
2. Sense of responsibility and reliability	☐	☐	☐	☐	☒
3. Communication skills (oral & written)	☐	☐	☐	☐	☒
4. Teamwork and cooperation	☐	☐	☐	☐	☒
5. Leadership potential and initiative	☐	☐	☐	☐	☒

- | | |
|---|---|
| 6. Problem-solving and decision-making skills | ☐ ☐ ☐ ☐ ☒ |
| 7. Adaptability and flexibility | ☐ ☐ ☐ ☐ ☒ |
| 8. Office/professional etiquette | ☐ ☐ ☐ ☐ ☒ |
| 9. Time management and efficiency | ☐ ☐ ☐ ☐ ☒ |
| 10. Commitment to learning and self-improvement | ☐ ☐ ☐ ☐ ☒ |

Section B: Work Performance

- | Criteria | 1 | 2 | 3 | 4 | 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 1. Quality of assigned work | ☐ | ☐ | ☐ | ☐ | ☒ |
| 2. Quantity/consistency of output | ☐ | ☐ | ☐ | ☐ | ☒ |
| 3. Ability to follow instructions and meet deadlines | ☐ | ☐ | ☐ | ☐ | ☒ |
| 4. Creativity and innovation | ☐ | ☐ | ☐ | ☐ | ☒ |
| 5. Ability to work independently with minimal supervision | ☐ | ☐ | ☐ | ☐ | ☒ |

Section C: General Observations

- What are the intern's key strengths?
He has a best sense of responsibility and reliability.
- What areas of improvement would you suggest?
He has to improve more communication skill such as oral side and Team work.

3. Any specific achievements or contributions by the intern:

He learns about how to opening a account properly and some general banking related matters.

(Please add extra pages if necessary)

4. Overall performance of the intern:

☒ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement

☐ Unsatisfactory

Section D: Supervisor's Declaration

I confirm that the above evaluation is based on the intern's actual performance and conduct during the stated period.

Supervisor's Signature: _____

Date: _____ 10.12.2023

Official Seal (if any): _____

Md. Mohidul Islam
Senior Officer
Pubali Bank PLC
Puthia Sub Branch, Rajshahi

Department Letter:

**Daffodil**
International
University
A landmark to create the Future

*Faculty of Humanities
and Social Science*

Ref: Internship Placement//253

October 07, 2025

To

Manager
Pubali Bank PLC
Pubali Bank PLC Baneswar Branch, Puthia, Rajshahi.

Subject: Request for Internship Placement

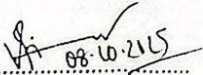
Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering a BA in English for the partial fulfillment of the requirement for the BA in English Degree. Students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.

I would like to draw your kind attention to the fact that **Md. Mehedi Hasan, ID Number: 221-10-1041**, has completed 123 credit hours in 41 courses from the Department of English. It would be highly appreciated if you could kindly allow him to be an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With best regards,



Dr. Ehatasham Ul Hoque Elten
Assistant Professor & Head
Department of English
Daffodil International University
Email: headenglish@daffodilvarsity.edu.bd




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