



POKHARA UNIVERSITY
FACULTY OF MANAGEMENT STUDIES
SCHOOL OF BUSINESS
Lekhnath, Kaski

Ref. No. :

Date: 26 November 2017

To
The Manager
.....
.....



Internship for BBA students.

Dear Sir,

With respect to the internship program, we would like to share with you that the Internship program which takes 6 to 8 weeks time period, is an important component of the BBA curriculum of Pokhara University. The internship aims to expose the BBA students with real life situations and help comparing the theoretical knowledge obtained in the class.

With consideration of keen interest of our student to do his/her in internship in your esteemed organization, we request you to accept him/her as an intern for the said period. We assure that our intern with high caliber and dedication will certainly perform as per your expectations. In case of his/her selection in your organization he/she will join the internship from 10th December 2017. Therefore we would like to request you to co-operate School of Business, Pokhara University by providing an internship opportunity as per his/her keen interest in your well established organization. In case of his/her selection, please provide the intern with an acceptance letter (addressing the coordinator) no later than 7 days from the date of joining the duty.

We look forward to your kind response with acceptance of our intern.

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

Thanking you.

Sincerely yours,

.....
Pradeep Sapkota
Coordinator
BBA/BBA-BI



KAMANA BIKASH BANK Ltd.

कामना विकास बैंक लि.

(नेपाल राष्ट्र बैंकबाट "र" वर्गको इजाजत प्राप्त संस्था)



To,

Date: 22 September 2016

Miss. Santa Poudel
Dhorphirdi-7, Tanahun

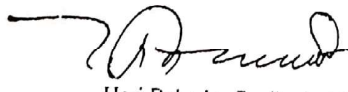
Ref: letter of acceptance of internship

With reference to your request letter, dated 21 September 2016 and recommendation letter from your college, we are pleased to inform you that we have decided to award you an opportunity to do internship with this bank under the following terms and conditions.

1. The period of internship will be for 6 weeks, which will be effective from 02 October 2016 to 13 November 2016. During this period you are required to work our various departments/ branch as instructed by the management.
2. You are required to work full time during working days. However, if you are in need to carry out research activities, working hours may be determined through mutual understanding. You are not allowed to work during off hours and holidays.
3. You are not allowed to perform bank's day to day operation at your own discretion. You will contact the concerned branch/ department for appropriate information on the day to day activities of the bank.
4. You shall follow the bank's rules and regulations while doing the internship with this bank. You must keep / maintain confidentiality/ secrecy of the bank's information. If any received from the customers/ borrowers during the study period you shall not disclose such information in any form to the outsiders other than that is covered in your report to be presented to your college / university. You will be held responsible in full if there is any harm or damage to the bank owing to your disclosure of the bank's information.
5. You may be required to appear for exit interview at the end of your internship in the bank.
6. The bank reserves the right to cancel your internship with the bank at any time should the bank at its sole discretion view that your activities during your internship are not in the interest of the bank.
7. You are not a staff member and will not represent Kamana Bikash bank Ltd. in any official capacity.
8. Purpose of the internship program is not to lead to further employment with KBBL but to complement your studies to provide additional job market experience. Therefore, there should be no expectation of employment at the end of the internship.
9. You must also submit a copy of the report prepared by you to the bank.

Please sign the copy of this letter signifying your acceptance to the terms and conditions detailed in this letter.

Thank you.


Hari Bahadur Budhathoki
Branch Manager
Lekhnath Branch, KBBL



I accept the terms and conditions detailed in this letter.

Date: 22, September 2016



Pokhara University

Name of the Business School.....

BBA-BI Internship Program

Intern's Performance Evaluation

Student's Name.....

Name of the Host Organization.....

Internship Supervisor's Name.....

Designation.....

Review Period..... From.....to.....201.....

Performance Rating Definitions

The following rating must be used by the supervisor in order to ensure commonality of language and consistency on rating.

Outstanding: Performance is consistently superior (5 marks)

Exceeds Expectations: Performance is routinely above job requirements (4 marks)

Just Meets Expectations: performance is regularly competent and dependable (3 marks)

Below Expectation: Performance fails to meet the job requirements (2 marks)

Note: This evaluation format has been designed strictly for the purpose of job performance evaluation of interns of BBA-BI program of Pokhara University. The internship supervisor of the concerned organization should complete the form and forward it to the respective college in a sealed envelope to maintain the confidence.

PERFORMANCE EVALUATION FORM

Performance factors	Explanations	Marks Awarded (Circle in the appropriate cells only)			
1. Job Knowledge	Use techniques and skills in the job	5	4	3	2
2. Productivity	Shows creativeness in job performance.	5	4	3	2
3. Responsiveness	Responsiveness in completing job tasks in time and level of commitment.	5	4	3	2
4. Attitude	Attitude for learning new skills and takes challenges.	5	4	3	2
5. Team Work	Ability to work with co-works having different backgrounds.	5	4	3	2
6. Behavior	Neatness, personal attire and hygiene appropriate to the job.	5	4	3	2
7. Punctuality	Punctuality and record of attendance	5	4	3	2
8. Overall Impressions	Consider your overall impression of the intern	5	4	3	2
Grand Total (Full Marks 40)	Total Marks Obtained.....				

Special Remarks (if any).....

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Supervisor's Signature..... Date.....Office Seal.....

Pokhara University SOB 2014th Batch Present
"1st Juvenile Squad Holi Fest (Pool Party)
12th March 2017
Royal Palm Resort, Pokhara

Date: 14-Feb-2017

To
The Director,
Pokhara University
School of Business
Dhungepatan - 12, Kaski

पोखरा विश्वविद्यालय
संकाय
सं. १०४/११/०३



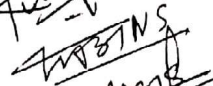
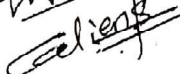
Subject: Regarding the approval.

Respected Sir,

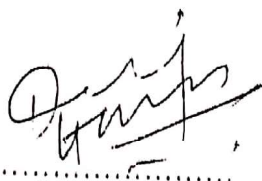
With due respect, we the students of 5th semester (2014th batch) from school of business, Pokhara University has formed a group named **Juvenile Squad** with the motive to organize different noble works inside and outside the boundary of school.

As we need an approval of our group and a moral support from the college. So, we are hopeful that you will provide your valuable cooperation to us. Since, this is the phase of learning and taking intention towards the leadership, we are sure for your valuable suggestion to motive us.

Hope for your kind support.

Organizing Committee:		Roll no.	Phone number
Co-coordinator: Yubaraj Gautam		92	9806795013
Sub coordinator: Kush Poon		58	9816667894
Secretary: Nabins Lamichhane		28	9846798270
Treasurer: Alins Lamichhane		25	9847666666

Handwritten notes and signatures in the bottom left corner, including 'IC' and '13/11/17'.



Event Coordinator
Yubaraj Gautam