

Date:20-07-2022

To,

The Principal

BV Bhoomaraddi College

Bidar,

Sub: Regarding Seeking Permission Visit To Bank


Respected Sir,

We want to take B.com Students for field work a visit to canara bank chitta,Bidar on 22-07-2022.For There Banking Practical Knowledge which will benefit them in There future.I Nagrani.Palam HOD of Commerce Department will take the Responsibility of the following enlisted students.

Thanking You,

  
20/07/2022

PRINCIPAL  
B.V. Bhoomaraddi College  
of Arts, Science & Commerce  
BIDAR-585,403.

  
Nagrani Palam  
(HOD)



ಹೈದರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ  
**ಬಿ.ವಿ. ಭೂಮರದ್ದಿ ಕಲಾ, ವಿಜ್ಞಾನ ಹಾಗೂ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ**

**ಬೀದರ-585 403 - ಕರ್ನಾಟಕ**

Hyderabad Karnataka Education Society's

**B.V. BHOOMARADDI COLLEGE OF ARTS, SCIENCE & COMMERCE**

**BIDAR-585 403 - Karnataka**



No. HKES/BVBDC/

Date : 21/07/2022

To,

The Manager,  
Canara Bank, Chitta Road,  
BIDAR.

Sub: Accord permission to visit your Bank by our College  
B.Com. Student - reg..

Respected Sir,

With reference to above cited subject to enhance students  
Banking Practical knowledge on behalf of Dept of Commerce we  
want to have a visit to your Bank on Dated: 22<sup>nd</sup> July 2022. So  
kindly give us permission.

Thanking you

H.O.D

PRINCIPAL  
PRINCIPAL  
B.V. Bhoomaraddi College  
of Arts, Science & Commerce  
BIDAR-585 403.

ಕೃತೆ ಕೆನರಾ ಬೆಂಕ / FOR CANARA BANK

ಪ್ರಬಂಧಕ / Manager / ಅಧಿಕಾರಿ / Officer  
ಚಿಟ್ಟಾ ರೋಡ್ ಶಾಖಾ, ಬೀದರ / Chitta Road Br, Bidar.



H.K.E. SOCIETY'S

B.V. BHOOMARADDI COLLEGE OF ARTS, SCIENCE AND COMMERCE  
BIDAR



## DEPARTMENT OF COMMERCE

### Field Work Report

(Visited To Canara Bank On 22-07-2022)

We have Taken Students of B.com IVth Sem For a visit to Canara Bank Chitta Branch, Bidar. Along with our faculty Member Smt. Daivashala Savale.

Canara Bank is 2Km Away From our college.

Departure time from college campus 11.15am.

**Objectives:** Students will enhance their skills and knowledge on:

- How to open a bank account
- Banking: Types of Accounts
- Basic knowledge of cheque
- Banking: With New Technology

The objective of this activity was to create awareness and educate students on access to financial services (banking), availability of various types of services and their features and to make students understand their rights and responsibilities as customers of financial services.

### Introduction:

Bank Manager BD Payage and Asst. Manager Naveen Kumar gave a warm welcome to students.

The session was conducted by Asst. Manager Naveen Kumar, who gave a brief introduction on banking and he explained the visit to a bank is always informative.

### Working of the bank:

- The working of the bank is divided into many different departments which collectively handle the affairs of the bank.
  - These departments have been provided with specific counters or windows where the customers have to stand in queue and wait for their turn.
  - There are seats put up for the people who visit the bank for work.
  - There are cabins provided for the managers and general manager of the bank.
- ☐
- Asst. Manager Naveen Kumar made sure students have understood what is banking and how it is useful to individuals and businesses

☐

### Account Opening:

- This is the department which is the busiest of all sections.
- To open an account in a bank they should fill the form which needed to be filled up along with the signature of a confidant and one's identity proof or kyc ( know your customer) documents.
- Bank gave Xerox copy of form to students, to make them aware about formality to be completed for opening an account (Basic information and kyc page)

### **Cheques Counter:**

- This section remained fairly less crowded.
- At this section, there are demand drafts and cheques activity performed.
- For cheque deposit, a slip has to be filled and stamping part is done by the banker for customer's safety.
- A slip was shown and Mr.Naveen Kumar explained students how to fill it.

### **Withdrawal Counter:**

- The withdrawal counter is where people come to encash cheques and withdraw money from their accounts.
- The person sitting in this counter usually has a drawer or a suitcase filled with case so that he can hand it over to the person who has rightfully claimed it.

### **Lockers:**

- Mr.Naveen Kumar took students to locker room where the assets and other valuables of the people are kept in safe boxes.
- There was one locker which was sealed by CBI a discussion was held between Mr.Naveen Kumar and students and they were able to clear all their doubts.
- There are boards attached on each wall which give the basic information regarding the working of banks.
- A small introduction on online banking was given to students.
- Due to time constrain types of accounts were not discussed in much detail, only saving account details were discussed in general.

Students had a great experience in bank, were able to understand, apply, analysed and evaluate their knowledge on banking.

Students were able to recall the topics/contents which were covered in the session.

The activity was a great exposure for students:

- Clearing their doubts related to any topic.
- They got aware to many concepts like. 'why CBI has sealed the locker?'
- They were able to see what and how lockers are?
- Students experienced live banking functioning of branch.
- Students were trying to understand how roles are performed by each bank employee for completion of whole day activity in bank.
- Students were able to understand how borrowing, processing and lending of money are takes place between banks and customers.

At last, Bank Manager Mr B D Payage appreciated Miss.Nagarani Palam a lot for conducting this kinds of activity for students.

**Conclusion:**

Visit to the bank was a great experience for my students to learn many new and different things about the functioning of the banks. Thanks to Principal Dr.P V Vithal Reddy Sir for giving this opportunity.

  
Staff Member  
Smt.Daivashala Savale

  
Incharge  
Miss.Nagarani Palam

Photo gallery:



Faculty members and Students with Asst. Manager Naveen Kumar At Canara Bank



Students Interacting With Manager BD Payage and Asst. Manager Naveen Kumar

**PRINCIPAL**  
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**of Arts, Science & Commerce**  
**BIDAR-585 403.**



H.K.E. Society's



B.V.BHOOMARADDI ARTS, SCIENCE AND COMMERCE, BIDAR

DEPARTMENT OF COMMERCE

## CERTIFICATE

This is to certify that Sri/Kumari Anjali.K has satisfactorily completed Educational Field Work prescribed by the Gulbarga University Kalaburagi, for B.COM. II and IV Semester Students in the Academic year 2021-22.

Signature of the Lecturer

Incharge of the Field Work

H.O.D





DEPARTMENT OF COMMERCE

FIELD WORK AT CANARA BANK CHITTA BRANCH BIDAR

STUDENTS ATTENDANCE SHEET

Date: 22/7/2022

Time: 11.15 am

Sl. No.	Name of the Students	Class	Signature
	veeresh mallayya	11	
	Mamta Chandrabas	11	
	Vijaylaxmi Bhimanna	11	
	Rambai Tippanna	11	
	Lokesh Naganath	11	
	Pooja Sangram	11	
	Riya Phansaj	11	Riya
	Priyanka Chandrabath	11	Priyanka
	Prashanth Famesh	11	
	B Manju Prabhur Bhandari	11	
	Abhighele Amburish	11	
	Meha Sharanappa	11	
	Praddep Prabhur	11	
	Rishal Basavaraj	11	
	Sweta Prabhur	11	
	Nikita Sharanappa	11	
	Pavan Babu	11	

PRINCIPAL  
B.V. Bhoomaraddi Degree College  
BIDAR



DEPARTMENT OF COMMERCE

FIELD WORK AT CANARA BANK CHITTA BRANCH BIDAR

STUDENTS ATTENDANCE SHEET

Date: 22/7/2022

Time: 11.15 am

Sl. No.	Name of the Students	Class	Signature
	Anjali kupendra	B.com IV	
	Saeha Ramchandra Rao	"	Saeha
	Vaishnavi nagraj	"	Vaishnavi
	Jagdish Dhanraj	"	Jagdish
	Sangamesh vishwanath	"	Shan
	Sachin shivkumar	"	Sachin
	Siddalingeshw Sangappa	"	Siddalingeshw
	Narayan siddanna	"	Narayan
	Keena Subhash Shalivan	"	Keena
	Ramesh Subhash	"	Ramesh
	Shivgond zorseppa	"	Shivgonda
	Vijay badgonda	"	Vijay
	Abhishek Dasharath	"	Abhishek
	Suresh nagappa	"	Suresh
	Sudeep Jagashetty	"	Sudeep
	Shivani Rajkumar	"	Shivani
	Ambika Narasimha	"	Ambika

PRINCIPAL