

Internship Report on Working Expereinces at the Public Relations Division of Agrani Bank Limited



Submitted To Sheikh Mohammad Shafiul Islam Associate Professor

Department of Journalism & Mass Communication Faculty of Humanities and Social Science Daffodil International University

Submitted By Mst. Shahnaz Aktar ID: 142-24-401

Department of Journalism & Mass Communication Faculty of Humanities and Social Science Daffodil International University

> Date of Submission May 10, 2018

Report submitted to the Department of Journalism and Mass Communication of Daffodil International University in partial fulfillment of the requirement for the Degree of Bachelor of Social Science in Journalism and Mass Communication LETTER OF TRANSMITTAL

To

Sheikh Mohammad Shafiul Islam

Associate Professor

Department of Journalism and Mass Communication

Daffodil International University

Subject: Submission of Internship final report

Dear Sir,

This is my great pleasure to submit the internship report of my three months long Internship program in a renowned Government organization "Agrani Bank Limited" as a part of the requirement of the course. The title of the report is "Working Expereinces at the Public

Relations Division of Agrani Bank Limited".

I have put my best effort to make this report a successful one. It has been a joyful and

enlightening experience for me to work in the organization and prepare this report. However,

this has been obviously a great source of learning for me.

I would like to express my sincere gratitude to you for your kind guidance and suggestions in

preparing the report. It would my immense pleasure if you find this report useful and

informative to have an apparent perspective on the issue. I shall be happy to provide any

further explanation regarding this report if you have any query on this report or any other

relevant matters.

Thanking you in anticipation.

Yours Sincerely,

Mst. Shahnaz Aktar

ID: 142-24-401

Department of Journalism and Mass Communication

Faculty of Humanities and social science

Daffodil International University

CERTIFICATE OF APPROVAL



I am pleased to certify that the Internship Report "Working Expereinces at the Public Relations Division of Agrani Bank Limited" prepared by Mst. Shahnaz Aktar student of the Department of Journalism and Mass Communication has been approved for the partial requirement of BSS Degree. Shahnaz has conducted his internship successfully at AgraniBank Limited under my supervision. He has accomplished his internship during the spring 2018.

I am pleased to certify that the data and the findings presented in the report are the authentic work of Mst. Shahnaz Aktar.

As a person, Mst. Shahnaz Aktar bears a good enthusiasm and moral character. I wish him all success in life.

Supervisor

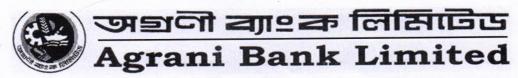
Sheikh Mohammad Shafiul Islam

Associate Professor

Department of Journalism and Mass Communication

Faculty of Humanities and social science

Daffodil International University



Dhanmondi Branch (0805-2), Dhaka. Telephone-02-9111471, 9132164

Date: 03-05-2018

To Whom It May Concern

This is to certify that **Mst. Shahnaz Aktar** Daughter of Saidul Islam student of BSS ID No: 142-24-401 from Daffodil International University has successfully completed her internship from 5th Feb 2018 to 3rd May 2018. She has practically participated in most general banking activities and gathered overall knowledge about customer services system through our branch during her intern period. She also prepared and submitted a copy of her internship report on "Public Relations Activities of Agrani Bank Limited, Dhanmondi Branch, Dhaka" which attracts our interest.

I wish her every success.

Zakia Parveen AGM & manager

Zakia Parveen Asst. General Manager Agrani Bnak Limited Dhanmondi Br Dhake

Acknowledgement

At first, I would like to convey my sincere appreciation to the almighty Allah for giving me the strength and the ability to finish the task within the planned time. Then I like to express my sincere gratitude to everyone who contributed towards preparing and making this study successfully.

First of all I would like to express my sincere and immense gratitude to my internship supervisor Sheikh Mohammad Shafiul Islam, Associate Professor, Department of Journalism and Mass Communication, Daffodil International University. I am deeply indebted to his whole hearted supervision to me during the Internship Period. His valuable suggestion, guideline and the format he mailed me helped a lot to prepare the report in a well organized manner.

I would like to give special thanks to all officials and staff of PRD. I would also like to thank the authority of Agrani Bank Limited for giving me the opportunity to do my internship in one of the reputed Government Organization. The experience and knowledge gained at Agrani Bank helped me to understand the different elements related to my study. My thankfulness also for all faculty who taken my class in the tenure of my BSS program and officials of the BSS program.

I am also grateful to the other officials who helped me while preparing the study by giving their suggestions, support and supply of information, which were helpful to me. Their helping hand support me a lot to complete my report productively. Finally, I want to keep my gratitude to my beloved father Saidul Islam and my mom Aklima khatun, who gave special attention to me from the very beginning to the till at the end of my BSS program.

Disclaimer

I, Mst. Shahnaz Aktar, hereby declare that the presented internship report entitled "Working Expereinces at the Public Relations Division of Agrani Bank Limited". Is prepared by me after completion of my internship (12 weeks) here. I also confirm that the report is prepared only for my academic requirement not for any other purpose. I declare that the report / any part of the report are not allowed to use for any purpose without permission.

.....

Mst. Shahnaz Aktar

ID: 142-24-401

Batch: 22nd

Department of Journalism and Mass Communication

Faculty of Humanities and social science

Daffodil International University

Abstract

This report describes the internship; I spent at Agrani Bank Limited, a Government Organization for Public Relations. Being a student of Journalism & Mass Communication, I have gained a better understanding of Communication Process of the organization, ranging from reporting, report sourcing, social media involvements, literature review, field data collection, library networking, meeting and program organizing, performing to professional/organizational ethics. Apart from institutional learning, I have tried to reveal the concept of 'Communication Process' based on practical & professional grounds throughout this report. In this report, I have tried to design the chapters my expectation from the AgraniBank Limited, chronologically activities and functions of Agrani Bank Limited, introducing the organization, then I, tried to explore my personal and professional experiences as an intern. Thus, the report shows my observation on my achievements in professional gaining, learning, achievement and challenge faced during my internship period.

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Chapter- One Introduction of Internship

1.1. What is an Internship?

Internships is a process of combining academic knowledge with practical experience. Internship is also called placements may be part-time or full-time. Internships offer students a period of practical experience in the industry relating to their field of study. This experience is valuable to students as a means of allowing them to experience how their studies are applied in the "real world", and as work experience that can be highly attractive to potential employers on a candidate's CV.

The National Association of Colleges and Employers defines an internship as: "A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable, applied experience and to make connections in professional fields they are considering for career paths. They also give employers the opportunity to guide and evaluate talent".

1.2. Importance of an Internship

For employers, internships provide an opportunity to extend the interview process and evaluate the intern's skills, work ethic and assimilation into the culture before incurring the expense of bringing them on full time. For students, internships provide an opportunity to see if a particular career path or field of study is right for them, hone their skills and apply their academic knowledge. Internships are a way for students to obtain valuable real-world experience, gain specific field-related exposure and make important connections for the future. An internship is an opportunity to not only use and develop industry-related knowledge and skills, but also to enhance some of the skills that are transferable to any professional work setting.

By the end of the internship, an intern learns to:

- ➤ Link academic theory to practical work
- > Apply knowledge, skills, and experience to a work environment
- Acquire new learning through challenging and meaningful activities
- Reflect in the content and the process of the learning experience
- Advocate for own learning in alignment with internship goals
- Demonstrate professional skills in the workplace
- ➤ Build and maintain positive professional relationships
- ➤ Demonstrate awareness of community and/or organizational issues
- ➤ Identify, clarify and/or confirm professional direction as it relates to academic studies and future career path
- > Develop self-understanding, self-discipline, maturity and confidence
- Develop strong networking/mentoring relationships

Chapter- Two A Brief Description of the Organization

Introduction of Agrani Bank Limited

2.1. History of Agrani Bank Limited (ABL)

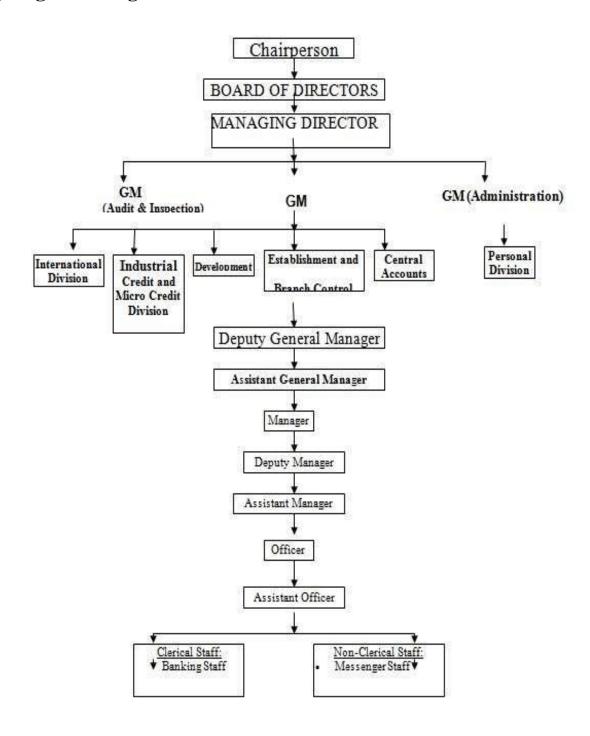
Agrani Bank is one of the scheduled banks in Bangladesh. This bank came into being in 1971 taking over the assets and liabilities of the east while Habib bank ltd. And Commerce bank ltd. Functioning in the then East Pakistan. The bank started operation with 249 branches with its head office in Dhaka. Agrani Bank being one of the largest nationalized commercial bank must shoulder the responsibility of expanding its network in rural area. Presently the bank has its 561 branches out of total 891 branches located in rural areas implementing as many as 29 programs targeting rural people.

During myinternship at Agrani Bank Ltd, I was placed in the Principal Branch under Head office of ABL. I enjoyed my total working with the young, skilled & professional employees and earn my knowledge regarding financial and non-financial performance of Agrani Bank ltd., Bangladesh.

2.2. Agrani Bank has the following vision, mission and values:

- ➤ Vision of Agrani Bank To become a leading bank of Bangladesh operating at international level of efficiency, quality and customer service
- ➤ Mission of Agrani Bank Fusing ideas and lessons from best practice to explore new avenues to stay stronger and moreefficient and competitive as well as applying information and communication technology for the benefit of customers and employees
- ➤ Values of Agrani Bank Agrani Bank believes in integrity, transparency and accountability, and also value professionalism that will provide a high standard of service to all customers and stakeholders

2.3. Organogram of Agrani Bank Limited



2.4. Duration of My Internship

As an Intern at Agrani Bank, I have worked for almost 3 months. My internship started on 05 February 2018 and it was officially ended on 03 May 2018.

Chapter- Three Activities, Learning and Experience

3.1. My Daily Activities

I had to work 8 hours (10:00 AM- 06:00 PM) per day during my internship program. There were lots of activities and responsibilities in where, I had some regular activities in everyday. Those are listed in below.

I have worked at Public Relations
Division Agrani Bank Limited. I
worked 8 hours (10:00 AM- 06:00
PM) per day during my internship
program. Everyday my
compulsory are mentioned below:



- Press release of the Bank and other Banks related news selection of daily newspapers and send to all Divisions of Head Office every day and put in the software through scanning
- 2. News collection
- 3. Cutting the news
- 4. Maintain daily mail register and shorting out
- 5. Attend with people for their essential information
- 6. Get ready Sponsorship, Donation, and Advertisement
- 7. Preparedness Office Note for cost approval for a paper ad for different incident
- 8. Get ready Work Order Souvenir/Magazine/Paper Ad
- 9. Press Release publishes

3.2. Tools and Techniques Used

Till the last day of my office, always I try to apply different techniques for doing my activities and use some tools for making it easier.

Tools-

• The computer - Authority provide me a desk with a computer for my

internship program.

I did most of my
daily activities
through this
computer



• Photocopy Machine-

Though I had enough assistant workers in my office, but sometimes I had to use a photocopy machine in a serious moment and it was also useful to me to know how to use a photocopy machine.

- Scanner- Very often, I had to scan Ad Letters, Newspaper cuttings, some important documents etc.
- Printer- In everyday I had to print a lot of files such as Memo, Work Order,
 Office Note, Payment Order, Ad Design, and Press Release Copy etc.

3.3. Techniques-

I was able to make an impression my seniors by my working techniques on documentation, file, and many more. I used Microsoft Office Application for documentation, especially MS Excel. I listed some important documents based on 'dates & years' such as Press Release, Newspaper Publication, Interviews, some dealing documents, etc. I also modernized each and every file by numbering on category wise and placed those on file-shelf through that category.

3.4. Persons Met

In all day, I had to meet around 4-5 peoples, who were looking for their bills or approval notices of receiving letters. Some of them came to deal with us on publishing Ad/Souvenir, for having Donation or Sponsorship. I enjoyed a lot to meet with those public.

3.5. Places Visited

I could not visit so many places because of not having authority clearance. That is why, I only visited one places during my internship.

• Mohammadpur physical college- That was the ABL annual sports programme.I stays at that place.

3.6. Other Activities

A Public Relations Officer has a lot of responsibilities, because the whole status of the company/ association depends on him/her. If she/he does not complete duties properly, then it may be harmful for that organization.

Some other activities that I did during my internship are listed below.

- 1. Media invite in different events and occasions
- 2. Dairy/Calendar Distribution to the different print and electronic media
- 3. Newspaper publication issues
 - > Branch Shift
 - ➤ Mother- Language Day
 - ➤ Independnce Day
 - Condolence
 - > Congratulate
 - > Tender Notice
 - ➤ Financial Statement (Quarterly)
 - Quarterly Conference

Events

- Quarterly Conference
- > Donation handover ceremony
- > Picnic
- ➤ Birthday wishes to directors through cake and flower

Branding works

- > PahelaBaishakh& Press Ad design
- Product Adv. Design
- > Press Adv, and Banner design
- > Branch shift press Adv. Banner etc.
- > Corporate Gift arrangement for different occasion
- > Independnce Day Press Release
- ➤ Venue Branding with Banner/ Festoon
- > As per requirement by the management

Chapter- Four Evaluation of My Learning

4.1. Experience, Academic Learning and Practical Work

It was a great opportunity for me to work in Agrani Bank Limited. It has been an outstanding experience thus far. I involved in a lot of activities with so many professional peoples which will be good for my future career. I had the opportunity to learn from them.

My experience at Agrani Bank will be ainstruction for my future career. For example, before I joined here, I scarcely had any practical experience of working in a professional impression with experts and professionals. I attended scores of meetings which taught me how to behave like a professional in meetings. I was surprised by the difficulty and hardship one has to handle in a workplace, in a government Bank. My colleagues and superior were friendly and helpful. Somewhat treating me as a newbie they welcomed me with all their heart. They gave me a chance to express myself and recognize my potential. They helped to their best in guiding and teaching me to work in the field.

Previous to my internship, I had no experience of working on a corporate house. But in here I got the chance to work as a member of a corporate house. I learned how to work under extreme pressure, how to prepare and develop contents. I also gain experience working in the field. For branding purpose, I met with a lot people. I had realized how attract a client, consumer, and customer by branding indoor or outside creatively.

Through my academic period, I learned how to write a press release, what is news sense, sense of positive and negative news writing, communication process, advertising, Branding, how to deal with clients or customers, and many more techniques. Lastly, when I got the chance to realize that academic knowledge into a practical stage, I applied all of knowledge in here. Such as writing press releases on different events, finding news with negative effects, dealing with so many clients, communicate with a lot of new people, product advertisement, researching client activities etc.

4.2. Usefulness of the Learning from the Internship

Learning from the internship-

- ➤ Understanding client's thoughts and motivesaccurately with a proper communication skill.
- ➤ How to communicate with media persons in a proper way for publishing journals without any fault.
- ➤ How to guide others to do my duties properly.
- ➤ How to make a work order by following all conditions.
- > Develop my documentation skill by learning different techniques.
- > Different professional techniques to make every day's activities easier.
- > Different angle and methods of product branding.
- Uses of so many tools
- A skill of working on a critical situation under thrilling pressure.

Those are my learning during internship. So now, if I want to talk about the helpfulness of my learnings, I just say that internship makes my career. I was paying attention to start my career in Public Relations. After doing this internship program, I am confident that I will make a good career in this sector in near future.

4.3. Gaps in the Process of Learning

On both academic and practical learning, there were no gaps in the process of learning.

4.4. What Should Have Been Learned More?

- > Using official software.
- > Details of product branding.
- ➤ Communication process with top officials.
- > Environment of a big event.
- Proposal Writing

4.5. Limitations

Initially, I was not an authorized official. That is why, I was not allowed everywhere. And because of this reason I could not learn or experience some important parts. The authority did not allow me to join that conference. There, I might learn and could experience a lot of new things. For most of us, an internship is the first learning place where we practice our academic knowledge practically. This was really tough for me to follow formal/official dress code. But, though I have good edition power, it did not take so much time.

Chapter Five Conclusion

As an intern, I have learned how a Public Relations Division (PRD) covers special events, special promotions, public affairs, social networking, media relations, product branding, etc. By carrying out public relations activities goodly, an organization creates image, gerts popularity and do well business.

Through this internship program, I have gained some practical knowledge on the public relations activities that are needed for an organization. I think my learning in interpersonal, group and organizational communication in the department is very fruitful. This course has helped me to know how to communicate with people, work in a group and an organizational environment goodly. I believe that this knowledge of internship will help me in my career.

References

- 01. www.agranibank.org
- 02. www.google.com
- 03. www.oregon state career.com

Annex

ANNEX- A

Press Release







মহান স্বাধীনতা দিবস উপলক্ষে অগ্রণী এসএমই ফাইন্যানিং কোম্পানির পক্ষ থেকে জাতির পিতা বঙ্গবন্ধুর প্রতিকৃতিতে শ্রদ্ধা নিবেদন করেন অগ্রণী এসএমই ফাইন্যান্সিং কোম্পানির চেয়ারম্যান এবং অগ্রণী ব্যাংকের এমডি ও সিইও মোহম্মদ শামস-উল ইসলাম। এছাড়া উপস্থিত ছিলেন কোম্পানির পরিচালনা পর্যদের পরিচালকবৃন্দ এবং ব্যাংক ও কোম্পানির ব্যবস্থাপনা কর্তৃপক্ষ



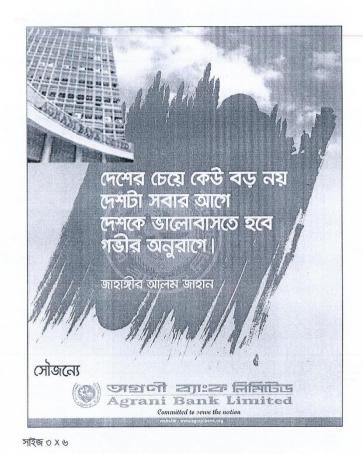


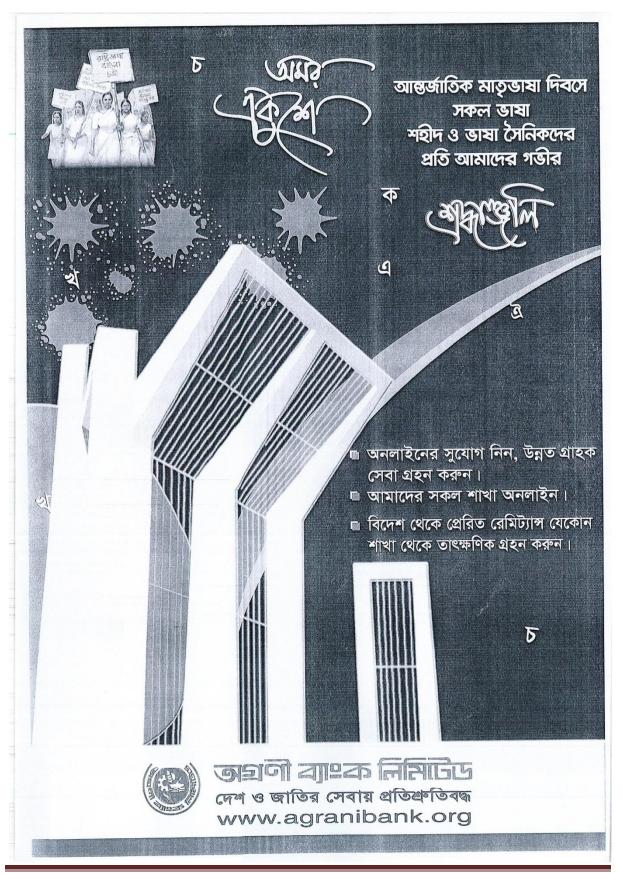
বসুন্ধরা ফুডের সিন্ডিকেটেড লোনপ্রাপ্তিত লিড অ্যারেঞ্জার অগ্রণী ব্যাংক

অগ্রণী ব্যাংক লিমিটেডের প্রধান কার্যালয়ে সম্প্রতি বসুন্ধরা ফুড আভ বেভারেজ ইভাস্ট্রিজ লিমিটেডের (ফ্লাওয়ার মিল ইউনিট-২) অনুকূলে অপ্রণী ব্যাংকের লিড অ্যারেজমেন্টে সিভিকেশনের আওতায় ৮৯ কোটি টাকা মঞ্জু-রিসফ্রেন্ড একটি ঋণ চুক্তিপত্র স্বাক্ষর হয়। অগ্রণী ব্যাংকের পরিচালনা পর্যবেদ্ধ চেয়ারম্যান ড, জারেদ বর্খত, এমডি ও সিইও মোহম্মদ শামস্-উল ইসলাম, অগ্রণী ব্যাংক্রের পর্যদ সদস্য ও সংশ্লিষ্ট ব্যাংকগুলোর মনোনীত প্রতিনিধিরা, বসুন্ধরা গ্রন্থপের চেয়ারম্যান আহমেদ আকবর সোবহান ও বসুন্ধরা ফুড অ্যাভ বেভারেজ ইভাস্ট্রিজের এমডি সায়েম সোবহান ও সময় উপস্থিত ছিলেন।

ANNEX-B

Ad Copies







সারা দেশে অগ্রণী ব্যাংক লিমিটেড এর সকল শাখায় "রিয়েল টাইম অনলাইন ব্যাংকিং" এর আওতায় সব ধরণের ব্যাংকিং সেবা প্রদান করা হচ্ছে। কোন একক ব্যাংকের অনলাইন সেবাভূক্ত শাখার সংখ্যার বিচারে এটি সর্বোচ্চ।

আমানত সেবাসমূহ

- 🔳 সঞ্চয়ী হিসাব
- 📺 চলতি হিসাব
- 🏻 স্বল্প মেয়াদী আমানত
- 🔳 স্থায়ী আমানত
- 💷 অগ্ৰণী ব্যাংক পেনশন স্কীম (এপিএস)
- 📖 অগ্রণী ব্যাংক বিশেষ সঞ্চয় প্রকল্প (এবিএস)

ঋণ সেবাসমূহ

- 💷 শিল্প বাণিজ্যে চলতি মূলধন ঋণ
- কৃষি/পল্লী ঋণ (৪%,৪.৫০%, ৫% এবং ৯% হারে)
- 🏢 কৃষিভিত্তিক শিল্প ঋণ
- 💷 মাইকো ক্রেডিট ঋণ
- 🔳 শিল্প ঋণ/মেয়াদী ঋণ
- 🔳 আমদানী/রপ্তানী বাণিজ্যে অর্থায়ন
- 🔳 এসএমই লোন, নারী অগ্রণী ঋণ
- 🔳 অগ্রণী বিদেশ গমন ঋণ (৯% সুদ)

অন্যান্য সেবাসমূহ

- 🎟 ৫টি শাখার মাধ্যমে ইসলামী ব্যাংকিং সেবা
- সিঙ্গাপুর, মালয়েশিয়া, কানাডা প্রভৃতি দেশে নিজস্ব
 এয়চেঞ্চ হাউজের মাধ্যমে দেশে রেমিট্যান্স প্রেরণ সুবিধা
- বিশ্বের ১৫০টি দেশ থেকে প্রেরিভ প্রবাসীদের অর্থ তাৎক্ষনিক পরিশোধের ব্যবস্থা
- 🔳 ২৫০০ টি ATM বুথের মাধ্যমে টাকা প্রদান
- যে কোন সময়ে রেমিট্যান্সের অর্থ উত্তোলনের জন্য রয়েছে "প্রবাসী অর্থাণী রেমিট্যান্স কার্ড"
- ৬৫টি এজেন্ট ব্যাহকিং পয়েন্ট আপনাদের দোর গোড়ায়।
 আরো ১৩৫টি নতুন এজেন্ট পয়েন্ট সংযুক্ত হচ্ছে।
 এজেন্ট ব্যাংকিং এ আমরাই ১ম।
- ২৯৪টি শাখার মাধ্যমে E-GP এর আওতায় ই-টেন্ডারিং সুবিধা প্রদান



जद्यजी वाष्ट्रक निसिरिए

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