

**P.G DEPARTMENT OF ENGLISH**  
**EARN WHILE YOU LEARN**

  
**Naipunnya**®  
To reach the unreachable

**Date of event: 10/03/23**

**Faculty In-charge: Dr. Purnima S Kumar**



## REPORT

Earn while you learn is a new initiative at Naipunnya Institute of Management and Information technology, so that our students are adapted to a work atmosphere. Four students from the P.G Department of English worked with Focuzfive online tutions and was provided with a remuneration. Focuzfive was launched in the year 2020 by a group of engineering graduates from prestigious institutions like IIT, IIM, Cusat etc. We believe that learning should be student- centric, engaging and inclusive, from K.G. through graduate levels, Focuzfive offers personalized one-on-one tuition programs. Each student learns in their unique way; thus, assistance and the right tutors are required. Finding a tutor who complements each student's preferred learning style is crucial. By offering free, one- hour sample classed, Focuzfive gives students the chance to select the instructor of their choice. Focuzfive offers each student, personalized tutors to enhance their academic process.

Once a tutor has been chosen and the session starts, we are dedicated to the continuous improvement of our students' academic performance. We evaluate students on a continuous basis. Each student is given a coordinator in addition to a tutor who makes sure that instructions and assessments occur simultaneously. In order to maximize each student's academic potential, he or she will maintain frequent contact with the students, parents and tutors.

This initiative Earn while you learn provided opportunities to the students to earn while they are learning through part-time jobs. Instead of going for regular studies of graduation and post-graduation, students prefer to go in for short term professional courses so that they start earning at a young age.

Prepared by:



Dr. Purnima S Kumar

HoD, English

Verified by:



Dr. Joy Joseph Puthussery

IQAC Coordinator & Dean of Studies

Approved by:



Rev.Fr. Dr. Paulachan K.J

Principal



**BROCHURE**

**NAIPUNNYA INSTITUTE OF MANAGEMENT  
AND INFORMATION TECHNOLOGY (NIMIT)**

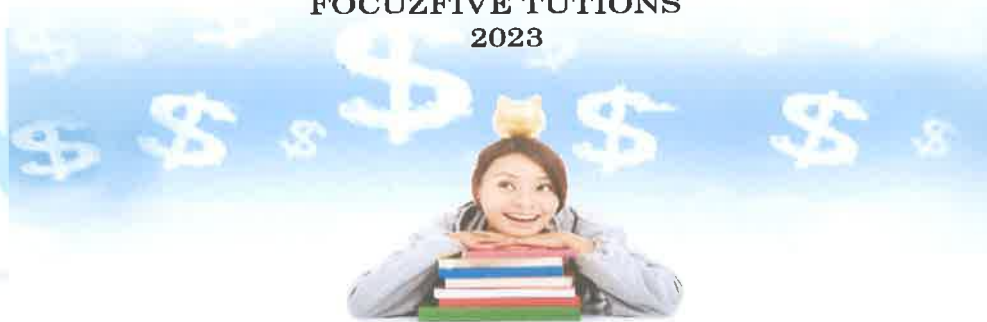
Affiliated to the university of calicut, Accredited by NAAC with B++, ISO 9001-2015 Certified)  
Pongam, Koratty East , Thrissur District, Kerala State, India, Pincode - 680 308



**P.G DEPARTMENT OF ENGLISH  
ORGANISES**



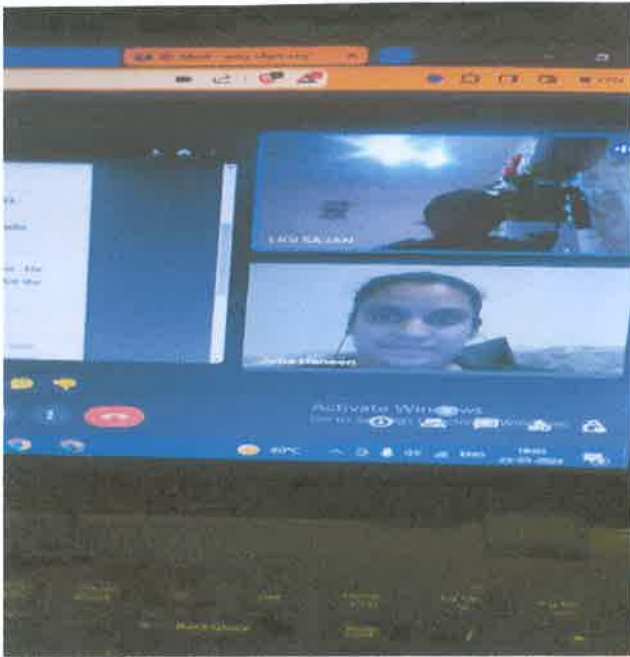
**FOCUZFIVE TUTIONS  
2023**



**Faculty In-charge: Dr. Purnima S Kumar**



**PHOTOGRAPHS /SCREENSHOTS**





**Earn While Learn Remuneration**

<u>Sl. No</u>	<u>Name</u>	<u>Month</u>	<u>Remuneration</u>	<u>Signature</u>
1.	Zeba Haneen	September	100	
		October	1988	
		November	3700	
		December	3200	
		January	3500	
		February	5500	
		March	2500	
		April	1000	
	<b>Total</b>		<b>21,488</b>	
2.	Elsa Thomas	November	1300	
		December	3000	
		January	500	
		February	100	
		March	500	
		April	300	
	<b>Total</b>		<b>5700</b>	
3.	Anuja Vinod	November	1000	
		December	1500	
		January	500	
		February	400	
		March	500	
		April	500	
	<b>Total</b>		<b>4,400</b>	
4.	Joel Shagi	October	250	
		November	750	
		December	1150	
		January	1500	
		February	2250	
		March	1750	
		April	750	
		May	250	
	<b>Total</b>		<b>8,650</b>	

Prepared by:

Dr. Purnima S Kumar

HoD English

Verified by:

Dr. Joy Joseph Puthussery

Naac Coordinator & Dean of Studies

Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

Phone +91 9605001987, 04802730340, 2730341, 2733573

[www.naipunnnya.ac.in](http://www.naipunnnya.ac.in), [mail@naipunnnya.ac.in](mailto:mail@naipunnnya.ac.in)





## FOCUZFIVE ONLINE TUITIONS

---

### LETTER OF APPOINTMENT

We are pleased to inform you that you **Ms. Elza Thomas**, who is pursuing her II MA English in Naipunnya Institute of Management and Information Technology has been hired as **Tutor** at Focuzfive Online Tuitions. You will be closely working with the Academic Department to Focuzfive.

### Roles and Responsibilities

1. Student training and working in new methods of pedagogy.
2. Supporting students in building extra-curricular activities and intellectual growth.
3. Support the Academic team in Focuzfive Online Tuitions.

### Offer Details

- Position : Tutor
- Class : 2nd, 4th & 9th std
- Subject : English
- Salary : 2nd-100/hr  
4th-100/hr  
9th-125/hr

We take this opportunity to thank you for the interest you have shown in our organization and looking forward to welcome you on-board for a fruitful career with us.

Yours Sincerely,

Asna Shirin D

HR Department

Focuzfive Online Tuitions.



## Annexure A

All confidential information, coaching materials, developed material and documentation of the company including any information concerning the organization, business or finances of the company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the company or which the company is under an obligation to keep confidential or is such type and nature that a reasonable person would regard as confidential.

The employee acknowledges that the unauthorized use or disclosure of the confidential information will be prejudicial to the interest of the company or the entities with which the company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Focuzfive Online Tutions endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or a business partner we would like to inform you our Ethical Standard Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand and adhere to this practice and ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business, employee should do nothing that might discredit or embarrass the company, its clients, or themselves as employee of the company. Focuzfive Online Tuition's employees are expected to act in accordance with the highest levels of personal and professional integrity, honest and ethical conduct which is free from fraud or deception.

Employment with Focuzfive Online Tutions is governed by the organization employment policies as applicable, including satisfactory information from background checks post joining.



Fayis M S

Director  
Focuzfive Online Tuition





## FOCUZFIVE ONLINE TUITIONS

---

### LETTER OF APPOINTMENT

We are pleased to inform you that you **Ms. Anuja vinod**, who is pursuing her III BA English in Naipunnya Institute of Management and Information Technology has been hired as **Tutor** at Focuzfive Online Tuitions. You will be closely working with the Academic Department to Focuzfive.

#### Roles and Responsibilities

1. Student training and working in new methods of pedagogy.
2. Supporting students in building extra-curricular activities and intellectual growth.
3. Support the Academic team in Focuzfive Online Tuitions.

#### Offer Details

- Position : Tutor
- Class : 1-10
- Salary : 1 - 6 = 100/hr  
7 -10 = 125/hr  
11,12 = 150/hr

We take this opportunity to thank you for the interest you have shown in our organization and looking forward to welcome you on-board for a fruitful career with us.

Yours Sincerely,

Asna Shirin D

HR Department

Focuzfive Online Tuitions.





## Annexure A

All confidential information, coaching materials, developed material and documentation of the company including any information concerning the organization, business or finances of the company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the company or which the company is under an obligation to keep confidential or is such type and nature that a reasonable person would regard as confidential.

The employee acknowledges that the unauthorized use or disclosure of the confidential information will be prejudicial to the interest of the company or the entities with which the company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Focuzfive Online Tutions endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or a business partner we would like to inform you our Ethical Standard Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand and adhere to this practice and ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business, employee should do nothing that might discredit or embarrass the company, its clients, or themselves as employee of the company. Focuzfive Online Tuition's employees are expected to act in accordance with the highest levels of personal and professional integrity, honest and ethical conduct which is free from fraud or deception.

Employment with Focuzfive Online Tutions is governed by the organization employment policies as applicable, including satisfactory information from background checks post joining.



Fayis M S

Director  
Focuzfive Online Tuition





## FOCUZFIVE ONLINE TUTORIALS

---

### LETTER OF APPOINTMENT

We are pleased to inform you that you **Ms. Zeba Haneen**, who is pursuing her II MA English in Naipunnaya Institute of Management and Information Technology has been hired as **Tutor** at Focuzfive Online Tutorials. You will be closely working with the Academic Department to Focuzfive.

#### Roles and Responsibilities

1. Student training and working in new methods of pedagogy.
2. Supporting students in building extra-curricular activities and intellectual growth.
3. Support the Academic team in Focuzfive Online Tutorials.

#### Offer Details

- Position : Tutor
- Class : 3rd & 8th Std
- Subject : English, Hindi
- Salary : 3rd-100/hr  
8th-125/hr

We take this opportunity to thank you for the interest you have shown in our organization and looking forward to welcome you on-board for a fruitful career with us.

Yours Sincerely,

Asna Shirin D

HR Department



## Annexure A

All confidential information, coaching materials, developed material and documentation of the company including any information concerning the organization, business or finances of the company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the company or which the company is under an obligation to keep confidential or is such type and nature that a reasonable person would regard as confidential.

The employee acknowledges that the unauthorized use or disclosure of the confidential information will be prejudicial to the interest of the company or the entities with which the company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Focuzfive Online Tuitions endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or a business partner we would like to inform you our Ethical Standard Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand and adhere to this practice and ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business, employee should do nothing that might discredit or embarrass the company, its clients, or themselves as employee of the company. Focuzfive Online Tuition's employees are expected to act in accordance with the highest levels of personal and professional integrity, honest and ethical conduct which is free from fraud or deception.

Employment with Focuzfive Online Tuitions is governed by the organization employment policies as applicable, including satisfactory information from background checks post joining.



Fayis M S

Director  
Focuzfive Online Tuition





## FOCUZFIVE ONLINE TUTORIALS

---

### LETTER OF APPOINTMENT

We are pleased to inform you that you **Mr. Joel shagi**, who is pursuing his 1 MA English in Naipunnya Institute of Management and Information Technology has been hired as **Tutor** at Focuzfive Online Tutorials. You will be closely working with the Academic Department to Focuzfive.

#### Roles and Responsibilities

1. Student training and working in new methods of pedagogy.
2. Supporting students in building extra-curricular activities and intellectual growth.
3. Support the Academic team in Focuzfive Online Tutorials.

#### Offer Details

- Position : Tutor
- Class : 1-10
- Salary : 1 - 6 = 100/hr  
7 - 10 = 125/hr  
11,12 = 150/hr

We take this opportunity to thank you for the interest you have shown in our organization and looking forward to welcome you on-board for a fruitful career with us.

Yours Sincerely,

Asna Shirin D

HR Department

Focuzfive Online Tutorials.





## Annexure A

All confidential information, coaching materials, developed material and documentation of the company including any information concerning the organization, business or finances of the company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the company or which the company is under an obligation to keep confidential or is such type and nature that a reasonable person would regard as confidential.

The employee acknowledges that the unauthorized use or disclosure of the confidential information will be prejudicial to the interest of the company or the entities with which the company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Focuzfive Online Tutions endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or a business partner we would like to inform you our Ethical Standard Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand and adhere to this practice and ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business, employee should do nothing that might discredit or embarrass the company, its clients, or themselves as employee of the company. Focuzfive Online Tuition's employees are expected to act in accordance with the highest levels of personal and professional integrity, honest and ethical conduct which is free from fraud or deception.

Employment with Focuzfive Online Tutions is governed by the organization employment policies as applicable, including satisfactory information from background checks post joining.



Fayis M S

Director  
Focuzfive Online Tuition

