EARN WHILE YOU LEARN REPORT

PG Department of Computer Science

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To reach the unreachable

Co-ordinator: Dr. Soni P M

Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.
Phone +91 9605001987, 04802730340, 2730341, 2733573
www.naipunnya.ac.in, mail@naipunnya.ac.in

REPORT

Under the 'Earn while You Learn' scheme, the PG Department of Computer Science conducted an apprenticeship programme, which offers apprenticeship to the selected students of the Department of Computer Science. It provides the students to function as IT apprentices in the institution. The inauguration of the programme was conducted on June 10, 2022 in the Conference Room (Chetana).

Prepared by:	Verified by:	Approved by:
Dr.Soni P M	Mr.Jayakrishan S	Rev.Fr.Dr.Paulachan.K.J
Co-ordinator	HoD,PG Dept of Computer Science	Principal

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Thrissur District
Kerala-680 308
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THE LIST STUDENTS APPLIED FOR APPRENTICESHIP PROGRAMME

1	ELDHO SHAJU	B.Sc.CS - 2023
2	ABHINAV S	B.Com F(B) - 2023
3	ANNA ROSE	B.Sc.CS - 2023
4	GREESHMA HARI	B.Sc.CS - 2023
5	SARANYA S	BCA A - 2022
6	PRANAV A P	B.Sc.CS - 2022
7	ABHINAV S	B.ComF(B) - 2023
8	PRANAV SHIJU	B.Sc.CS - 2022
9	ANNLINA MIBIN	B.Sc.CS - 2023
10	NYAS N B	BBA -2023
11	PANAKEZHAM JOSEPH THOMAS	BCA A 2023
12	MANU A PYNADATH	BBA - 2022
13	ALLAN V L	B.Sc.CS - 2021
14	ASWIN BIJU	B.Sc.CS - 2021

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STUDENTS SELECTED FOR IT APPRENTICESHIP

1. **ALLAN V L**
   B.Sc.CS - 2021

2. **PRANAV SHIJU**
   B.Sc.CS - 2022

3. **PANAKEZHAM JOSEPH THOMAS**
   BCA A 2023

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APPOINTMENT LETTERS

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NIMIT/Appl./Apprentice./05/23-24

25/09/23

To

Allan V. L
Veliyath House,
Koratty
Pin. 680308

Dear Mr. Allan V. L,

Sub: Engagement as IT Apprentice – IT Department

With reference to your application and subsequent interview, we are pleased to engage you as an IT Apprentice in order to impart training to you on the following:

1. Developing, and testing new software packages for college use, for use in web operations or other applications, and for sale
2. Support in designing and developing websites for other institutions/ organizations as part of Consultancy services
3. Educate users on system functionality and promote a better understanding of the application of software
4. Supports designing & printing of brochures, certificates and handbooks
5. Support designing and maintenance of NIMIT and NBS websites
6. Support the maintenance of social media (Facebook, YouTube, Instagram etc.) for the college and timely updates with college information
7. Hosts online platforms for learning and gives training to the staff and students
8. Track, compile, and analyze website usage data
9. Uploading required documents on the college website
10. Assists with installation and maintenance of audio/video technology; including but not limited to digital projectors, cameras, classroom audio, DVD/VHS, video distribution equipment, digital signage displays, student center entertainment, and other educational technology.
11. Troubleshoots, installs, and configures PC hardware such as memory, adapter cards, printers, etc. for college owned devices.
12. Provides audio-visual technology setup for college events
13. Video recording and editing of sessions of staff for uploading

nimit
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14. Assisting in the project work of students and support students in Computer Labs
15. Performs other related tasks as required and instructed by the Team Leader

Terms & conditions

As an IT Apprentice, you'll be working closely with the Team Leaders as they support our existing IT systems and requirements. You'll have a keen interest in IT and must be able to work as part of a busy support team.

Your working time is from 3.15 PM to 5.30 PM. You are expected to report on time for work and report to your assigned Team Leader.

We expect you to be self-motivated, efficient and well-organized with a keen eye for detail.

Period of Apprenticeship is from September 25th 2023 to March 31st 2024 which can be extended further or terminated earlier without giving any notice.

You will be paid a stipend of Rs. 2,500/- (Rupees Two Thousand And Five Hundred Only) per month. Additional perks shall be considered for extraordinary performance. No other allowance, benefits or privilege as available to NIMIT Staff will be paid or available to you.

Based on your performance evaluation the Institution will decide upon the extension of your term of Apprenticeship.

You will adhere to the instructions of your Superiors and abide by the rules and discipline of NIMIT/IT Dept.

There is no guarantee of regular employment on completion of the Apprenticeship period.

If the above terms and conditions are acceptable to you, please sign the duplicate copy as token of your acceptance.

Sincerely,

Fr. (Dr.) Paulachan K.J

Executive Director

I understand and accept the terms of this appointment by signing below:

Name: Mr. Allan V. L

Date: 17/10/23

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NIMIT/Appt./Apprentice./07/23-24

25/09/23

To

Pranav Shiju
Thevankannampillil House,
Koratty East P. O

Dear Mr. Pranav Shiju,

Sub: Engagement as IT Apprentice – IT Department

With reference to your application and subsequent interview, we are pleased to engage you as an IT Apprentice in order to impart training to you on the following:

1. Developing, and testing new software packages for college use, for use in web operations or other applications, and for sale
2. Support in designing and developing websites for other institutions/ organizations as part of Consultancy services
3. Educate users on system functionality and promote a better understanding of the application of software
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7. Hosts online platforms for learning and gives training to the staff and students
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9. Uploading required documents on the college website
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12. Provides audio-visual technology setup for college events
13. Video recording and editing of sessions of staff for uploading
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Terms & conditions

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Based on your performance evaluation the Institution will decide upon the extension of your term of Apprenticeship.

You will adhere to the instructions of your Superiors and abide by the rules and discipline of NIMIT/IT Dept.

There is no guarantee of regular employment on completion of the Apprenticeship period.

If the above terms and conditions are acceptable to you, please sign the duplicate copy as token of your acceptance.

Sincerely,

Fr. (Dr.) Paulachan K.J
Executive Director

I understand and accept the terms of this appointment by signing below:

Name: Mr. Pranav Shiju

Date: _____

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NIMIT/Appt./Apprentice./06/23-24

25/09/23

To

Panakezham Joseph Thomas
Panakezham House,
Kurishimood P. O
Kottayam

Dear Mr. Panakezham Joseph Thomas,

Sub: Engagement as IT Apprentice – IT Department

With reference to your application and subsequent interview, we are pleased to engage you as an IT Apprentice in order to impart training to you on the following:

1. Developing, and testing new software packages for college use, for use in web operations or other applications, and for sale
2. Support in designing and developing websites for other institutions/ organizations as part of Consultancy services
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9. Uploading required documents on the college website
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15. Performs other related tasks as required and instructed by the Team Leader

Terms & conditions

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Based on your performance evaluation the Institution will decide upon the extension of your term of Apprenticeship.

You will adhere to the instructions of your Superiors and abide by the rules and discipline of NIMIT/IT Dept.

There is no guarantee of regular employment on completion of the Apprenticeship period.

If the above terms and conditions are acceptable to you, please sign the duplicate copy as token of your acceptance.

Sincerely,

Fr. (Dr.) Paulachan K.J
Executive Director

I understand and accept the terms of this appointment by signing below:

Name: Mr. Panakezham Joseph Thomas

Date: _____

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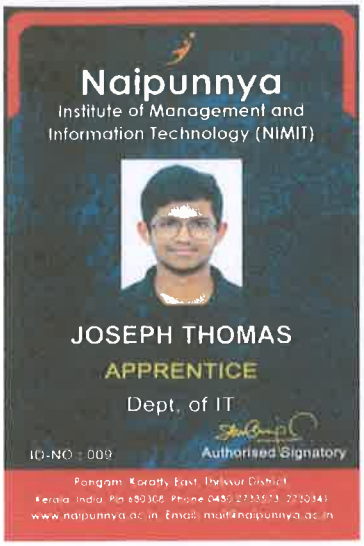
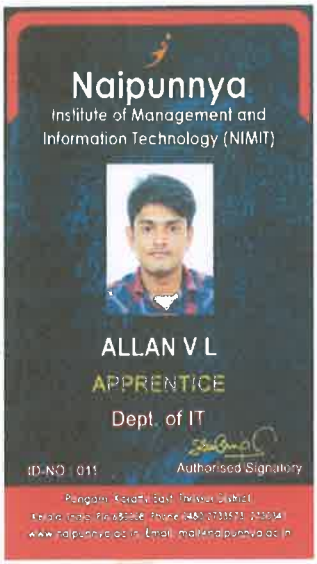
Pongam, Koratty East
Thrissur District
Kerala-680 308

ID CARDS





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PAYMENT DETAILS

Naipunnya Institute of Management & Information Technology
Koratty
Pongam

Earn Wh Learlone Bok Rdng/gift S/appre./bodha/frida
Ledger Account

1-Jun-23 to 31-May-24

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
24-Jul-23	To Cash Ramu Akhil Benny -IT dept apprentice – March to June -Rs 3000/22*17days	Payment	1215	2,320.00	
2-Aug-23	To Cash alveene mevin-rs 3000/22*24days-mar, apr& june	Payment	1374	3,270.00	
17-Aug-23	To Bank Federal Bank 338025 CS dept	Payment	1589	5,758.00	
	To Bank Federal Bank 338025 CS dept	Payment	1590	1,745.00	
27-Sep-23	To Cash remuneration - aug - Gladson George - Gym - rs 3500/22- LOP 8	Payment	2123	2,546.00	
20-Oct-23	To Cash alan joseph mampilly - remuneration-jun,jul, aug & sept-library	Payment	2444	12,886.00	
27-Oct-23	To Cash ramu-Gym apprentice- sept-Gladson George -rs 3500/mnth	Payment	2516	3,500.00	
13-Nov-23	To Cash ramu-IT apprentice sept oct-allen v j -2500 /mth	Payment	2737	795.00	
	To Cash ramu-IT apprentice sept oct-joseph thomas	Payment	2739	1,475.00	
	To Cash ramu-IT apprentice sept oct-pranav	Payment	2740	455.00	
	To Cash ramu-IT apprentice-manu-sept & oct	Payment	2744	1,990.00	
28-Nov-23	To Cash ramu to gladson george-gym - oct - rs 3500 /22*15-	Payment	2937	2,387.00	
22-Dec-23	To Cash ramu-pranav-IT apprentice-nov & dec	Payment	3369	1,705.00	
	To Cash ramu-IT apprentice-nov & dec-rs.2500/22*22 -allen v j	Payment	3373	2,500.00	
	To Cash ramu-IT apprentice-nov & dec-rs.2500/22*22 -manu	Payment	3374	2,500.00	
3-Jan-24	To Cash Remuneration IT apprentice- Nov & dec - Joseph thomas	Payment	3431	2,500.00	
	To Cash Remuneration IT apprentice- July to Dec- Alveene Mevin	Payment	3432	3,070.00	
	Carried Over			51,400.65	

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Naipunnya Institute of Management & Information Technology
Earn Wh Learning Bok Rdng/Gift Shoppe /Bodha/Ikda Ledger Account 1-Jun-23 to 31-May-24

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			51,400.00	
4-Jan-24	To Cash GLADSON GEORGE - gym - nov-present only 6 days-355/22*6	Payment	3451	955.00	
19-Jan-24	To Cash remu-apprentice-gym-dec-gladson george -14 days	Payment	3634	2,230.00	
24-Jan-24	To Bank Federal Bank 336025 Remu-Alan Joseph Mambilly-oct & nov - 3500/22*37	Payment	3674	5,887.00	
5-Feb-24	To Cash Remu-Apprentice-IT dept- Jan- 12 day -Pranav	Payment	3802	1,365.00	
	To Cash Remu-Apprentice-IT dept- Jan- 7 day-Joseph p thomas	Payment	3803	795.00	
	To Cash Remu-Apprentice-IT dept- Jan- 11 day-Manu j pynadath	Payment	3804	1,250.00	
	To Cash Remu-Apprentice-IT dept- Jan- 14 day-Allen V L	Payment	3812	1,820.00	
9-Feb-24	To Cash remu-apprentice-gladson george-jan- 19 days	Payment	3878	3,025.00	
16-Feb-24	To Cash Special remuneration-IT apprentice-Pranav - [illegible] vismaya christmas	Payment	3969	800.00	
	To Cash Special remuneration-IT apprentice-Allen V L vismaya,[illegible]ya christmas	Payment	3970	1,200.00	
19-Feb-24	To Cash Spl. remuneration-manu f pynadath-[illegible] viva etc	Payment	3998	800.00	
26-Feb-24	To Cash joseph p thomas -International level conference	Payment	4120	200.00	
11-Mar-24	To Cash IT apprentice-feb--19days-alen v l	Payment	4244	2,160.00	
	To Cash GYM appren-gladson george-feb - 16 days	Payment	4245	2,545.00	
	To Cash IT apprentice-feb-18 days-pranav	Payment	4247	2,045.00	
	To Cash IT apprentice-feb-14 days-manu	Payment	4248	1,590.00	
12-Mar-24	To Cash IT apprentice-feb-10 days-Joseph P thomas	Payment	4260	1,137.00	
14-Mar-24	To 4834 Alen Joseph Mampilly mess mar & bag(410) - Apprentice Library JAN (2228)+ FEB(3182) -Alen Joseph Mampilly	Journal	5756	5,410.00	
	Carried Over			86,614.00	

continued ...

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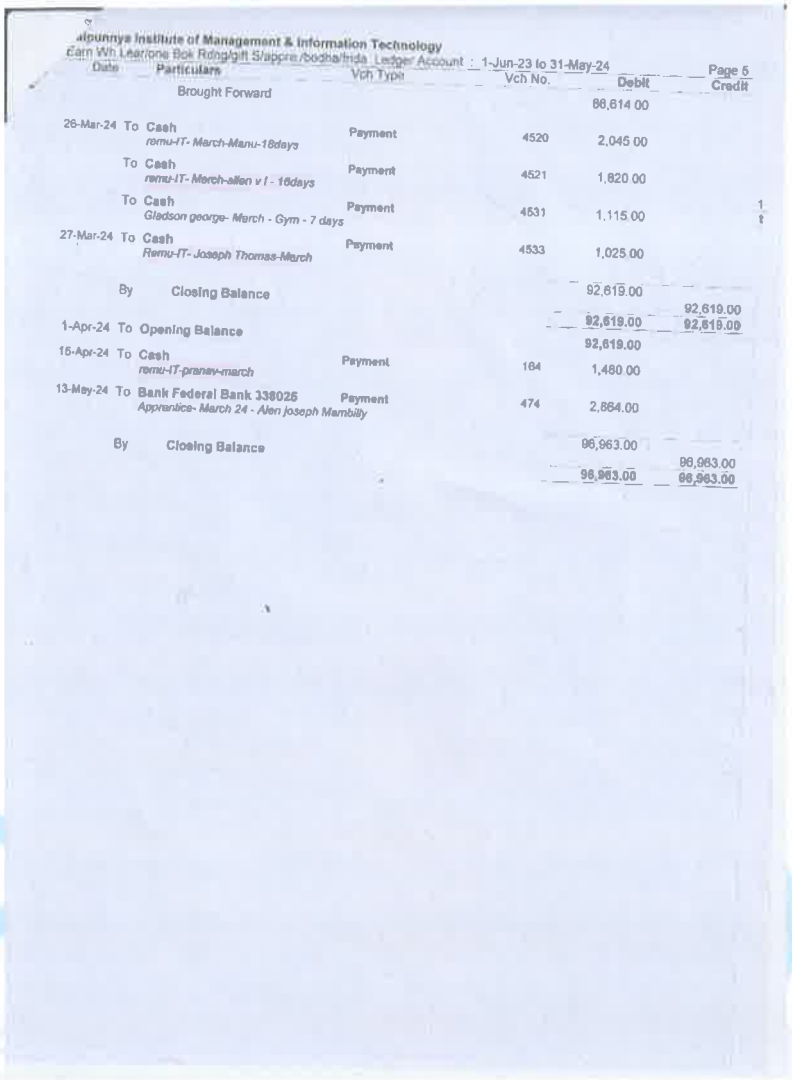

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Earn Wh Lear/one Bok Rdng/gift S/appre./bodha/frida Ledger Account : 1-Jun-23 to 31-May-24 Page 5

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			86,614.00	
26-Mar-24	To Cash *remu-IT- March-Manu-18days*	Payment	4520	2,045.00	
	To Cash *remu-IT- March-allen v I - 16days*	Payment	4521	1,820.00	
	To Cash *Gladson george- March - Gym - 7 days*	Payment	4531	1,115.00	
27-Mar-24	To Cash *Remu-IT- Joseph Thomas-March*	Payment	4533	1,025.00	
	By Closing Balance			92,619.00	92,619.00
				92,619.00	92,619.00
1-Apr-24	To Opening Balance			92,619.00	
15-Apr-24	To Cash *remu-IT-pranav-march*	Payment	164	1,480.00	
13-May-24	To Bank Federal Bank 338025 *Apprentice- March 24 - Alen joseph Mambilly*	Payment	474	2,864.00	
	By Closing Balance			96,963.00	96,963.00
				96,963.00	96,963.00

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PHOTOGRAPHS

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