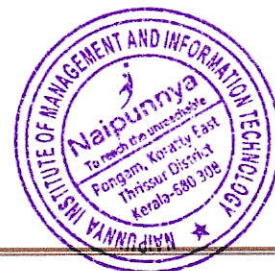


EARN WHILE YOU LEARN REPORT

PG Department of Computer Science

Naipunnya

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:



Dr. Soni P M

Co-ordinator

Verified by:



Mr. Jayakrishan S

HoD, PG Dept of Computer Science

Approved by:



Rev. Fr. Dr. Paulachan K. J

Principal

Naipunnya



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THE LIST STUDENTS APPLIED FOR APPRENTICESHIP PROGRAMME

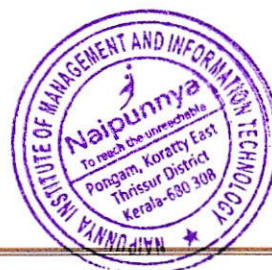
1	ELDHO SHAJU	B.Sc.CS - 2023
2	ABHINAV S	B.Com F(B) - 2023
3	ANNA ROSE	B.Sc.CS - 2023
4	GREESHMA HARI	B.Sc.CS - 2023
5	SARANYA S	BCA A - 2022
6	PRANAV A P	B.Sc.CS - 2022
7	ABHINAV S	B.ComF(B) - 2023
8	PRANAV SHIJU	B.Sc.CS - 2022
9	ANNLINA MIBIN	B.Sc.CS - 2023
10	NYAS N B	BBA -2023
11	PANAKEZHAM JOSEPH 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



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

Naipunnya



APPOINTMENT LETTERS


To reach the unreachable

Managed by the Archdiocese of Ernakulam – Angamaly

(Affiliated to the University of Calicut, ISO 9001 - 2015 Certified)

NIMIT/Appt./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



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
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13. Video recording and editing of sessions of staff for uploading
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

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Terms & conditions

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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: _____



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
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
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12. Provides audio-visual technology setup for college events
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15. Performs other related tasks as required and instructed by the Team Leader

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

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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



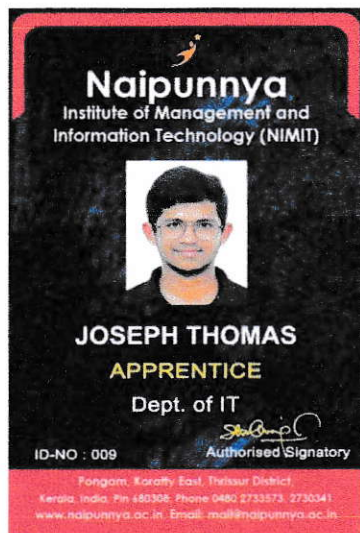
I understand and accept the terms of this appointment by signing below:

Name: Mr. Panakezham Joseph Thomas

Date: _____



ID CARDS



Naipunnnya



PAYMENT DETAILS

Naipunnya Institute of Management & Information Technology Koratty Pongam					
Earn Wh Lear/one Bok Rdng/gift S/appre./bodhalf/rida Ledger Account					
1-Jun-23 to 31-May-24					
Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
24-Jul-23	To Cash Renu Akhi Benny - IT dept apprentice - March to June - Rs. 3000/22*17days	Payment	1218	2,320.00	
2-Aug-23	To Cash Aneena memo-rs.3000/22*24days-mar,apr& june	Payment	1374	3,270.00	
17-Aug-23	To Bank Federal Bank 338025 CS dept	Payment	1589	5,756.00	
	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	2,545.00	
20-Oct-23	To Cash alen joseph mangilly - remuneration-jun,jul, aug & sept-4library	Payment	2444	12,886.00	
27-Oct-23	To Cash renu-Gym apprentice- sept-Gladson George -rs.3500/month	Payment	2516	3,500.00	
13-Nov-23	To Cash renu-IT apprentice sept oct-oct-rs.2500 half	Payment	2737	795.00	
	To Cash renu-IT apprentice sept oct-joseph thomas	Payment	2739	1,475.00	
	To Cash renu-IT apprentice sept oct-prinary	Payment	2740	455.00	
	To Cash renu-IT apprentice-memo-sept & oct	Payment	2744	1,990.00	
28-Nov-23	To Cash renu to gladson george-gym - oct - rs.3500 /22*15	Payment	2927	2,387.00	
22-Dec-23	To Cash renu-janar-IT apprentice-nov & dec	Payment	3369	1,705.00	
	To Cash renu-IT apprentice-nov & dec-rs.2500/22*22 -allen v.l	Payment	3373	2,500.00	
	To Cash renu-IT apprentice-nov & dec-rs.2500/22*22 -memo	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- Aneena Allen	Payment	3432	3,070.00	
	Carried Over			51,400.00	

Continued



Naipunnya Institute of Management & Information Technology					
Eam Vth Learione Bok Rong/gift Stappre /bodha/nisa Ledger Account					
Date	Particulars	Vch Type	Vch No	Debit	Credit
	Brought Forward			51,400.00	
4-Jan-24	To Cash GLADSON GEORGE - gym - nov-present only 5 days-355/22*6	Payment	3461	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 338025 Remu-Alan Joseph Mampilly-oct & nov - 350/22*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	785.00	
	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- lagathya varamaya.christmas	Payment	3969	800.00	
	To Cash Special remuneration-IT apprentice-Allen V L.varamaya.lagathya.christmas	Payment	3970	1,200.00	
19-Feb-24	To Cash Spl. remuneration-manu j pynadath-lagathya, viva etc	Payment	3996	800.00	
25-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 - 15 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 Alan Joseph Mampilly mess mar & lag(410) - Apprentice Library JAN (2228)* FEB(3182) -Alan Joseph Mampilly	Journal	5756	5,410.00	
	Carried Over			86,614.00	



Naipunnya Institute of Management & Information Technology					
Eam Wh Learone Bok Rdng/gift S/appr/bodha/rida Ledger Account : 1-Jun-23 to 31-May-24					
Date	Particulars	Vch Type	Vch No	Debit	Page 5 Credit
	Brought Forward			86,614.00	
26-Mar-24	To Cash	Payment	4520	2,045.00	
	remu-IT- March-Manu-18days				
	To Cash	Payment	4521	1,820.00	
	remu-IT- March-allen v1 - 16days				
	To Cash	Payment	4531	1,115.00	1
	Gladson george- March - Gym - 7 days				
27-Mar-24	To Cash	Payment	4833	1,025.00	
	Remu-IT- Joseph Thomas-March				
	By Closing Balance			92,619.00	92,619.00
1-Apr-24	To Opening Balance			92,619.00	92,619.00
15-Apr-24	To Cash	Payment	164	1,480.00	
	remu-IT-pranav-march				
13-May-24	To Bank Federal Bank 338025	Payment	474	2,864.00	
	Apprentice- March 24 - Allen Joseph Mamilly				
	By Closing Balance			96,963.00	96,963.00
				96,963.00	96,963.00

PHOTOGRAPHS

