

NATIONAL SERVICE SCHEME

UNIT NO.: 278



BROCHURE MAKING & REPORT WRITING WORKSHOP

Date of event: 20 February 2025

Faculties In-charge: Ms. Emil George, Mr. Abin John

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

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NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY

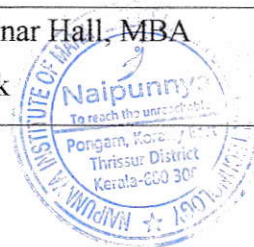
No: NIMIT/ CP-NSS /09/2024-25

Date: 06 February 2025

Circular

Various activities will be organised by National Service Scheme (NSS) in the upcoming month. Detailed information about each programme is furnished below. All the NSS volunteers are requested to participate in the activities without fail.

Sl. No.	Date	Event	Time	Venue/Platform
1	11-02-2025	Cleaning Drive – Anganwadi	01.30 PM	Palamuri Navajeevan Anganwadi
2	15-02-2025	Elderly Picnic – Fort Kochi, Vypin, Marine Drive	07.30 AM	Fort Kochi, Vypin, Marine Drive
3	19-02-2025	Cleaning Drive – Bus Stop	09.00 AM	Bus Stop, Naipunnya Nagar
4	20-02-2025	Cleaning + Study Materials Donation	01.30 PM	Anganwadi Ward 14
5	20-02-2025	Toys for Tiny Hands	11.00 AM	Anganwadi Ward 10
6	20-02-2025	Brochure & Report Writing Workshop	02.45 PM	Room No. 181, MBA Block
7	21-02-2025	Clothes Donation – Helping Hands	03.00 PM	Thiruhridaya Sadanam
8	23-02-2025	Cleaning Drive – Kripasadan Old Age Home	02.00 PM	Kripasadan Old Age Home
9	24-02-2025	Cleaning Drive – Anand Bhavan Orphanage	01.30 PM	Anand Bhavan Orphanage
10	24-01-2025	Video Editing Workshop	02.45 PM	Seminar Hall, MBA Block



11	24-02-2025	Best NSS Volunteer Selection	02.15 PM	Seminar Hall, MBA Block
12	25-02-2025	Free Buttermilk Distribution	12.00 PM	Koratty Junction
13	25-02-2025	Padheyam Food Distribution	11.15 AM	Koratty Junction
14	25-02-2025	Cleaning – Jeevodaya Home for Old Citizens	02.00 PM	Jeevodaya Home
15	27-02-2025	Clean Up & Green Up	11.30 AM	Police Station, Angamaly
16	28-02-2025	Cleaning Drive	11.15 AM	Railway Station, Koratty


Fr. Dr. Paulachan K.J.

(Principal)



REPORT

The National Service Scheme (NSS) Unit No. 278 of Naipunnnya Institute of Management and Information Technology (NIMIT), Pongam, Koratty, organised a Brochure Making and Report Writing Workshop on 20 February 2024. The session commenced at 2:45 p.m. in Room No. 181, MBA Block. The resource person, *Ms. Emil George*, NSS Programme Officer, NIMIT, led the workshop.

The session aimed to enhance the creative and technical writing skills of NSS volunteers by providing practical guidance on preparing professional brochures and formal reports for NSS activities. Ms. Emil George explained the key elements of effective brochure design, layout, and content writing, followed by an engaging session on report structure, tone, and format. The workshop encouraged volunteers to improve their documentation and presentation skills. The event concluded with an interactive Q&A session and positive feedback from participants, marking it as a highly informative and productive programme.

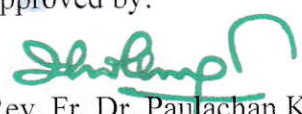
Prepared by:


Ms. Emil George
NSS Programme Officer

Verified by:

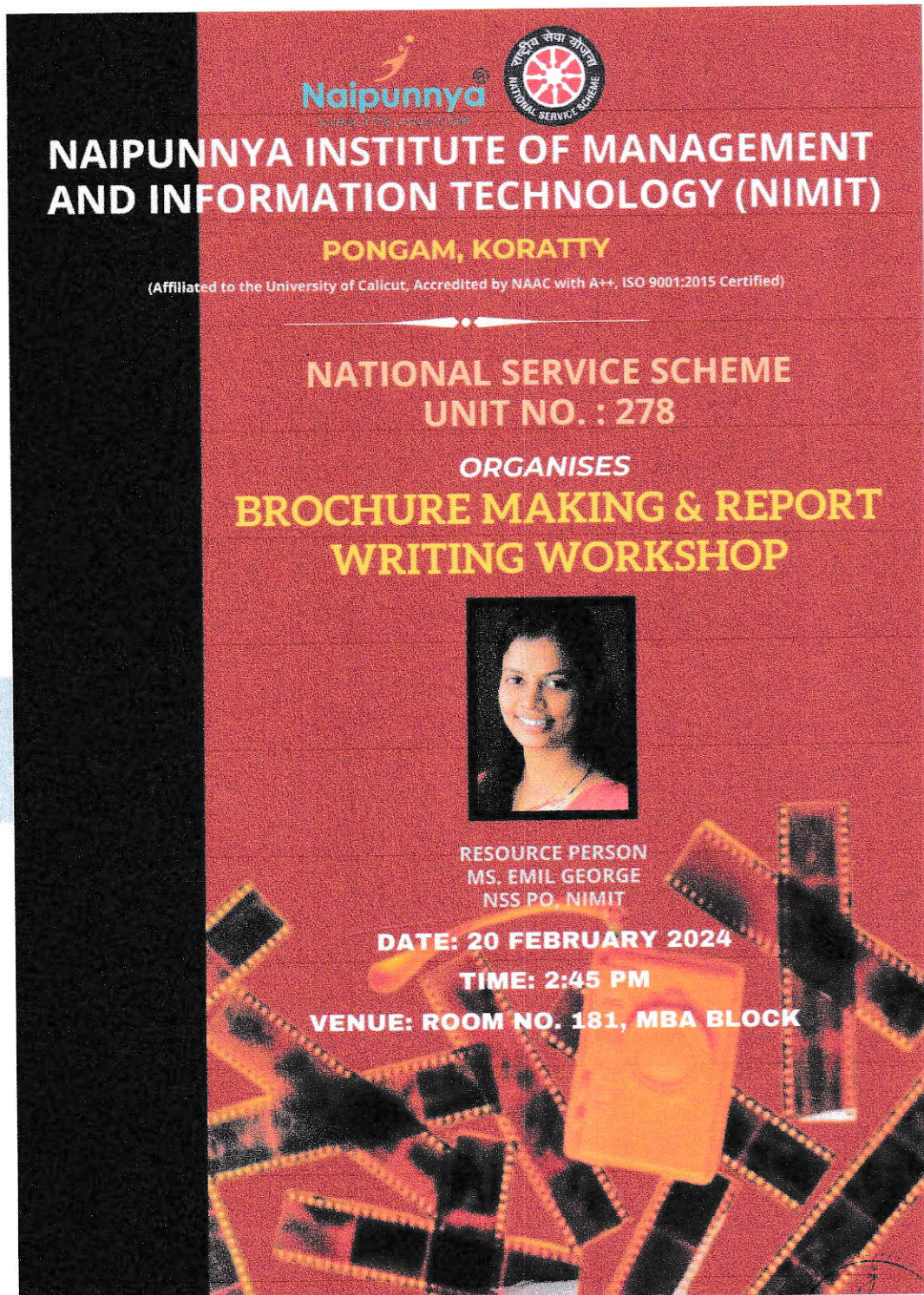

Dr. Joy Joseph Puthussery
IQAC Coordinator

Approved by:


Rev. Fr. Dr. Paulachan K.J.
Principal



BROCHURE



Naipunnya
To reach the unreachable

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

PONGAM, KORATTY

(Affiliated to the University of Calicut, Accredited by NAAC with A++, ISO 9001:2015 Certified)

**NATIONAL SERVICE SCHEME
UNIT NO. : 278**

**ORGANISES
BROCHURE MAKING & REPORT
WRITING WORKSHOP**



**RESOURCE PERSON
MS. EMIL GEORGE
NSS PO, NIMIT**

**DATE: 20 FEBRUARY 2024
TIME: 2:45 PM
VENUE: ROOM NO. 181, MBA BLOCK**

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

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PHOTOGRAPHS



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PARTICIPANTS' LIST

Name of the Programme: *Brochure Making & Report Writing Workshop*

Date: *20 February 2025*

Class: *NSS*

Sl. No.	Name of the Volunteer	Class (II Year)	
1	Siniya Jose	B Com Computer Application	<i>Siniya</i>
2	Aleena K J	B Com Computer Application	<i>Aleena</i>
3	Joel Tim Jose	B Com Computer Application	<i>Joel</i>
4	Jeswin Francis	B Com Computer Application	<i>Jose</i>
5	Muhammed Roshan K N	B Com Computer Application	<i>Roshan</i>
6	Aneen Joseph Joshy	B Com Computer Application	<i>Aneen</i>
7	Pavithra. TV	B Com Computer Application	<i>Pavithra</i>
8	Adithyan E S	B Com Computer Application	<i>Adithyan</i>
9	Ebin Shaijan	B. Com Co-operation	<i>Ebin</i>
10	Avani Shajan	B. Com Finance	<i>Avani</i>
11	Merin Rose Babu	B. Com Finance	<i>Merin Rose</i>
12	Aswini CP	B. Com Finance	<i>Aswini</i>
13	Arlin Jijjo Melappilly	B. Com Finance	<i>Arlin Jijjo</i>
14	Abhai Jagadeesan	B. Com Finance	<i>Abhai</i>
15	Angelina Sajeev	B. Com Finance	<i>Angelina</i>
16	Ananthakrishnan K. B	B. Com Finance	<i>Ananthakrishnan</i>
17	Theertha Suresh	B. Com Finance	<i>Theertha</i>
18	Adhith KS	B. Com Finance	<i>Adhith</i>
19	Aleena Thomas	B. Com Finance	<i>Aleena</i>
20	Mebin Martin	B. Sc Computer Science	<i>Mebin</i>

21	Thejus Krishna Chandramohan	B. Sc Computer Science	<i>Thejus Krishna</i>
22	Gopika KS	B. Sc Computer Science	<i>Egungup</i>
23	Allan V.L.	B. Sc Computer Science	<i>Allan</i>
24	Justine Shaju	B. Sc CS	<i>Justine</i>
25	Anna Shaju	B. Sc CS	<i>Anna</i>
26	Joshua Sujo	B. Sc IT	<i>Joshua</i>
27	Adhith Shajan	BBA	<i>Adhith</i>
28	Samah Sanofer	BBA	<i>Samah</i>
29	Alan Pauly	BBA	<i>Alan</i>
30	Abhishek S	BBA	<i>Abhishek</i>
31	Krishnanunni K S	BBA	<i>Krishnanunni</i>
32	Laya Therese Prince	BCA	<i>Laya</i>
33	Rosna Byju	BCA	<i>Rosna</i>
34	Daya C S	BCA	<i>Daya</i>
35	Nanda Divedi	BCA	<i>Nanda</i>
36	Aleena Anto	BCA	<i>Aleena</i>
37	Anjana K S	BCA	<i>Anjana</i>
38	Navin	BCA	<i>Navin</i>
39	Helna Thomas	BCA	<i>Helna</i>
40	Angel Rose pauly	BCA	<i>Angel</i>
41	Ann Salomi Jose	BCA	<i>Ann Salomi</i>


Event Coordinator

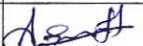
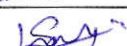
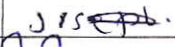
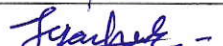
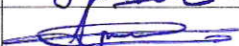
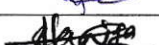
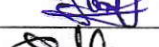
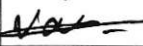
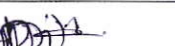
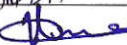
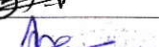


PARTICIPANTS' LIST

Name of the Programme: Brochure Making & Report Writing Workshop

Date: 20 February 2025

Class: NSS

Sl. NO.	FULL NAME OF THE VOLUNTEER	CLASS	SIGNATURE
1	DAN S. MENACHERY	B. Com Computer Application	
2	ASWIN P.A	B. Com Computer Application	
3	ASWANTH P A	B. Com Computer Application	
4	SREEHARI C.S	B. Com Computer Application	
5	JOSEPH JOBY	B. Com Finance	
6	ASHNA SHAJI	B. Com Finance	
7	ANN MARY MARTIN	B. Com Finance	
8	ADARSH K P	B. Com Finance	
9	JASMIN JOY	B. Com Finance	
10	APARNA S	B. Com Finance	
11	KARTHIK BABU	B. Com Finance	
12	SANIYA SEBASTIAN	B. Com Finance	
13	SANI JAISON	B. Com Finance	
14	JOSEPH ANTO	BBA	
15	SETHUKRISHNA KB	BBA	
16	ALEN BIJU	BBA	
17	NAVEEN JOY	BBA	
18	ANETTA M A	BBA	
19	VARSHA VARGHESE	BBA	
20	ADITH J. MUNDACKAL	BBA	
21	AMAL K BIJU	BBA	
22	JOYAL JOJU	BBA	
23	SRAYA P.	BBA	
24	JEES JOHNSON	BCA	
25	ANANYAKRISHNA T R	BCA	
26	MERIN ANTONY	BCA	



27	ARJUN AJITH	BCA	<i>Arjun</i>
28	GOWTHAMKRISHNA T.V.	BCA	<i>Gowtham</i>
29	ALEENA JOSE	BCA	<i>Aleena</i>
30	JOYAL THOMAS	BCA	<i>Joyal</i>
31	RINSON JOY	BCA	<i>Rinson</i>
32	JOHN SHIJU	BCA	<i>John Shiju</i>
33	VINAYAK M THOPPIL	BCA	<i>Vinayak</i>
34	JAGANNATH KRISHNA P S	BCA	<i>Jagannath</i>
35	MELVIN BYJU	BCA	<i>Melvin</i>
36	ALWIN GEORGE THOTTANKARA	BCA	<i>Alwin</i>
37	ARCHANA N B	BCA	<i>Archana</i>
38	ASHLEY R JOSEPH	BCA	<i>Ashley</i>
39	SREERAG C NAIR	BCA	<i>Sreerag</i>
40	ANUGRAHA JOPPAUL	BCA	<i>Anugraha</i>
41	ABEL BIJU	BCA	<i>Abel</i>
42	AYANA PC	BCA	<i>Ayana</i>
43	VISHNU AJITH	BCA	<i>Vishnu</i>
44	STIFANY P. S.	BCA	<i>Stifany</i>
45	ALTAS S VITHAYATHIL	B. Sc Computer Science	<i>Altas</i>
46	SAVIER VELIATH	B. Sc Computer Science	<i>Savier</i>
47	SURYA VINOD	B. Sc Computer Science	<i>Surya</i>
48	AKHILESH MANESH	B. Sc Computer Science	<i>Akhilesh</i>
49	JACOB SAJAN	B. Sc Computer Science	<i>Jacob</i>
50	ATHUL KS	B. Sc IT	<i>Athul</i>
51	ADRIN KS	BBA	<i>Adrin</i>
52	EDVIN SOJAN	BBA	<i>Edvin</i>
53	ANUPAMA ANNA ANTONY	BCA	<i>Anupama</i>
54	RIDA T.	BBA	<i>Rida</i>
55	K M MOHAMMED RIZWAN MATHER	BCA	<i>K M Mohammed Rizwan</i>

Coordinator



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