

**NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY, PONGAM
DEPARTMENT OF INFORMATION TECHNOLOGY**

**INAUGURATION OF
NAIPUNNYA IT APPRENTICESHIP PROGRAMME
PHASE II**

Date : Friday, 10 June 2022

REPORT

Co-Ordinator:

Shaju P M

Inauguration by:

Rev. Fr. (Dr.) Paulachan K J

Executive Director & Principal, NIMIT

Report:

Under the 'Earn while You Learn' scheme, the Department of IT conducted II Phase of 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).

The programme was inaugurated by Rev. Fr. (Dr.) Paulachan K J, Executive Director & Principal, NIMIT and he distributed the appointment letter and ID card for the selected students.

The students selected for apprenticeship programme are:

1. Abhijith Wilson

(III BCA)

2. Amal Joby

(III BCA)

3. Akhil Benny

(II BSc. CS)

HIRING BROCHURE



WE'RE HIRING

IT SUPPORT APPRENTICE

To support the IT team in following areas:

- Development of Software/Website/Other Apps
- Creation/Editing of Videos/Brochures/Other Documents
- Hardware/Networking/IoT Maintenance
- Update with latest trends in Information Technology

GUIDELINES

- Only first year/second year students of NIMIT can apply.
- Selection will be based on Aptitude Test and Interview.
- Apprentices will be paid with monthly Stipend.
- Link to apply is : naipunnya.ac.in/applynita

Job Description Document:

Job Description

Information Technology Department:

IT Apprentice

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.

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.

Specific duties will include (but aren't limited to):

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
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

Period of Work: February 1, 2021 to March 31, 2021

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

Stipend: Rs. 3000 for seniors and Rs. 2500 for juniors. Additional perks may be provided for extraordinary performance

Sample Appointment Letter (Page 1):



NIMIT
**Naipunnya Institute of Management
and Information Technology**

Managed by the Archdiocese of Ernakulam – Angamaly

Accredited by NAAC with B++ grade

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

NIMIT/App/22

Dated: 10/6/ 2022

To,

Abijith Wilson

Kaitharan House,
Ezhattumugham P. O.,
Munnoorppilly.

Sub: Engagement as IT Apprentice – IT Department

Dear **Abijith Wilson**,

With reference to your application dated 25/4/2022, 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
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www.naipunnya.ac.in, mail@naipunnya.ac.in

ISO Certified



Sample Appointment Letter (Page 2):

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 2.00 PM to 4.30 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 shall be for two months from June, 2022 to March 31, 2023 which can be extended further or terminated earlier without giving any notice.

You will be paid a stipend of Rs. 3,000/- (Rupees three thousand 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.

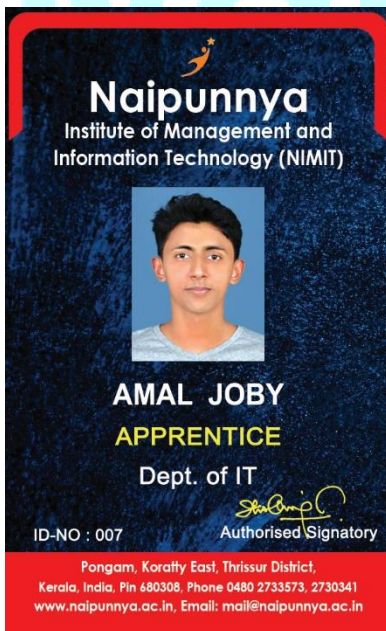


For Naipunnya Institute of
Management & Information
Technology

A handwritten signature in green ink, appearing to read "Paulachan K. J.", is written over a faint circular stamp.

Fr. Dr. Paulachan K. J.
Executive Director

ID Cards



Naipunnya[®]
To reach the unreachable

Photographs of Issuing Appointment Letters and ID Cards:



