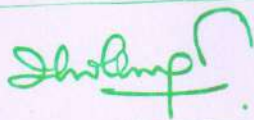


**NAIPUNNYA INSTITUTE OF MANAGEMENT  
AND INFORMATION TECHNOLOGY, PONGAM**

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**IT APPRENTICESHIP PROGRAMME PHASE 3  
REPORT**



**Dr. PAULACHAN K.J.**  
Principal



Submitted By:

**Shaju P M**

HoD, IT Department



## Hiring Poster

# WE ARE 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

### FRONT OFFICE EXECUTIVE APPRENTICE

- Customer/Guest Relations

### 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.
- Apply using the Link: [naipunnya.ac.in/applynita](http://naipunnya.ac.in/applynita) on or before 25-08-2023

For more details contact:

Dr. Sabu Varghese, Director (HR& IT) or Mr. Shaju P M, HoD, Department of IT, NIMIT

**Report:**

Under the 'Earn while You Learn' scheme, the Department of IT started a new initiative, 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 third phase of apprenticeship is conducted in the month of August 2023

**The list students applied for apprenticeship programme**

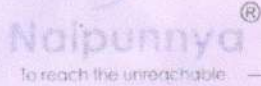
1	ELDHO SHAJU	B.Sc.CS - 2023
2	ABHINAV S	B.ComF(B) - 2023
3	ANNA ROSE	B.Sc.CS - 2023
4	GREESHMA HARI	B.Sc.CS - 2023
5	SARANYA S	BCA A - 2022
6	PRANAV A P	B.Sc.CS - 2022
7	ABHINAV S	B.ComF(B) - 2023
8	PRANAV SHIJU	B.Sc.CS - 2022
9	ANNLINA MIBIN	B.Sc.CS - 2023
10	NYAS N B	BBA -2023
11	PANAKEZHAM JOSEPH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



**Appointment Letters**

 Naipunnya®  
To reach the unreachable

**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/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

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www.naipunnya.ac.in, mail@naipunnya.ac.in

ISO 9001-2015 Certified



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 25<sup>th</sup> 2023 to March 31<sup>st</sup> 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.

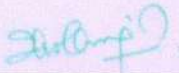
Based on your performance evaluation the Institution will decide upon the extension of your term of Apprenticeship.

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./04/23-24

25/09/23

To

Manu A Pynadath  
Pynadath House,  
Karukutty P. O.  
Pin. 683576

Dear Mr. Manu A Pynadath,

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
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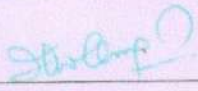
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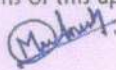
Sincerely,

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



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

Name: Mr. Manu A Pynadath



Date: 17/10/2023





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:

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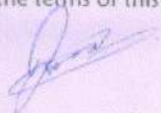


Fr. (Dr.) Paulachan K.J  
Executive Director



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:

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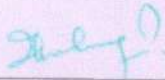
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Sincerely,



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

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



**ALLAN V L**  
**APPRENTICE**  
Dept. of IT

  
Authorised Signatory

ID-NO : 011

Pongam, Koratty East, Thrissur District,  
Kerala, India, Pin 680308, Phone 0480 2733573, 2730341  
www.naipunnya.ac.in, Email: mail@naipunnya.ac.in

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



**MANU A PYNADATH**  
**APPRENTICE**  
Dept. of IT

  
Authorised Signatory

ID-NO : 012

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Kerala, India, Pin 680308, Phone 0480 2733573, 2730341  
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**Naipunnya**  
Institute of Management and  
Information Technology (NIMIT)




**PRANAV SHIJU**  
**APPRENTICE**  
Dept. of IT

  
Authorised Signatory


ID-NO : 010

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Kerala, India, Pin 680308, Phone 0480 2733573, 2730341  
www.naipunnya.ac.in, Email: mail@naipunnya.ac.in

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



**JOSEPH THOMAS**  
**APPRENTICE**  
Dept. of IT

  
Authorised Signatory

ID-NO : 009

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Kerala, India, Pin 680308, Phone 0480 2733573, 2730341  
www.naipunnya.ac.in, Email: mail@naipunnya.ac.in



**Photographs of Appointment Letter ID Card Issuing:**



