



Estd : 1989

**SNMV** College of Arts And Science  
Institute of Management  
(SHRI NEHRU MAHA VIDYALAYA)

Re-accredited with 'A' Grade by NAAC, An ISO 9001 : 2008 Certified Institution,  
(Approved by Govt. Tamil Nadu, AICTE New Delhi & Affiliated to Bharathiar University,  
Coimbatore)



Estd.: 1964

2.6.2.

Attainment of programme outcomes and course outcomes  
are evaluated by the institution

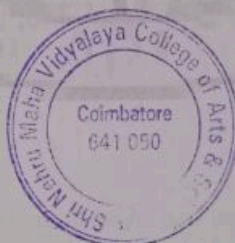
### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year.

The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

Some of the key indicators of measuring attainment are:

1. **End Semester University Examination:** Being a constituent college of Delhi University, the students of Keshav Mahavidyalaya are required to take examinations as per the semester and annual pattern set by the university, through which the institution measures programme outcomes based on the course attainment level fixed by the programme.
2. **Internal Assessment:** The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of students on a regular basis.
3. **Practical Assessment/ External Assessment:** It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Practical examinations, and taking Viva-Voce and evaluating the practical files.
4. **Result Analysis:** At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained. This is an effective indicator in order to evaluate the level of attainment of POs, PSOs and COs as specified by the university.
5. **Internships and Placements:** Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline.





## 2.6.2. Supporting Documents

1. Placement Cell
2. Students are encouraged to undertake project work/field work/internship
3. Alumni Association

### **BACHELOR OF BUSINESS ADMINISTRATION**

The outcome is measured for the students by the following:

#### **Program Outcome:**

##### **1. Degree attainment:**

The university conducts semester examinations and the student is evaluated on the basis of getting the passing marks.

##### **2. Campus interview selections:**

The Final Year Students getting selected in the off campus and on campus programs on the basis of testing in various criteria is a method of evaluating the students learning outcome

##### **3. Development of personality:**

The assessment of personality for the final year students help to understand the level of learning of course outcome for students.

#### **Program specific outcomes:**

##### **4. Career development:**

The choice of career by the students helps to assess the level of understanding of the courses studied by the student in their degree program.

##### **5. Societal responsibility:**

The Societal responsibility of the students by way of taking up community welfare schemes based on the learning through extension activity in their programs is also a parameter for measuring the program outcome

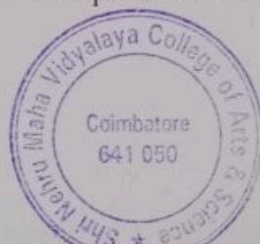
##### **6. Grooming into professional:**

The successful completion of the program helps the students to groom into better management professionals in their place of work is also an indicator of the learning outcome of the program.

#### **Course Outcomes:**

##### **7. Becoming Entrepreneur:**

The Development of entrepreneurial skills and start up business by young graduates of business management discipline helps to understand the learning outcome of the program.

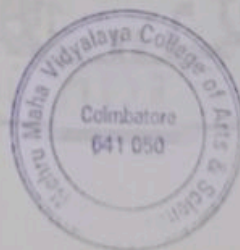


#### 8. Getting ready for higher studies:

The Students who are well qualified and getting cleared in all the subjects are eligible to go for higher studies which is itself an indicator of successful learning of the program outcome

#### **Department: B Com (INFORMATION TECYHNOLOGY)**

The department of B.Com IT is been measured to be the following metrics in a such a way that the pass percentage on 2013-2014 academic year was 80% in the next academic year the percentage were increased to 86% the next year the percentage were flow down 74% and the academic2016-2017 was increased to 93.75 passing percentage. The department of B.Com IT students were achieved a university rank during 2013-2014 academic year and 2015-2016. The students from our department pursuing their higher education course like M.COM, MBA, MSW etc., in the academic year 2015-2016 and 2016-2017 passed out students. Our students have been placed in various reputed organization and also become entrepreneur in various fields. During their courses they undergone their Internships/ Field Projects in specialized area like Marketing, finance, Human resources etc., every semester they visit the various types of industries based on their curriculum. Our students not only participated in academicals actives and also in various co curricular activities like cultures, sports and social services. in curriculum every commerce stream subject have practical exposures in various cases from it they learn identification of the problem, statement of the problem, and they solved the problem with their own creative thinking. As a part of their curriculum they done practical workshop on Tally, Photoshop etc., is help to them to know the industrial practice knowledge. And also our students were attended guest lecturers in different areas like Information technology, marketing, finance, and human resources management and stress management etc.





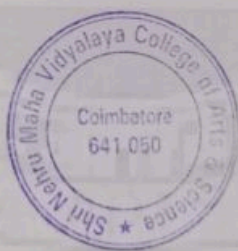
## DEPARTMENT OF COMPUTER TECHNOLOGY

### MEASURING THE ATTAINMENT OF PROGRAM SPECIFIC OUTCOMES AND PROGRAM OUTCOMES

- The program outcomes and program specific outcomes are measured by conducting class committee meeting after the each CIA exam completion. In that meeting feedback from the students will be collected for each subject. it contains the following details to measure the program outcome of each subject.
  1. Teaching methodology (Whether the staff using e-learning mechanism in taking class)
  2. Availability of study material (posting the materials in blogs)
  3. Assignments and seminars given (in blogs)
  4. Syllabus coverage using modern teaching equipments ( LCD, BLOG, YOUTUBE)
  5. Clarifying doubts in the subjects using real time applications.
  6. Students participating the technical events in other colleges and winning.

#### Measuring Attainment of course outcomes

- The attainment of course outcome is measured using the following metrics
  1. Number of students passed in each year / number of students attended the exam.
  2. Number of students attaining university ranks each year.
  3. Number of students perusing higher education after this course completion.
  4. Number of students got placed in companies.
  5. Number of students got cleared in civil service exams/ course certified exams.
  6. Number of students became as enter pruners.

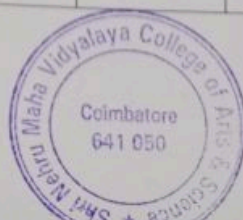


### Department of MBA

The outcomes of the courses are evaluated based on the pass percentage and placement ratio of the students. The department has also produced two University Ranks in the past five years. Students are placed in well reputed companies such as BNP Paribas, Ceasefire, and Aditya Retail. Also, in order to ensure that the objectives of the courses are met the department of MBA organizes various events in connection to the outcomes. Students are taken to field visits in order to help them to gain real-time experience in areas related to their subject. Internship, which enables the students to learn by doing, is mandated in the curriculum itself. The students undergo an internship of 45 days, which gives them practical exposure on the theory they study. Guest lectures are conducted on a regular basis inviting subject/industry experts to throw light on the concepts and updates relating to the curriculum the students study. Information Communication Technology enabled Teaching is practiced by all the staff members of the department. Games and Quiz that are relevant to the subjects are conducted frequently, so that the students understand the concepts thoroughly. A one week induction programme is conducted every year for the first year students inviting subject experts and industry specialists. They address the students on various topics that are related to their professional and personal file.

### Department: B.Sc., Biotechnology

Parameters	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Pass Percentage	94	96	100	100	100
University Rank Holders	0	2	0	1	0
No. of Students pursuing Higher Education	4	3	10	20	10
No. of Students Placed	6	22	8	5	10
No. of Students self-employed/Entrepreneurs	nil	nil	nil	nil	nil
Internships/ Field Projects	32	33	31	32	35
Industrial visits	1	1	1	1	1
Social service	Nil	nil	nil	nil	nil
Other co-curricular activities	0	1	1	1	1
Subject Games	Nil	nil	nil	nil	nil
Case Study / Role Play / Quizzes	Nil	nil	nil	nil	nil

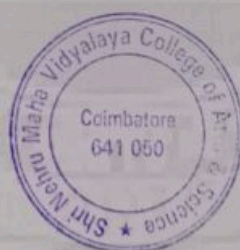




Work Shop	Nil	nil	nil	nil	nil
Orientation Programme	0	0	1	1	1
Guest lecture	1	2	2	1	2

**Department: M.Sc., Biotechnology**

Parameters	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Pass Percentage	100	100	100	100	100
University Rank Holders	0	2	2	2	0
No. of Students pursuing Higher Education	0	0	0	0	0
No. of Students Placed	0	3	6	15	
No. of Students self-employed/Entrepreneurs	0	0	0	0	0
Internships/ Field Projects	4	5	10	10	20
Industrial visits	1	0	0	1	1
Social service	0	0	0	0	0
Other co-curricular activities	0	1	1	1	1
Subject Games	Nil	nil	nil	Nil	nil
Case Study / Role Play / Quizzes	Nil	nil	nil	Nil	nil
Work Shop	Nil	nil	nil	Nil	nil
Orientation Programme	nil	nil	1	1	1
Guest lecture	1	2	2	1	2



**Department: B.Com**

Parameters	2021-2022
Pass Percentage	84 %
University Rank Holders	NIL
No. of Students pursuing Higher Education	29
No. of Students Placed	55
No. of Students self-employed/Entrepreneurs	6
Internship/Field Projects	95
Industrial visits	51
Social service	NIL
Other co-curricular activities	NIL
Subject Games	1
Case Study/ Role Play/ Quizzes	1
Work Shop	-
Orientation Programme	1
Guest lecture	13

**DEPARTMENT OF INFORMATION TECHNOLOGY**

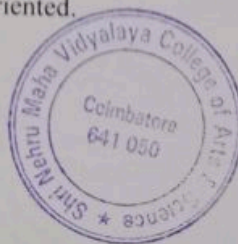
The Department of BSc (IT) periodically conducting continuous internal assessment tests for the students and based on the performance of the students remedial and booster classes were conducted.

Students were encouraged to take seminars to improve their subject knowledge and communication skills. Snap talk and Board Activities are organized every day to enhance student's presentation skills.

Students took part in various department activities thru department association and attending various outside college events, so that their inter-personal skill improved and have ability to earn the social responsibilities too.

Placement training classes with interaction session being conducted regularly to improve the student's numerical ability, logical reasoning skills, Interview attending skill and more.

Students were encouraged to participate in placement training program conducted by Infosys technologies, and other industry oriented.





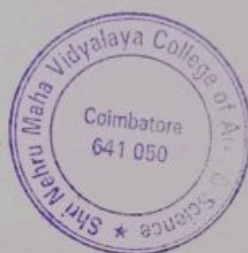
The attainment of course outcome is measured using the following metrics:

**Department: B.SC(IT)**

Parameters	2021-2022
Pass Percentage	71
University Rank Holders	NIL
No. of Students pursuing Higher Education	7
No. of Students Placed	20
No. of Students self-employed/Entrepreneurs	NIL
Internship /Field Projects	41
Industrial visits	NIL
Social service	2 (Along with NSS)
Other co-curricular activities	1
Subject Games	NIL
Case Study/ Role Play/ Quizzes	NIL
Work Shop	NIL
Orientation Programme	1
Guest lecture	1

**Department: B.Com Finance**

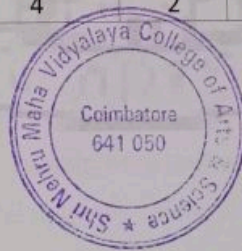
Parameters	2019-2020	2020-2021	2021-2022
Pass Percentage	Nil	Nil	100%
University Rank Holders	Nil	Nil	Nil
No. of Students pursuing Higher Education	Nil	Nil	4
No. of Students Placed	Nil	Nil	13
No. of Students self-employed/Entrepreneurs	Nil	Nil	Nil
Internships/Field Projects	Nil	1	Nil
Industrial visits	2	Nil	1
Social service	1	Nil	1



Other co-curricular activities	3	7	1
Subject Games	Nil	Nil	Nil
Case Study/Role Play/Quizzes	Nil	Nil	Nil
Work Shop	Nil	1	Nil
Orientation Programme	6	9	5
Guest lecture	4	Nil	3

**Department: B.Com CS**

Parameters	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Pass Percentage	63%	70%	96.4%	100%	100%
University Rank Holders	Nil	Nil	2	4	4
No. of Students pursuing Higher Education	3	5	6	1	1
No. of Students Placed	3	5	19	Nil	14
No. of Students self-employed/Entrepreneurs	5	14	35	Nil	Nil
Internships/Field Projects	1	2	Nil	1	Nil
Industrial visits	1	1	2	Nil	1
Social service	1	2	1	Nil	1
Other co-curricular activities	10	1	3	7	1
Subject Games	Nil	Nil	Nil	Nil	Nil
Case Study/Role Play/Quizzes	Nil	Nil	Nil	Nil	Nil
Work Shop	Nil	Nil	Nil	1	Nil
Orientation Programme	Nil	2	6	9	5
Guest lecture	4	2	4	Nil	3





### **Department:PHYSICS**

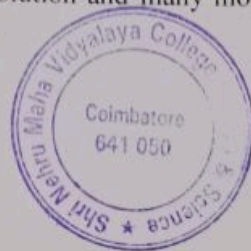
The Department of Physics organized an Industrial visit to Regional Science centre, Coimbatore on 25/2/2022.with 33 students of physics accompanied by Mr.K.Leninbarathi , Ms.C.Nivetha and Ms.M.Sivaranjini, Assistant Professor in Physics.

Firstly Mr.Sathish, Scientist, RSC, Coimbatore delivered an who gave us an interactive lecture about the models placed at the science centre along with demonstration of topics such as gravity, friction, liquid pressure and sound due to vibrations. The session was indeed interactive and informative.

The Students visited the Planetarium, where these visualized the universe, the solar system, the milky way galaxy, the stars and the constellations and they were further explained effectively.

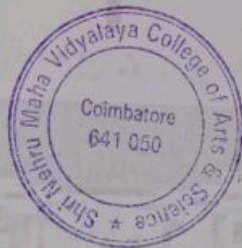
The science centre contained four sections. The first section was an exhibit of textile manufacture equipments and models . The process of weaving of clothes were completely explained with effective models throwing light over the different process and stages of manufacture for better understanding. Starting from the fibers used, extraction of fibers such as cotton, wool and silk, the equipments used for drawing fibers into thread and weaving clothes, finally dyeing and adding additional ties to the fabrics. Simple looms, handlooms, weaving machines, spinning wheels were also displayed. Videos explaining the industrialization of textile industries further added on information about the models. There was a stereo microscope kept for display that checks the quality of the fabrics.

The next section was an exhibit of a collection related to Astronomy. There were a number of displays explaining the history of the universe, stars, nebulas, atmosphere of earth, Copernican revolution and many more. T he models of telescope



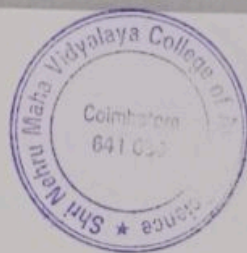
and celestial calculator have been displayed. Astonishing facts of universe were displayed with colorful pictures. This section was visually attractive and informative.

Parameters	2021-2022
Pass Percentage	100%
University Rank Holders	WAITING FOR RANKLIST
No. of Students pursuing Higher Education	4
No. of Students Placed	NIL
No. of Students self-employed/Entrepreneurs	NIL
Internship /Field Projects	NIL
Industrial visits	2
Social service	NIL
Other co-curricular activities	NIL
Subject Games	NIL
Case Study/ Role Play/ Quizzes	NIL
Work Shop	NIL
Orientation Programme	1
Guest lecture	1





PROOF : BSC PHYSICS



## A REPORT ON INDUSTRIAL VISIT, COIMBATORE

Department of physics organized an industrial visit to Munnar Sugar Factory and chinnar forest, Kerala on May 6 and 7, 2022. 20 students visited the munnar Sugar Factory and chinnar forest with MS.M.Sivaranjini, Assistant professor, Department of Physics. This industrial visit is planned environmental oriented and learning New thing.

### Day 1.

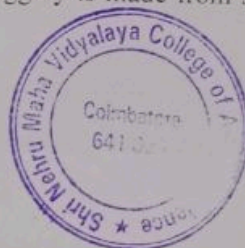
First we visited chinnar wildlife sanctuary in Kerala. 20 students and 3 forest rangers from Kerala forest department entered in inside the forests. That environment teaches the beauty of nature. In this visit students have gone through

1. Life style of birds and animal.
2. Eco systems.
3. River importance.
4. life cycle of planets and animals and
5. importance of forest relationship with human being.

The students eagerly visited the chinnar wildlife sanctuary and they acquired knowledge about forest. students viewed the inside of Forest.

### Day 2

Second day we visited munnar Sugar Factory at munnar. There jaggery is prepared from sugarcane. Students learned how the jaggery is made from sugarcane with step by step process with physics principals.





In this visit students have gone through

1. physics principal behind machine

2 . Preparation of jaggery.

3. imporatance of agriculture.

4. imprtance of science every day life.

The students eagerly visited the munnar Sugar Factory and they acquired knowledge about food industry. students viewed the total preparation of jaggery.

**Outcomes:**

The students came to know the about the insides forest and food industry. They viewed the oldest tree in the forest and preparation of jaggery and they see the how the Machine are working and common knowledge about forest. On the whole the students were aware of forest importance and uses science in every day life on behalf of food industry.





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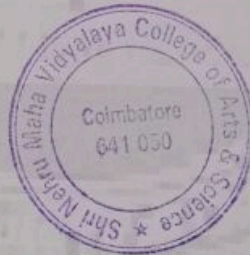






**DEPARTMENT OF B.COM IT**

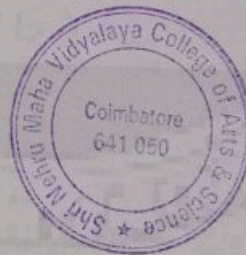
Parameters	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
PassPercentage	97	74	100	100	59
University Rank Holders	1	NIL	NIL	5	
No. of Students pursuing Higher Education	NIL	6	NIL	6	2
No. of Students Placed	2	6	12	NIL	26
No. of Students self-employed/Entrepreneurs	20	26	32	26	16
Internships/Field Projects	30	40	52	44	44
Industrial visits	25	36	42	NIL	35
Social service	NIL	NIL	NIL	NIL	NIL
Other co-curricular activities			2	NIL	2
SubjectGames	NIL	NIL	NIL	NIL	NIL
Case Study / Role Play / Quizzes	NIL	NIL	3	5	3
Work Shop	1	1	4	12	1
Orientation Programme	NIL	NIL	1	NIL	NIL
Guest lecture	3	4	2	3	4





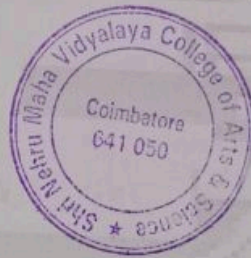
**DEPARTMENT OF B.COM E-COM**

Parameters	2019-2020	2020-2021	2021-2022
PassPercentage	100	100	68
University Rank Holders	1	4	
No. of Students pursuing Higher Education	NIL	8	6
No. of Students Placed	29	NIL	11
No. of Students self-employed/Entrepreneurs	12	28	23
Internships/Field Projects	29	36	40
Industrial visits	28	NIL	35
Social service	NIL	NIL	NIL
Other co-curricular activities	2	NIL	2
SubjectGames	NIL	NIL	NIL
Case Study / Role Play / Quizzes	3	5	3
Work Shop	4	12	1
Orientation Programme	1	NIL	NIL
Guest lecture	2	3	4



**Department: B.C.A**

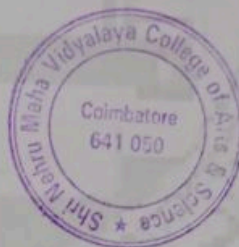
Parameters	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Pass Percentage	100%	96%	88%	100%	100%
University Rank Holders	2		1	-	-
No. of Students pursuing Higher Education	6	2	4	5	8
No. of Students Placed	4	19	36	2	16
No. of Students self-employed/Entrepreneurs	-	-	1	2	1
Internships/Field Projects	46	32	55	40	49
Industrial visits	1	1	1	-	-
Social service	-	1	-	-	-
Other co-curricular activities	-	1	2	1	-
Subject Games	-	-	2	1	-
Case Study/Role Play/Quizzes	-	-	2	1	-
Work Shop	3	1	3	-	-
Orientation Programme	-	1	-	-	-
Guest lecture	6	4	1	5	1





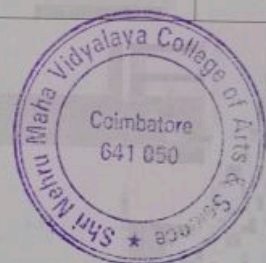
**DEPARTMENT: CHEMISTRY**

Parameters	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
PassPercentage	NA	74	90	100	83
UniversityRankHolders	NIL				
No. of Students pursuing Higher Education	NA	08	07	23	09
No. of Students Placed	NA	2	2		05
No. of Students self-employed/Entrepreneurs	NA	-	-	-	-
Internships/Field Projects	21	39	-	-	-
Industrial visits	1	-	1	-	-
Social service	NA	-	-	-	-
Other co-curricular activities	NA	-	-	-	-
Subject Games	NA	-	-	-	1
CaseStudy/RolePlay/Quizzes	NA	-	-	-	-
Work Shop	NA	-	-	-	-
Orientation Programme	NA	1	1	1	1
Guestlecture	4	1	1	1	1



### Department of Social Work

Parameters	2021-2022
Pass Percentage	96%
University Rank Holders	3
No. of Students pursuing Higher Education	0
No. of Students Placed	15
No. of Students self-employed/Entrepreneurs	2
Internship/Field Projects	23
Industrial visits	45
Social service	NIL
Other co-curricular activities	NIL
Subject Games	NIL
Case Study/ Role Play/ Quizzes	NIL
Work Shop	0
Orientation Programme	5
Guest lecture	2





**Proof : Department of Social work**

**CENTRE FOR RESEARCH ON  
ENVIRONMENT EDUCATION &  
RURAL DEVELOPMENT**

Reg. No. PKD/CA/385/2018



Date: 06.09.2021.

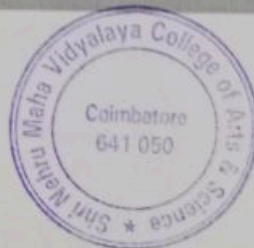
**TO WHOMSOEVER, IT MAY CONCERN**

This is to certify that ANAGHA K A (2031M0001) Department of Social Work, Shri. Nehru Maha Vidyalaya College of Arts and Science, Coimbatore has undergone an internship in our NGO from 15<sup>th</sup> July 2021 to 3<sup>rd</sup> September 2021(24 days). During this tenure, she actively participated in the various programmes arranged by this NGO. She was provided with training in preparation for the case study and the methods of community service. She actively involved in the orientation meetings and the various group activities for children like awareness and training programmes.

Joshy Kurian C  
Executive Director



Chiriyankandath (31/312), Thottakkara Post, Ottapalam, Palakkad, Kerala-679102  
Ph ; 9349816145, 9746922205  
E-mail ; creerd2019@gmail.com



**DEPARTMENT OF COMPUTER SCIENCE****PLACEMENT PROOF:**

SNMV COLLEGE OF ARTS AND SCIENCE

B.Sc (COMPUTER SCIENCE)

S. No	Register No	Name of the Student	Placed Company
1	1922K1837	APARNA A	DELOITTE, FOCUS EDUMATICS
2	1922K1839	ARTHI S	FOCUS EDUMATICS
3	1922K1845	DIHARSHINI S	INFOSYS BPM, TCS BPM, FOCUS EDUMATICS
4	1922K1860	HARI KRISHNAN S	RND
5	1922K1862	HEMALATHA E	WIPRO, FOCUS EDUMATICS
6	1922K1868	JOTHI PRAKASH A	RND
7	1922K1870	KAVITHA G	WIPRO, DELOITTE, CAP GEMINI, INFOSYS, FOCUS EDUMATICS
8	1922K1878	MOHAMED NOWFUL S	RND
9	1922K1881	NANDHINI M	FOCUS EDUMATICS
10	1922K1882	NANDHINI S	INFOSYS BPM
11	1922K1890	PAUL DANIEL B	FOCUS EDUMATICS
12	1922K1900	RANJANA R	FOCUS EDUMATICS
13	1922K1904	SAKTHIVEL B	FOCUS EDUMATICS
14	1922K1912	STANLEY S	FOCUS EDUMATICS
15	1922K1913	STEPHENPAUL J	FOCUS EDUMATICS
16	1922K1929	VISHNU UDAYAN S	FOCUS EDUMATICS
17	1922K1931	YAJNESH PRASATH N	FOCUS EDUMATICS







The discretion of Focus Edumatics Pvt. Ltd. is final and binding. We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

Thanking

you, Yours

sincerely,  
For Focus Edumatics Pvt. Ltd.,

Authorized Signatory

Kindly do read the terms and conditions as per the "Provisional Offer Letter" issued to you and accept the same and the joining with effect from **Apr 2022**. Where the date will be announced shortly.

Before signing and accepting this offer letter, please ensure that all promises made to you during recruitment are documented in this letter.

A formal letter of appointment will be issued to you as per company policy upon joining the organization.

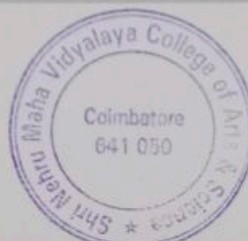
This letter is valid only on or before August 2022, failing which this offer letter stands cancelled.

Name : Praveen

Signature:

Place: Coimbatore

Date : 30<sup>th</sup> May 2022



Letter Of Intent

Date: 17/5/22

For: Vishnu Uthayon.S

B So (CS)

As per your request/application, we are pleased to offer you the position of a **Customer Care Associate** at our **Coimbatore** office. This training position is for a term of **6 (six) months** beginning subject to the condition that if the process (in any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for job-based training to get a better understanding of the processes on the job and work floor. During this period your **monthly stipend will be Rs 10,000 – 14,000/-**. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of **6 months** of job training, you will be offered a full-time Business Associate role at a CTC of **Rs.120,000 – 168,000/- p.a.** and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation payout (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

Please bring the following documents at the beginning of your Training Session:

- A copy of the Birth Certificate
- A copy of the Matriculation Certificate & Under Graduation or Graduation
- Certificates A copy of Residential Proof (Driving License/ Voter ID card, Passport, etc.)
- A Copy of Aadhar Card (Self and Family Members)
- Copy of PAN Card
- Passport Size Photos (4 Nos)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training program.

Please indicate your acceptance by signing a copy of this letter. Offer letter is valid till May -2022

Sincerely,  
HR -Manager

ACCEPTANCE OF OFFER

I accept the offer on the terms and conditions outlined.

Signature:

Name:





Date: 30<sup>th</sup> May 2022

Dear Gayathiri, R.

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a "Trainee Tutor" on the following Terms and conditions and your date of joining will be during July, 2022.

- I. You are entitled to a 30-days Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
- II. Please note that your confirmation of this 'Work-from-home' (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online 'Training and Certification' and also subject to your being awarded your Degree this year in your respective course.
- III. 100% attendance is compulsory during the Online 'Training and Certification' Program.
- IV. Prerequisite for the above 'Training and Certification' program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
- V. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can take work from home employment if you are interested and the approval is based on your performance.
- VI. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore office only for Female Employees.

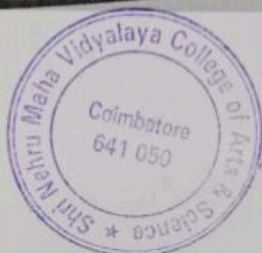
#### Work-from-Home Employment Terms & Conditions

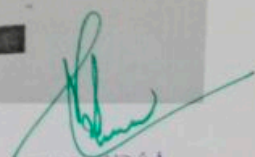
- a) Your total annual compensation package will be Rs. 2,50,000/- (Rupees Two Lakh Fifty thousand Only) per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.
- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

FOCUS EDUMATICS PVT. LTD.  
FOCUS EDUMATICS PVT. LTD.

# 1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.  
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[www.focusedumatics.com](http://www.focusedumatics.com)



  
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