



**RAJAGIRI VISWAJYOTHI**  
COLLEGE OF ARTS AND APPLIED SCIENCES  
VENGOOR , PERUMBAAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



## **CRITERION - 5**

# **STUDENT SUPPORT AND PROGRESSION**

## **5.2 Student Progression**

**2019-2024**

Submitted to





## 5.2.1

### Evidence of Placement 2022-2023

## Placements during the year 2022-23

| SI No. | Name of the Student | Admi No. | Programme  | Page No. |
|--------|---------------------|----------|--|----------|
| 1      | Chanjitha Biju      | 541      | B.A English Literature, Communication and Journalism Model III (Triple Main) (2020-2023) | 5        |
| 2      | Aleena Varghese     | 488      | B. Com Model I Finance and Taxation (2020-2023)  | 6        |
| 3      | Akshay Nath PS      | 543      | B. Com Model II Finance and Taxation (2020-2023)   | 7        |
| 4      | Albin K Joy         | 561      | Bachelor of Business Administration (2020-2023)  | 8        |
| 5      | Alana Antony        | 494      | Bachelor of Business Administration (2020-2023)  | 9        |
| 6      | Farzin S            | 542      | B.A English Literature, Communication and Journalism Model III (Triple Main) (2020-2023) | 10       |
| 7      | Nihal Roshan        | 476      | B. Com Model II Logistics Management (2020-2023)   | 11       |
| 8      | Al Ameen T Basheer  | 544      | B. Com Model II Logistics Management (2020-2023)   | 12       |
| 9      | Ajith Saju          | 560      | B. Com Model II Logistics Management (2020-2023)   | 13       |
| 10     | Martin K Anto       | 501      | B. Com Model II Logistics Management (2020-2023)   | 14       |
| 11     | Abithamol K B       | 517      | Bachelor of Business Administration (2020-2023)  | 15       |

| SI No. | Name of the Student | Ad mi No. | Programme  | Page No. |
|--------|---------------------|-----------|--|----------|
| 12     | Melvin Thomas       | 572       | B. Com Model I Finance and Taxation (2020-2023)  | 16       |
| 13     | Mathew B Eralil     | 539       | B. Com Model I Finance and Taxation (2020-2023)  | 17       |
| 14     | Alan Mathews V E    | 519       | B. Com Model I Finance and Taxation (2020-2023)  | 18       |
| 15     | Akash K M           | 533       | B. Com Model I Finance and Taxation (2020-2023)  | 19       |
| 16     | Mishal Ahammed      | 475       | B. Com Model II Logistics Management (2020-2023) | 20       |
| 17     | Jithul Joy          | 538       | B. Com Model I Finance and Taxation (2020-2023)  | 21       |
| 18     | Neha Roshin         | 514       | Bachelor of Business Administration (2020-2023)  | 22       |
| 19     | Jerin J Thomas      | 473       | B. Com Model II Logistics Management (2020-2023) | 23       |
| 20     | Anvin Rajeev        | 568       | B. Com Model I Finance and Taxation (2020-2023)  | 24       |
| 21     | Sanath Sanil        | 512       | B. Com Model II Logistics Management (2020-2023) | 25       |
| 22     | Devadathan          | 528       | Bachelor of Business Administration (2020-2023)  | 26       |
| 23     | Joslin Jose         | 497       | B. Com Model I Finance and Taxation (2020-2023)  | 27       |
| 24     | Muhammed Ramzan C   | 578       | B. Com Model II Logistics Management (2020-2023) | 28       |
| 25     | Aiswarya K          | 553       | B. Com Model II Finance and Taxation (2020-2023) | 29       |
| 26     | Muhammed Faseeh P   | 480       | B. Com Model II Logistics Management (2020-2023) | 30       |
| 27     | Ashly Varghese      | 532       | B. Com Model I Finance and Taxation (2020-2023)  | 31       |



Documentary Evidence 1

|                                 |  |
|---------------------------------|--|
| Name of the student             | Chanjitha Biju   |
| Admission Number                | 541  |
| Programme                       | B.A English Literature, Communication and Journalism Model III (Triple Main) (2020-2023) |
| Student Progressed to Placement | Nutco FZ LLC, Dubai  |
| Designation                     | Admin Executive  |



Ref : 0107-NUT0085

Dated : 01 July 2024

**EMPLOYMENT CERTIFICATE**

This is to certify that Ms. Chanjitha Biju , holder of Indian Passport number X3707274, was employed as Admin Executive at Nutco FZ LLC from 04<sup>th</sup> March 2024 till her last working day on 30 June 2024

It is with great pleasure to provide this certificate to Ms. Chanjitha and wish all the best in her future endeavors.

Sincerely,

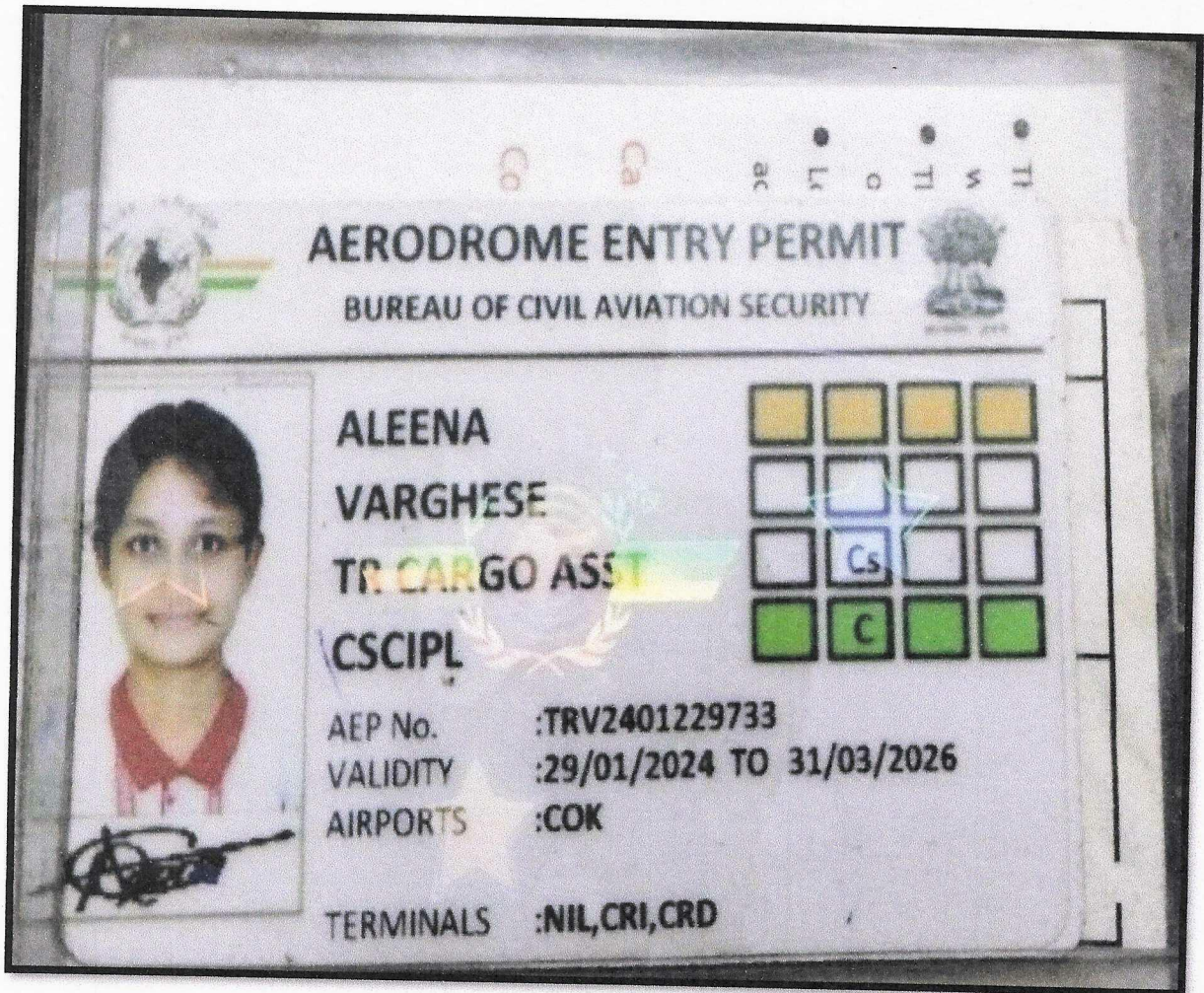
Ajith Sreedharan Girija  
HR –Nutco FZ LLC  
Authorized Signatory





Documentary Evidence 2

|                                 |  |
|---------------------------------|--|
| Name of the student             | Aleena Varghese                                    |
| Admission Number                | 488  |
| Programme                       | B. Com Model I Finance and Taxation (2020-2023)    |
| Student Progressed to Placement | Cargo Service Centre, Cochin International Airport |
| Designation                     | Cargo Assistant                                    |





| Documentary Evidence 3          |  |
|---------------------------------|--|
| Name of the student             | Akshay Nath PS                                   |
| Admission Number                | 543  |
| Programme                       | B. Com Model II Finance and Taxation (2020-2023) |
| Student Progressed to Placement | GK Enterprises, Chennai                          |
| Designation                     | Sales Executive                                  |





**AKSHAY NATH PS**  
 Sales Executive - Kerala  
 9745034469  
 gkenterprisesnmtg@gmail.com

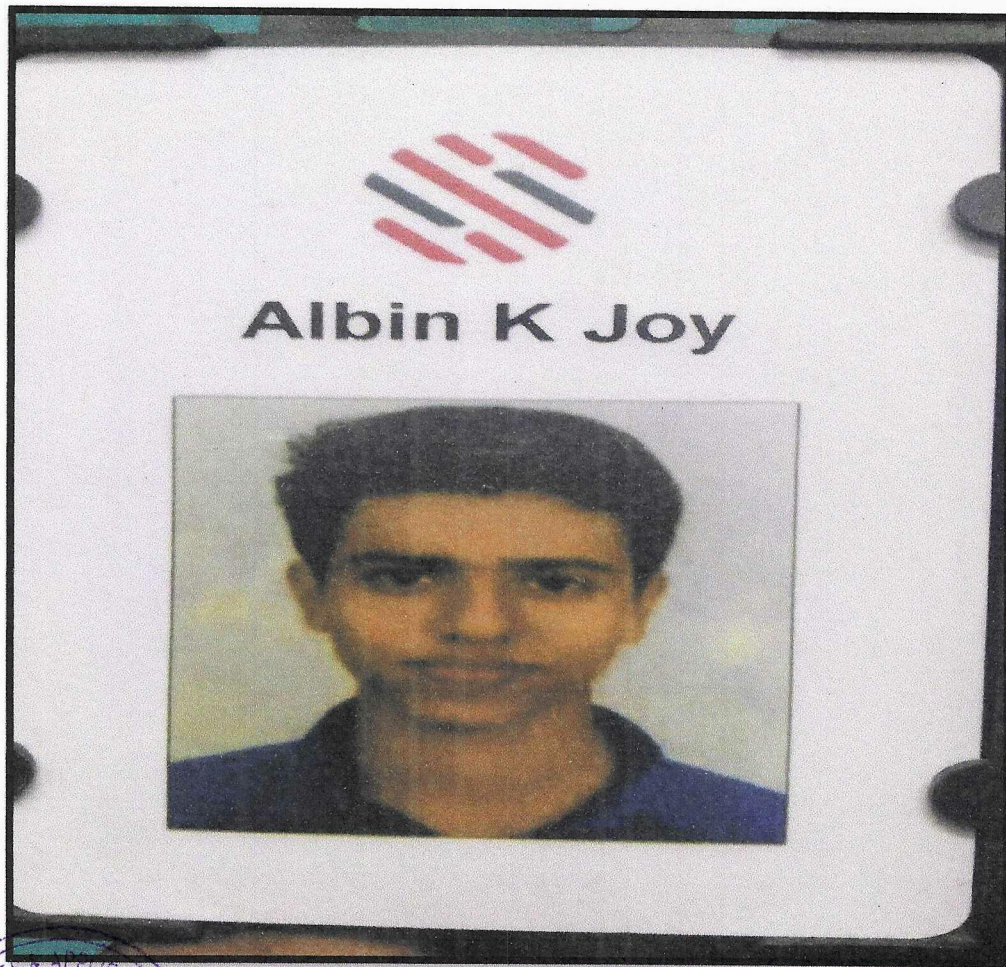
**GK ENTERPRISES**  
 73, Annasalai, Lakshminagar, Porur, Chennai-600116.  
 Mob. : 9940637017 / 6374500293, E-mail : mgksamy@gmail.com





Documentary Evidence 4

|                                 |   |
|---------------------------------|---|
| Name of the student             | Albin K Joy                                     |
| Admission Number                | 561   |
| Programme                       | Bachelor of Business Administration (2020-2023) |
| Student Progressed to Placement | Sutherland, Cochin                              |
| Designation                     | Customer Care Executive                         |






Documentary Evidence 5

|                                 |   |
|---------------------------------|---|
| Name of the student             | Alana Antony                                    |
| Admission Number                | 494   |
| Programme                       | Bachelor of Business Administration (2020-2023) |
| Student Progressed to Placement | MCSC W.L.L, Bahrain                             |
| Designation                     | Document Controller                             |

**Alana Antony**  
**Document Controller**



**MCSC W.L.L**  
[www.mcscwll.com](http://www.mcscwll.com)

Telephone (+973) 17623723  
EXT No - 269  
Facsimile (+973) 17624082  
Email : [pers25@mcscwll.com](mailto:pers25@mcscwll.com)  
PO Box 5238, Manama  
Kingdom of Bahrain





| Documentary Evidence 6          |  |
|---------------------------------|--|
| Name of the student             | Farzin S   |
| Admission Number                | 542  |
| Programme                       | B.A English Literature, Communication and Journalism Model III (Triple Main) (2020-2023) |
| Student Progressed to Placement | HTIC GLOBAL, Kochi   |
| Designation                     | Regional Leader  |





| Documentary Evidence 7          |  |
|---------------------------------|--|
| Name of the student             | Nihal Roshan                                     |
| Admission Number                | 476  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | Fast Logistics, Chennai                          |
| Designation                     | Jr. Executive                                    |





Documentary Evidence 8

|                                 |  |
|---------------------------------|--|
| Name of the student             | Al Ameen T Basheer                               |
| Admission Number                | 544  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | Fusion Shipping & Logistics Co.W.L.L, Kuwait     |
| Designation                     | Jr. Executive                                    |



شركة فيوشن لوجستك للشحن البحري ذ.م.م  
**Fusion Shipping & Logistics Co. W.L.L.**

OFFER LETTER

Dear Mr. Al Ameen T Basheer

With reference to our meeting (30-01-2024) at Fusion Shipping & Logistics office at Al Khobar, we are pleased to offer the position **Junior Executive - Sales** and for this post we offer you following packages.

| <u>Salary &amp; Benefits</u>        |  |
|-------------------------------------|--|
| Basic Salary                        | : SAR - 2100/-   |
| Transportation expenses             | : SAR - 400/-  |
| Accommodation                       | : SAR - 500/-  |
| Total monthly payable amount to you | : SAR - 3000/-<br>(SAR - Three Thousand Only)              |
| Probation                           | : 3 months.  |
| Job Location                        | : Eastern Area.  |
| Date of joining                     | : .....  |
| Working hours                       | : 8 Hrs. (8.00 am to 5 pm - Sunday to Thursday)            |
| Visa Status                         | : Single.  |
| Contract period                     | : 1 year initially and will be renewed automatically.      |
| Medical Insurance                   | : To be provided as per company's standard policy.         |
| Annual Vacation                     | : 30 days after completion of 1 calendar year.             |
| Commission /Bonus                   | : As discussed on the time of joining                      |
| Communication                       | : Company SIM cards provided.                              |
| Other benefits                      | : All other benefits as company rules & local regulations. |
| Indemnity                           | : As per Saudi Law.  |
| Company Car                         | : As per company policy.                                   |

Please sign the section bellow as your acceptance of this offer and return to us.

Yours sincerely,



Sony Sebastian  
Managing Director



شركة فيوشن لوجستك  
للشحن البحري ذ.م.م



(signature)/Name  
01-02-2024  
Date :  
(Name) Al Ameen T Basheer  
Confirmation of Acceptance.


Date: 31-01-2024  
 Fusion Shipping & Logistics Co W.L.L.  
 Confirmation acceptance

P.O. Box 610, Surra 45707, Office No. 35-36, Waha Mall, Dajeej - Kuwait. Tel (+965) 24954200 (30 line)  
 Fax: 24954209 - E-mail: info@fusionshipping.com Web : www.fusionshipping.com





| Documentary Evidence 9          |  |
|---------------------------------|--|
| Name of the student             | Ajith Saju   |
| Admission Number                | 560  |
| Programme                       | B. Com Model II Logistics Management (2020-2023)   |
| Student Progressed to Placement | Air Winch International Courier & Cargo, Ernakulam |
| Designation                     | Operative Assistant                                |



**Air Winch International Courier & Cargo**

**Air Winch International Courier & Cargo**  
 38/1621 A1, GROUND FLOOR,  
 KANNANTHODATH LANE  
 METRO PILLAR #453, EDAPPALLY,  
 ERNAKULAM, KERALA 682024.  
 GSTIN:32BNSPP7982E1ZE  
 Mob: +91-9380889253  
 E-mail: [airwinchcourier@gmail.com](mailto:airwinchcourier@gmail.com)

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To  
 AJITH SAJU  
 KUNNUVILA VEEDU  
 OZHUKUPARAKKAL P.O  
 AYOOR, EDAMULACKAL  
 KOLLAM  
 KERALA-691533


**TO WHOM SO EVER IT MAY CONCERN**

This letter is to certify that **AJITH SAJU** has worked in our organization as (**OPERATIVE ASSISTANT**). He had started working here on dated (01 APRIL 2024) and worked till dated (30<sup>th</sup> MARCH 2024). He had served the firm for about one year.

Until the day he joined, he had been quite responsible. To date, he has accumulated a diverse set of talents and job experiences His mind-blowing abilities includes team work, managerial skills and analytical skills. Aside from his love and dedication, he had always be a decent and kind man who kept good relationship with everyone. We are really fortunate to have such a giving individual among us.

We wish him all the luck for his future endeavors

Authorized signatory  
 Manu Chowkaparambil Premlal







| Documentary Evidence 10         |  |
|---------------------------------|--|
| Name of the student             | Martin K Antony                                  |
| Admission Number                | 501  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | Scootsy Logistics Pvt Ltd, Bangaluru             |
| Designation                     | Store Executive                                  |


**Martin K Anto**  
STORE EXECUTIVE

Client Name : Scootsy Logistics  
Private Limited

Employee ID : H106680

Date of Joining : 23/09/2023  
*Ushar*

Authorized Signatory

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**REGISTERED OFFICE**

No 73/1, 13th Floor  
Summit B, Brigade Metropolis  
Garudachar Palya, Mahadevpura  
Whitefield Main Road  
Bengaluru - 560048

**FOR ANY QUERIES CALL US AT**  
180030101166

**YOU CAN EMAIL US AT**  
asc@adecco.co.in  
www.adecco.co.in


This card is only valid till the term of employment.





Documentary Evidence 11

|                                 |   |
|---------------------------------|---|
| Name of the student             | Abithamol KB                                    |
| Admission Number                | 517   |
| Programme                       | Bachelor of Business Administration (2020-2023) |
| Student Progressed to Placement | Malabar Group, Thrissur                         |
| Designation                     | Trainee Under the Skill Development Program     |



**MALABAR GROUP**


Date: 11/07/2023

Ms. Abithamol K B,  
Welcome to Malabar Group

Sub: Skill Development Program: Letter of Selection

With reference to your application and subsequent interview you had with us, we are pleased to select you as Trainee under the Skill Development Program, a training initiative of Malabar Group, subject to the following terms and conditions with effect from: 12/07/2023

- The Training will be for a period of 6 months or 12 months from the date of selection.
- You will be paid a consolidated stipend of Rs 14500/-. The company will provide accommodation and food facility during your training period. You will be eligible for ESI under the statutory provision covering Trainees. You will not be eligible for any other allowances, perquisites or benefits during the training period.
- In the initial phase, the program will involve specific class room modules on various aspects of Jewellery Industry, retail operations, Product, Sales and Service etc. Subsequent to the class room training you will be placed in one of the stores of the group for practical training wherein you will gain knowledge in the areas of product & customer service. During this time, you will be required to document the learning on a daily basis and will report to the store head of the location where you are posted. During the last phase of the training, you will be exposed to live sales support activities where in you will assist the sales officials in the process of sales closure, billing, packing and other related processes.
- During the training period, you may be transferred to any branch of the Company or any of its associates, sister concerns or subsidiaries at any place in India subject to the discretion of the management.
- Your performance will be reviewed at periodic intervals (3 Months/6 Months). The assessment will cover your aptitude for learning and performance, relationship with others, attendance, punctuality, loyalty.
- During the training period, you will abide by the "Code of Conduct", "Rules and Regulations & Policy Guidelines" of the company which are in force and also by any modifications/additions/alterations that may be made to the rules and regulations from time to time by the Management.
- You are required to maintain confidentiality in respect of company's processes, methods, business practices, client information etc. and the same should not be divulged to anyone.



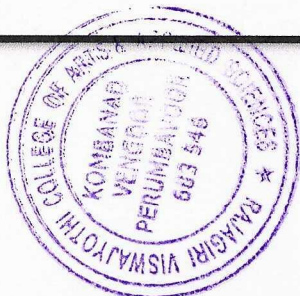
**MALABAR GROUP CORPORATE OFFICE**  
 Regd. Office: 16/501-M, Montana Estate, Paingottupuram, Perungulam PO, Calicut - 673 571  
 Tel: +91 495 2726916, Email: info@malabargroup.com  
 www.malabargoldanddiamonds.com





Documentary Evidence 12

|                                 |   |
|---------------------------------|---|
| Name of the student             | Melvin Thomas                                   |
| Admission Number                | 572   |
| Programme                       | B. Com Model I Finance and Taxation (2020-2023) |
| Student Progressed to Placement | THE MANAGERS INVESTMENTS, Malayattoor           |
| Designation                     | Assistant Accountant                            |





| Documentary Evidence 13         |   |
|---------------------------------|---|
| Name of the student             | Mathew B Eralil                                 |
| Admission Number                | 539   |
| Programme                       | B. Com Model I Finance and Taxation (2020-2023) |
| Student Progressed to Placement | Novelworx Digital Solutions Pvt Ltd, Kochi      |
| Designation                     | Process Executive                               |

**NOVELWORX**

**FIXED TERM EMPLOYMENT CONTRACT**

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12/02/2024

Mr Mathew B Eralil  
AF2/34 Block No3 Janatha, Vasarith Nagar,  
Palarivattom P.O, Ernakulam, Kerala-68025

Dear Mathew B Eralil,

Thank you for the interest you have shown in our organization. Consequent to your application, interviews, and the personal discussions with us, we are pleased to offer you the position of "Process Executive" with Novelworx Digital Solutions Pvt Ltd. ('Novelworx').

**DEPUTATION:**  
You are deputed to Geojit Financial Services LTD under this Contract. The terms of employment is exclusively with Novelworx, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 15/02/2024 be deputed by NOVELWORX, to work at client's office / premises at their Kochi location.

**TENURE:**  
The term of your Contract shall be valid from 15/02/2024 to 14/02/2025.

**COTERMINOUS:**  
Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

**LOCATION:**  
You are required to work at client's location at Kochi.

**POSITION:**  
You are appointed as Process Executive.

**REMUNERATION:**  
The details of your salary break up with components are as per the ANNEXURE A attached herewith.

**EXTENSION:**  
Unless otherwise notified to you in writing this contract of employment would be valid till 14/02/2025 from the date of you joining NOVELWORX. This contract may be considered for an extension depending on the client and NOVELWORX's requirements. The extension of contract period would be considered on fresh terms as agreed between you and NOVELWORX through a separate mutually executed contract of employment. NOVELWORX shall inform you in writing of the extension requirements.

Novelworx Digital Solutions Pvt Ltd, S-515, 5TH Floor, South Block, Manipal Centre, 47, Dickenson Road,  
Bandra - 560 042, CIN No: U74999KA2019PTC123153, PAN No: AAGCN6836J

[www.novelworx.in](http://www.novelworx.in)



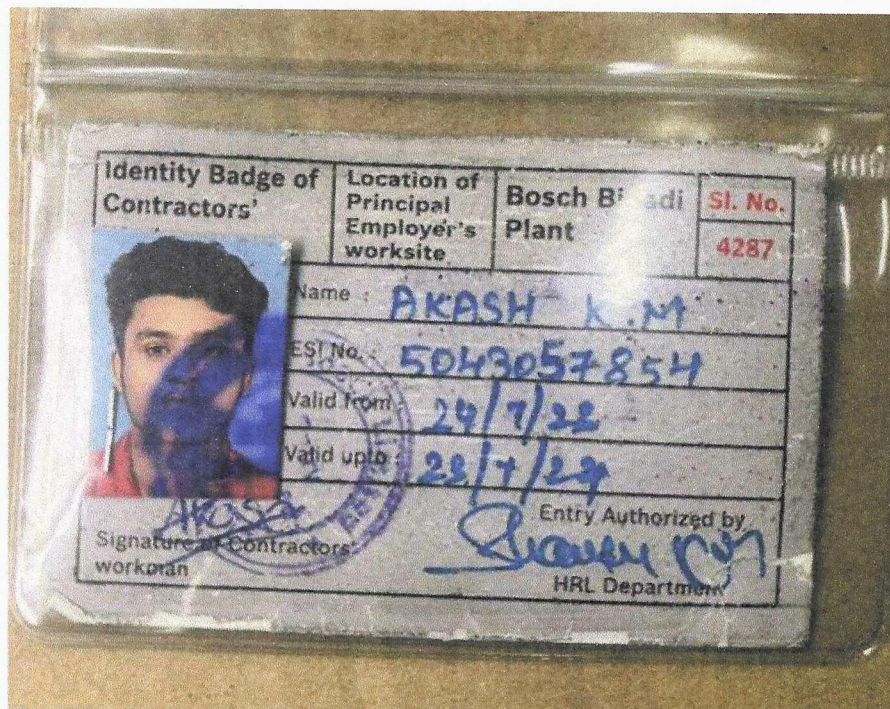






Documentary Evidence 15


|                                 |  |
|---------------------------------|--|
| Name of the student             | Akash K M  |
| Admission Number                | 533  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | BOSCH Limited, Bangalore                         |
| Designation                     | Data Entry Operator                              |





Documentary Evidence 16

|                                 |  |
|---------------------------------|--|
| Name of the student             | Mishal Ahammed                                   |
| Admission Number                | 475  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | Adecco Middle East Recruitment Services, UAE     |
| Designation                     | Warehouse Associate                              |



Adecco Middle East Recruitment Services Sole Proprietorship LLC  
 Al Reef, Island, City of Lights  
 Office 5711, Al Safa Tower, Floor 57  
 Abu Dhabi, United Arab Emirates  
 Tel: +971 (0) 2 476 466

**ASSOCIATE AGREEMENT**

Monday, June 3, 2025

Dear Mr. MISHAL AHAMMED

Passport No: Y802737  
 Email: Mishalhammed300@gmail.com

Adecco Middle East Recruitment Services Sole Proprietorship LLC would like to extend the following assignment agreement to you.

---

**Schedule 1**

You have been selected for the post of:  
 You would be reported to our client:  
 Monthly Gross Salary of AED:

|            |              |                 |                                       |                          |                        |
|------------|--------------|-----------------|---------------------------------------|--------------------------|------------------------|
| Breakdown: | Basic        | 1,200.00        | Warehouse Associate                   | Assignment Start Date:   | Monday, July 29, 2025  |
|            | IRA          | 420.00          | Q EXP 55 Domestics transportation LLC | Assignment Renewal Date: |                        |
|            | Transport    | 300.00          | 2,000.00                              | Assignment End Date:     | Tuesday, July 29, 2025 |
|            |              | 300.00          |                                       | Contract Duration:       | 24.00 Months           |
|            |              |                 |                                       | Assignment Location:     | Abu Dhabi              |
|            |              |                 |                                       | Service:                 | Retail                 |
|            | <b>Total</b> | <b>2,000.00</b> |                                       |                          |                        |

**Benefits**

Gratuities will be paid as per UAE Labour law  
 Sick leave will be paid as per UAE Labour law  
 Annual Leave Entitlement as per Company Policy

|                                |                |           |  |  |  |
|--------------------------------|----------------|-----------|--|--|--|
| Airfare to Abu every 12 visits | Provided       | 1,100 AED |  |  |  |
| Medical Insurance              | Provided       |           |  |  |  |
| Family Medical                 | Not applicable | 0 Members |  |  |  |
| Annual Family Health           | Not applicable | 0 Members |  |  |  |
| Family Visa                    | Not applicable | 0 Members |  |  |  |

**Schedule 2**

**Date of Commencement & Conditions**

The commencement date of the Associate's employment with the Company is subject to and conditioned upon the receipt of a residence visa and work permit for the Associate under the applicable U.A.E. laws and subject to the Company's satisfaction of the Associate's recent gross annual income. Associate agrees to provide all information, to sign all documents and take all instructions requested by the Company in order for the Company to apply for the Associate's sponsorship as provided above in the event of any delay or time occurring during the visa processing, the Associate agrees that the associate will be at his own costs. If the Associate's application for residence visa and work permit gets rejected during the commencement of the contract, the Company will immediately terminate the contract assignment without any liability or cost.

**Payment structure**  
 Refer to schedule 1

**Benefits**  
 Other than Schedule 1, if the Associate fails to complete the full duration of the assignment the Associate will not be entitled to any of the benefits. The Associate will only be entitled to the benefits once the Associate visa has been processed by the company.

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Documentary Evidence 17

|                                 |   |
|---------------------------------|---|
| Name of the student             | Jithul Joy                                      |
| Admission Number                | 538   |
| Programme                       | B. Com Model I Finance and Taxation (2020-2023) |
| Student Progressed to Placement | THE MANAGERS INVESTMENTS, Malayattoor           |
| Designation                     | Assistant Executive                             |



**THE MANAGERS INVESTMENTS**

**EXPERIENCE CERTIFICATE**

This is to certify that Jithul Joy has been employed by THE MANAGERS INVESTMENTS from June 1st, 2023, as an Assistant Executive. Jithul Joy is still a contributing and engaged employee of our team as of the date of this certificate, which is August 3rd, 2024. Jithul Joy has continually shown professionalism, commitment, and competence in their position throughout their time with our company. This certificate confirms that Jithul Joy is still employed by the THE MANAGERS INVESTMENTS and is in good standing with the business.

Sincerely,  
  
 Jithul Joy  
 H R MANAGER



✉ [themanagersinvestments@gmail.com](mailto:themanagersinvestments@gmail.com)  
 🌐 [www.managemidhun.com](http://www.managemidhun.com)  
 ☎ +91 91420 07272

**MSQUARE  
 MALAYATTOOR  
 PIN: 683587**





Documentary Evidence 18

|                                 |   |
|---------------------------------|---|
| Name of the student             | Neha Roshin                                     |
| Admission Number                | 514   |
| Programme                       | Bachelor of Business Administration (2020-2023) |
| Student Progressed to Placement | UpGrad Education Private Limited, Kochi         |
| Designation                     | Administrative Counselor (Sales)                |

**upGrad**

07-08-2023

Dear **Neha**,

Congratulations! It is our pleasure to offer you the position of **Admissions Counselor (Sales)** at Grade **G1** with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPRIE)**.

Please find the specifics of your offer below:

- Your employment will be governed by upGrad Education Pvt. Ltd.'s Employment Agreement.
- You will be based at our **Smartworks, Mumbai, Maharashtra, India** Office.
- The standard work days would be for **6** days in a week on a rotational basis for 9 hours per day. Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
- Compensation:**
  - Fixed component of CTC will be **INR 4,00,000**. This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
  - Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000** per annum on achieving specific targets, which will be paid as per the "Sales/Variable Policy". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable "Sales/Variable Policy". To understand the incentive payout structure, please refer to Annexure II.
- You are expected to join us on **21-08-2023**.
- At the discretion of the company, you will be eligible for an appraisal if your date of joining is on or before 30th September of the current financial year.
- You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
- This Offer is subject to Successful background verification.

Please note: You will be on a probationary review during the first three (3) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.


[upgrad.com](http://upgrad.com)

**upGrad Education Private Limited**  
 10th Floor, 75, Dr. Ambedkar Road, Marol, Mumbai - 400018  
 E: [hr@upgrad.com](mailto:hr@upgrad.com) | C: 022 2755 2700 | F: 022 2755 2701





| Documentary Evidence 19         |  |
|---------------------------------|--|
| Name of the student             | Jerin J Thomas                                   |
| Admission Number                | 473  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | POLY QUEEN FOAMS PVT LTD,<br>Valayanchirangara   |
| Designation                     | HR Personnel                                     |




**POLY QUEEN FOAMS PVT. LTD.**  
MANUFACTURES OF POLYURETHANE FOAM PRODUCTS  
X / 685 E, KANICHUKULANGARA, VALAYANCHIRANGARA P.O.,  
ERNAKULAM DIST., KERALA, PIN- 693 556, PH: 0484 - 2657995, 8509526


Date: 29.3.2021


Dear Jerin J Thomas,  
Thekkumthalaackal(H)  
Kavalam P.O  
Alappuzha

We are pleased to offer you the position of HRM personnel at Poly Queen. Your skills and experience align well with our company's goals, and we are excited about the potential you bring to our team. This full-time position, starting on 16th April 2021, will have you reporting to Mr. Eldho Paul. The starting salary for this role is INR 8,000 per month, with monthly payments subject to standard tax deductions. Your regular work hours will be from 9:00 AM to 5:00 PM, Monday through Saturday. Your primary responsibilities will include recruitment, creating and educating staff on company policies and procedures, and understanding of employee requirements.

To accept this offer, please sign and date this letter by 1st May 2021 and return it to us at the provided address. We look forward to your positive response and are eager to welcome you to the Poly Queen team. If you have any questions or need further information, please contact Eldho Paul at phone number 9961903046. Congratulations on your offer, and we hope to hear from you soon.

Sincerely,  
  
Eldho Paul  
Admin. Manager  
Poly Queen







Documentary Evidence 20

|                                 |   |
|---------------------------------|---|
| Name of the student             | Anvin Rajeev                                  |
| Admission Number                | 556   |
| Programme                       | B. Com Model I Finance & Taxation (2020-2023) |
| Student Progressed to Placement | COCHIN STEEL INDUSTRIES, Koovappady           |
| Designation                     | Office Assistant                              |

Ph : 0484 - 2640957



## COCHIN STEEL INDUSTRIES

No. OP. VI / IA, Koodalappadu  
Koovappady P.O., Pin - 683 544, Ernakulam Dist., Kerala

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8/10/2023  
Ref: Anvin Rajeev Date \_\_\_\_\_

**Subject: Offer of Appointment**

Dear Anvin Rajeev,

We are delighted to extend an offer of employment to you for the position of **Office Assistant** at **Cochin Steel Industries**. We were impressed with your qualifications and believe that your skills and experience make you an excellent fit for our organization.

Your employment with Cochin Steel Industries will begin on 16/10/2023. Please report to our office at Koodalappadu, Koovapady P.O, Ernakulam District, Pin-683 544. Your remuneration and other benefits shall be in accordance with the relevant policies of the company. All such policy decisions of the company shall be binding on you and shall override this agreement to that extent.

Please confirm your acceptance of this contract of employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,  
Regards

For COCHIN STEEL INDUSTRIES  
*for Mr. [Signature]*


**COCHIN STEEL INDUSTRIES**  
VI / IA, KODALAPPADU  
KOOVAPPADY, ERNAKULAM-683 544  
Ph : 0484 - 2640957

VISWAKSATHI COLLEGE OF APPLIED SCIENCES  
KODALAPPADU  
KOOVAPPADY  
ERNAKULAM  
PIN - 683 544



## Documentary Evidence 21

|                                 |  |
|---------------------------------|--|
| Name of the student             | Sanath Sanal                                     |
| Admission Number                | 512  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | FIBRE QUEEN MATTRESSES PVT LTD,<br>Perumbavoor   |
| Designation                     | Marketing Executive                              |



**FIBRE QUEEN** MATTRESSES PVT. LTD.

REGD OFFICE, PNC 1VH42, E1, FIBRE QUEEN HOUSE, A M ROAD,  
PERUMBAVOOR - 683 942, ERNAKULAM DIST, KERALA  
PH/One : 0484- 2523636, 2524626, 2523628, 2523626 FAX: 2524626  
E-Mail: fibrequeen@gmail.com Website: www.fibrequeen.com


Date 26.03.2020


Dear Sanath Sanal  
Thurdathil house  
Deringala P.O  
Mulakuza, Chenganoor

We are pleased to offer you the position with Marketing Executive Personal at Fibre Queen. We believe that your skills and experiences align well with our needs and values, and we are excited about the prospect of you joining our team. This full time position starting on 11<sup>th</sup> May 2020, will have you reporting to Mr Eldho Paul. The starting salary for this role will be INR 11,000 per month with monthly payments subject to standard tax deduction. Your regular work hours will be from 9:00 AM to 5:00 PM Monday to Saturday. Your primary responsibilities will include recruitment creating and educating staff on company Policies and procedures and understanding of employee requirements.

To accept this offer, please sign and date this letter by 30<sup>th</sup> April 2020 and return it to us at the provided address we look forward to your positive response and are eager to welcome you to the Fibre Queen team. If you have any questions or need further information please contact Mr Eldho Paul at phone number 9961903046. Congratulations on your offer! We hope to hear from you soon.

Sincerely,

  
 Mr Eldho Paul  
 Admin Manager  
 Fibre Queen Mattresses Pvt Ltd

  
 Natural Rubberised-Coir Mattresses  
 An ISO-9001:2008 certified Company

Mfrs. of Fibrequeen Rubberised Coir Foam Mattresses, Pillows & Cushions



## Documentary Evidence 22

|                                 |   |
|---------------------------------|---|
| Name of the student             | Devadathan                                      |
| Admission Number                | 528   |
| Programme                       | Bachelor of Business Administration (2020-2023) |
| Student Progressed to Placement | Design Daddy, Kunnukara                         |
| Designation                     | Sales Executive                                 |

**Design  
DADDY**

**DESIGN DADDY**  
Kunnukara, Near Union Bank,  
Kunnukara P.O. Emakulam Dist.,  
Kerala. Pin 683574  
+91 62385 30448  
designdaddy@gmail.com  
designdaddy

Date 01-08-2023

Devadathan  
Mliyekkal(H)  
Cheranallor  
Koovappady P O

**Subject: Letter of Appointment for the Post of Sales Executive**

Dear Devadathan,

We are pleased to appoint you to the position of Sales Executive in our organization, with effect from 04/08/2023 on the following terms and conditions:

You shall be on probation period for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization.

I extend a warm welcome to you and wish you all the best for a successful career.

Yours Sincerely,

Regards



## Documentary Evidence 23

|                                 |   |
|---------------------------------|---|
| Name of the student             | Joslin Jose                                     |
| Admission Number                | 497   |
| Programme                       | B. Com Model I Finance and Taxation (2020-2023) |
| Student Progressed to Placement | exodus tours & travels, Mattoor                 |
| Designation                     | Accountant                                      |



**exodus**  
tours & travels



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[ceo@exodustravels@gmail.com](mailto:ceo@exodustravels@gmail.com)



+91 7025 761966  
+91 79492 12131

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Date: 17-10-2023

Joslin Jose  
Thekkedath(H)  
Iringle P O  
Perumbavoor

**Subject: Offer of Appointment for the post of Accountant**

Dear Joslin,

We are delighted to extend an offer of employment to you for the position of Accountant at Exodus tours & travels. We were impressed with your qualifications and believe that your skills and experience make you an excellent fit for our organization.

Your employment with [Company Name] will begin on 2/11/2023. Please report to our [Office/Location]. Your remuneration and other benefits shall be in accordance with the relevant policies of the company. All such policy decisions of the company shall be binding on you and shall override this agreement to that extent.

Please confirm your acceptance of this contract of employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,  
Regards




Joyal Joseph  
Managing Director, Exodus tours & travels






Documentary Evidence 24

|                                 |  |
|---------------------------------|--|
| Name of the student             | Muhammed Ramzan C                                |
| Admission Number                | 578  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | ORBIT COMPUTERS, Perumbavoor                     |
| Designation                     | Junior Accountant                                |





**ORBIT COMPUTERS**  
1st Floor, Iorns Park, A.M. Road, Perumbavoor  
Mob : 9744770586 orbitcomputers56@gmail.com

07.08.2023

Muhammed Ramzan  
C C House, Kunnath  
Kondotty, Malappuram


Greetings Mr. / Mrs. / Ms. Muhammed Ramzan

**Sub: Letter of Appointment**


It is my pleasure to confirm an appointment with our organization as *Junior Accountant* on behalf of ORBIT COMPUTERS.

Your starting date will be 10<sup>th</sup> of August 2023. A six-month probation period will begin on the day of hire, which may be extended at the discretion of ORBIT COMPUTERS.

The working hours will be 9 a.m. to 6 p.m. The firm usually operates six days a week. Your managers will expect you to work the shift allotted to you. You will be expected to work six days a week, with your weekly rest day not always being Sunday. You must offer a 30-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.



Yours Truly



SYSTEMS | SERVICE | ACCESSORIES | NETWORKING | CARTRIDGE REFILLING | TONER REFILLING





## Documentary Evidence 25

|                                 |   |
|---------------------------------|---|
| Name of the student             | Aiswarya K                                    |
| Admission Number                | 553   |
| Programme                       | B com Model II Finance & Taxation (2020-2023) |
| Student Progressed to Placement | trinitas Enterprises, Kalamassery             |
| Designation                     | Office Assistant                              |



# trinitas

03.10.2023

Aiswarya K  
Sreyas, Navayothi Nagar – 28  
Kadappakkada P.O., Kollam

Greetings Mr. / Mrs. / Ms. Aiswarya

**Sub: Letter of Appointment**

Regarding your application for a job with Trinitas Enterprises Pvt Ltd., as well as the subsequent interviews you held with us. We are pleased to offer you a position as Office Assistant with our company.

Your appointment as Office Assistant began on 09.10.2023, and you will be on probation for six months following your appointment.

We warmly welcome you to the Trinitas Enterprises Pvt Ltd family and wish you every success in your work with us.

Sincerely,  
  
For Trinitas Enterprises Pvt Ltd  
Authorized Signatory

**Declaration and Acceptance**

I thus recognize and agree to the terms and conditions of this Letter, and I further affirm and declare that I will comply with the terms and conditions set out above.



Trinitas Enterprises Pvt. Ltd., 21/248 A, Seaport Airport Bylane, CUSAT PO, Kalamassery, Kerala 682022, India

Authorized Stockist:  
 **JOHNSON BATHROOMS**  
FIND CLARITY

CIN: U51909KL2018PTC052388





## Documentary Evidence 26

|                                 |  |
|---------------------------------|--|
| Name of the student             | Muhammed Faseeh P                                |
| Admission Number                | 480  |
| Programme                       | B. Com Model II Logistics Management (2020-2023) |
| Student Progressed to Placement | trinitas Enterprises, Kalamassery                |
| Designation                     | Accountant Executive                             |



# trinitas

Muhammed Faseeh  
Ramleth Manzil  
Kuzhissery, Malappuram
03.07.2023

Greetings Mr. / Mrs. / Ms. Muhammed Faseeh

**Sub: Letter of Appointment**

Regarding your application for a job with Trinitas Enterprises Pvt Ltd., as well as the subsequent interviews you held with us. We are pleased to offer you a position as Account Executive with our company.

Your appointment as Junior Accountant began on 10.07.2023, and you will be on probation for six (6) months following your appointment.

We warmly welcome you to the Trinitas Enterprises Pvt Ltd. family and wish you every success in your work with us.

Sincerely,



For Trinitas Enterprises Pvt Ltd  
Authorized Signatory



Trinitas Enterprises Pvt. Ltd., 21/248 A, Seaport Airport Bylane, CUSAT PO, Kalamassery, Kerala 682022, India

CIN: U51909KL2018PTC052388

Authorized Stockist

**JOHNSON BATHROOMS**  
FIND CLARITY





## Documentary Evidence 27

|                                 |   |
|---------------------------------|---|
| Name of the student             | Ashly Varghese                                  |
| Admission Number                | 532   |
| Programme                       | B. Com Model I Finance and Taxation (2020-2023) |
| Student Progressed to Placement | WELL PACK TIMBERS, Perumbavoor                  |
| Designation                     | Junior Accountant                               |

**WELL PACK TIMBERS**  
 TIMBER MERCHANTS & COMMISSION AGENTS  
 Fathima Building, Room No. 657,  
 A. M. Road, PERUMBAVOOR, PIN - 683 542  
 Ernakulam(DIST), Kerala

Phone: Off: 0484 - 2563477  
 Mob : 9387973423

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Date: 05/10/2023

Ref:

Ashley varghese  
 Puthuparambil  
 Manjanikara po  
 Pathanamthitta

**LETTER OF APPOINTMENT**

Dear Ashley varghese,


Referring to your recent interview for the position of junior Accountant we are pleased to offer you the position with our company, effective from 14/11/2023. Your remuneration and other benefits shall be accordance with relevant policies of the company.

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.


Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For WELL PACK TIMBERS  
 For WELL PACK TIMBERS  
  
 Managing Director



  
 PRINCIPAL  
 Rajagiri Vishwajyothi College of  
 Arts & Applied Sciences  
 Vengoor, Perumbavoor-683 546