



Phone: Pala - 205121, 205912

# Mutholy Service Co-operative Bank Ltd., No. 1631

Thekkummury; Puliyanloor P. O.

Pin: 686 573, Kottayam Dt.

No. 778 / 2018-19



Date: 22.02.2019

## TO WHOM IT MAY CONCERN

This is to certify that Miss. Manisha C Mathews, BA English Literature and Communicative English student at St. Thomas College, Pala has successfully completed the Internship programme from 4<sup>th</sup> February 2019 to 22<sup>nd</sup> February 2019 at this Bank. Her internship activity includes familiarizations to all the departments and there operations and processes. During the period of her Internship programme with us she was found punctual, hardworking and inquisitive.

We wish her every success in life.

For The Mutholy Service Co-op: Bank Ltd. No. 1631

  
Secretary in charge



# MARIAN MEDICAL CENTRE

ARUNAPURAM, PALA-686 574, KOTTAYAM DIST., KERALA, INDIA

Phone: 04822-215519, 212759, 214219, 210059

E-mail: marianmedicalcentre@yahoo.com

www.marianmedicalcentre.com

ISO 9001-2008 Certified

22-02-2019

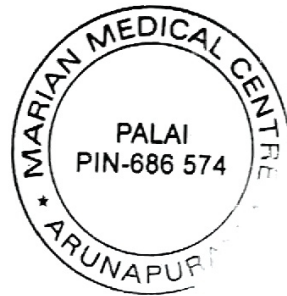
## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Joby George (B.A. Communicative English, MG University, 3<sup>rd</sup> Year, St. Thomas College Pala) has undergone Three weeks internship in HR Department in this organization..

Marian Medical centre has all major departments like Medicine, Cardiology, I.C.C.U, Cath Lab, Surgery, Paediatrics, Neonatal Unit, Obstetrics & Gynaecology, Orthopaedics & Physiotherapy, Ophthalmology, Dental, Psychiatry, ENT, Dermatology Urology, Neurology, Pulmonology, Nephrology, Endocrinology Gastroenterology, Oncology, Dialysis Unit & Dietetics and Counseling Clinic.

His Character conduct during the tenure of internship was very good.

*Mr. Henry*  
Administrator



*Administrator*  
*Marian Medical Centre*  
*Arunapuram P.O, 686 574*  
*Palai, Kottayam Dist. Kerala*

 **Brilliant** STUDY CENTRE

Puliyannoor P.O. Mutholy, Pala, 686 573

Ph: 04822 – 206565, 206100

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Date: 25/02/2019

**To Whom It May Concern**

This is to certify that Miss Minnu Elsa Jose, Chandanaparambil (House), Meenachil P.O; Kottayam (District), a student of B.A. English Literature and Communication from St.Thomas College Pala, successfully completed internship programme from 4<sup>th</sup> February 2019 to 23<sup>rd</sup> February 2019. During the period of her internship programme with us she was found punctual, hardworking and inquisitive. We wish her every success in life.

For Brilliant Study Centre



  
Managing Partner

**SOTC**

Date: 24<sup>th</sup> FEB 2019

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that **Mr. SHOBIN BIJU ABRAHAM**, Student of BA ENGLISH LITERATURE AND COMMUNICATION STUDIES, St. Thomas College, Pala has successfully completed internship at SOTC Travel Ltd for 21 Days from 04<sup>th</sup> February to 24<sup>th</sup> February 2019

During the period of his internship program, we found him sincere, dedicated and hardworking.

We wish him all success for his future endeavors.

Regards,



**Saju Devasia**

**Branch in Charge**



**SOTC Holiday World - Josaphas' Edifice, First Floor, Opposite SBI Panavilla, Trivandrum Kerala 695001**

**0471 2329909 | [www.sotc.in](http://www.sotc.in)**





## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Diya Rajesh, currently doing undergraduate course in Communicative English from St Thomas, Pala, Kerala did her internship with Free Press at Indore from January 30, 2019 to February 21, 2019.

During the course of internship Diya worked on rewriting desk where news from various districts of Madhya Pradesh is received for publication.

Over all her work was found satisfactory by her immediate supervisors. We wish her all the best for her endeavours.

Arshit Kumar Gautam

Editor

Feb, 22, 2019.

Regd. Office: Free Press House, 3/54, Press Complex, Agra-Mumbai Road, Indore - 452 008  
Phone: 2555111, 2555112 • Fax: 0731-4005550 • Email: fpindore@gmail.com, advt.indore@fpj.co.in  
Corporate Office: Free Press House, 215, Free Press Journal Marg, Nariman Point, Mumbai - 400 021.  
Phone: 22874566 / 22853335 • Fax: +91(22) 22874688 • Email: fpj@vsnl.com  
Branch Office : Plot No. 7, 1st Floor Quality Parikrama, Indre Press Complex, Zone-1, M.P. Nagar, Bhopal-462 011  
Phone : 0755-2554401, 2554402 • Fax : 0755-4271345 • Email : newsfreepress@gmail.com

# GOVERNMENT HIGH SCHOOL PERINCHANKUTTY

Perinchankutty –P.O, Idukki –Dist. PIN: 685604

*E mail: [ghsperinchankutty@gmail.com](mailto:ghsperinchankutty@gmail.com)*

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## CERTIFICATE

This is to certify that Ms. Karthika Suresh, a student of B.A English Literature and Communication Studies, from St. Thomas College Pala did 3 week internship training at Govt. High School Perinchankutty in teaching spoken English from 4<sup>th</sup> February 2019 to 22<sup>nd</sup> February 2019. She Co-ordinated with our team. We appreciate her involvement and enthusiasm in teaching. We wish her the best for her bright future.

Perinchankutty

22/02/2019



*Baby George*  
22/02/2019.  
**BABY GEORGE**  
Headmaster  
G.H.S., Perinchankutty



**SANJEEVANI™**

PHYSICAL MEDICINE & REHABILITATION CENTRE

Mathadavar Temple Road,  
Near Velavoor In., Chengannur,  
Alappuzha, Kerala - 689121  
Ph : +91 479 2452472, +91 479 2165594  
Moo : +91 9447041594  
Email : sanjeevanirc@yahoo.com

**SANJEEVANI**

REHABILITATION CENTRE  
Ajoy Plaza, Near SBI,  
Kochalummoodu, Mavelikara  
Alappuzha, Kerala - 690509

Ref : SRC / int -010/02/2019

Date : 27<sup>th</sup> Feb 2019

**TO WHOMSOEVER IT MAY CONCERN**

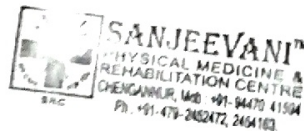
This is to certify that **MR PRAKASH PHILIP (BA Communicative English ,MG university 3rd year, St thomas college ,pala)** has under gone **Three weeks internship programme in HR Department** in this organization.

SRC is comprehensive Physical Medicine and Rehabilitation chain, has high tech Physical therapy, occupational Dept, Audiology, Speech and Hearing , Special School, clinical Psychology and All Neuro, Diabetics, Stroke and counseling Clinic.

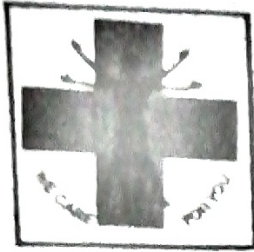
His character and conduct during the period of internship was very good.

**Mrs Usha Kumari Hari Babu (MSc Nuero Rehabilitation, England. United Kingdom)**  
Director

Cc : HR Manager - HR Department.  
Person Concerned  
Section File



MEDICAL TRUST  
HOSPITAL AND DIABETES CARE CENT  
Kulanada, Pathanamthitta  
Ph : 04734 - 260431



**SANJEEVANI™**

PHYSICAL MEDICINE & REHABILITATION CENTRE  
Mahadevar Temple Road,  
Near Vellavoor Jn., Chengannur,  
Alappuzha, Kerala - 689121  
Ph : +91 479 2452472, +91 479 2165594  
Mob : +91 9447041594  
Email : sanjeevanirc@yahoo.com

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REHABILITATION CENTRE  
Ajoy Plaza, Near SBI,  
Kochalummoodu, Mavelikara  
Alappuzha, Kerala - 690509

**S R C**  
SINCE 1996

Ref : SRC / int -010/02/2019

Date : 27<sup>th</sup> Feb 2019

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **MR SURESH BABU (BA Communicative English ,MG university 3rd year, St thomas college ,pala)** has under gone **Three weeks internship programme in HR Department** in this organization.

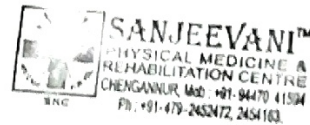
SRC is comprehensive Physical Medicine and Rehabilitation chain, has high tech Physical therapy,occupational Dept,Audiology, Speech and Hearing , Special School, clinical Psychology and All Neuro,Diabetics, Stroke and counseling Clinic.

His character and conduct during the period of internship was very good.

**Mrs Usha Kumari Hari Babu (MSc Nuero Rehabilitation, England. United Kingdom)**

**Director**

Cc : HR Manager – HR Department.  
Person Concerned  
Section File



**MEDICAL TRUST**  
**HOSPITAL AND DIABETES CARE CENT**  
**Kulanada, Pathanamthitta**  
Ph : 04734 - 260431



Ph: 04822 - 236317, 9446044317

E-mail: alphresi@yahoo.co.in



# ALPHONSA RESIDENTIAL SCHOOL

(Affiliated to the council for the I S C Examinations, New-Delhi, Code No. KE001)

BHARANANGANAM-P.O., Kottayam Dt.- 686 578, Kerala



Date 28-02-2019

## TO WHOMEVER IT MAY CONCERN

This is to certify that Mr. Jibin Varghese has been doing his internship by way of dealing with communicative English classes and assisting in the English Language Lab in our school from 4<sup>th</sup> February 2019 to 28<sup>th</sup> February 2019. He was a hardworking sincere and efficient teacher. I wish him success in all his endeavours.

Dr. Sr. Ancel Maria  
Principal





# NIRAPPEL MED+

New Municipal Shopping Complex, Govt. Hospital Junction, Pala  
Ph: 04822 216216

Date.. 04.02.20

To

The Coordinator  
Department of Commerce, Computer Application  
&  
Communicative English (SF)  
St. Thomas College Pala

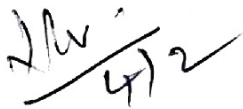
Sub :Internship for Sanjay Manoj, Jophin K John, Sudheep G, Achu Daison

Dear Sir/Madam

We are pleased to inform you that, the above named four candidates from your department are accepted to start their internship programme at Nirappel Med+, Pala

Thanking You,

Hari MG



(Pharmacist, Reg. No. 9169)



Dr. Sachin Dilip Nirappel, BAMS

Reg. No. 20654

NIRAPPEL MED+

Managing Partner



# forthcode

Ref: FCT-HR-INC-0119/002  
Date: 31/02/2019

To

The Coordinator  
Department of Commerce, Comput & Communicative English (SF)  
ST.Thomas College, Pala.

Sub: MR.KIRAN SAJI & MR.ASHISH K ABRAHAM

Dear Sir/Madam.,

We are pleased to inform you that, the above named two candidates from your department are accepted to start their internship programme at Forthcode Technologies, Indiranagar, Bangalore from 04/02/2019 to 23/02/2019.

Thanking You  
Regards.

*RB*  
02/02/2019  
Mr. Ajith Balakumar  
Co-Founder



forthcode

**FORTHCODE TECHNOLOGIES**

3293/A, "Citadel Plaza", 2nd Floor, 12th Main, HAL  
2nd Stage, Indiranagar, Bangalore - 560038.

**FORTHCODE TECHNOLOGIES NETHERLANDS BV**

Alberdingk Thijmalaan 84, 5615Sec Eindhoven,  
The Netherlands

Dear Afina Khan and Alekhya Anil,

This is to inform you that **Ten Degree North Communications** has confirmed for one month internship (February 04, 2019 to March 02, 2019) to Afina Khan and Alekhya Anil, department of English Literature and communicative studies at St. Thomas College, Kottayam, Kerala.

As you will be receiving academic credits for this position, you will not be paid.

Congratulations and welcome to the team!

—  
Thanks and regards,

Lakshini Menon  
Account Manager  
Mobile: +919895883287  
**TenDegreeNorth Communications**  
K.P. Vallon Road, Kadavanthra,  
Tel: 0484 - 4044115  
P.O. 682020

**tendegreenorth**  
KC Communications



# JYOTHIS ACADEMY

Kanjikuzhy, Kottayam-4 Mob 8281 881122  
www.jyothis.org Email jyothisacademy@gmail.com

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*Date 18-01-2019*

**Bijess Jose**  
**Palackathadathil House**  
**Monipally P O**  
**Kottayam Dist.**

**PIN 686 636**

**Sub:- LETTER OF OFFER AS – Admin Assistant-Trainee.**

Dear *Ms. Bijess*

Following our recent discussions, we are delighted to offer you the position of **Admin Assistant Trainee** with Jyothis Academy Kottayam Branch. Jyothis Academy is an engineering coaching center providing tutorial programmes for student engineers. If you join with us, you will become part of a fast-paced and dedicated team that works together to provide our student community with the highest possible level of service and advice.

As a member of our team, we would ask for your commitment to deliver outstanding performance. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title:** Admin Assistant Trainee.

**Job description:** *See below*

**Joining date:** 01-02-2019

**Remuneration:** *Being a trainee you are not eligible for any remuneration.*

**Working Time:** 9.30 am to 5.30 pm Monday to Saturday. Sundays are also working day. However you must find an alternative arrangement in consultation with your co-worker, to open and function institute in Sundays too.

Reporting Person: Director

**Ref No: RIMS/HRD/AL/2019**

**Date: 19.01.2019**

**To,**

**Ms. Farzana Basheer**

We would like to confirm the permission for farzana who studying in St. Thomas College, Pala ( **Communicative English**) for one month posting in **RIMS HOSPITAL , ERATTUPETTA**. You can start the posting from **01/02/2019**.

Wishing her all success and with all prayerful good wishes,

*For Raihan Institute of Medical Sciences*

**Benny Thomas**  
**Manager HR& Operations**

**Benny Thomas**  
**HR & Operations**





To

George S Painel

St. Thomas College

Arunapuram , Pala

Dear Mr. George S Painel,

We are to happy to offer you the position as intern in **Orient Glory group of companies.**

Please find the following details

Starting date : 04/02/2019

Ending date : 23/02/2019

Working days/week: 6 days/3 weeks

With thanks

  
Joby Varghese

Manager

Orient Glory

Date: 31/01/2019

**ORIENT GLORY**

Thampuratti Parambu, 2nd Cross Road  
Edappatty-P O, Cochin-682 024, Kerala  
Tel. +91 484 2345141, Mob. +91 81294 01454



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+971 56 143 3584  
migrateto@phoenixglobalgrp.cc  
www.phoenixglobalgrp.com

### Letter of Internship

04<sup>th</sup> December, 2018  
Dubai, UAE

To,  
Joju Sunny  
St. Thomas College, Pala  
Kerala, India

Dear Mr. Joju,

We are very pleased to offer you the position of **Intern** with Phoenix Gate Group, Dubai U.A.E. please find the following confirmation of the specifics of your internship.


Position Title	:	Intern (Without Stipend)
Start Date	:	2 <sup>nd</sup> Feb 2019
End Date	:	4 <sup>th</sup> March 2019
Number of Work Hours per Day :		8 Hours

#### Job Responsibilities of Intern

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc as needed
- Assist in preparing information and research materials. create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; Sort and manage files.
- Run general industry related errands
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails
- Report to General Manager

**Note: You are requested to send all necessary valid documents and certificates with photograph to the email id: gm@phoenixglobalgrp.com**

For and on behalf of Phoenix Gate Group

  
04/12/2018  
Vimal S.R  
General Manager



Read & Accepted by

Joju Sunny

25-01-2019

Mr. Riyaz Abdul Kareem  
Puthenpurackal House  
Vagamon P O

Subject: Educational Internship

Dear Riyaz,

In reference to your application we would like to congratulate you on being selected for educational internship as Assistant Front Office Executive in the Office Administration department. Your training is scheduled to start effective on 03.02.2019 and will conclude on 24.02.2019.

As you will be receiving academic credit for this position, you will not be paid. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Your duties and assignments for this position will be shared with you on or before commencement of training

You should report for training at the following address:

Contact Person : Mr. Gokul K Jayan  
Manager  
Chillax Vagamon

Again, congratulations and we look forward to working with you.

Yours Sincerely,

For Chillax Vagamon



Mr. Nygil Thomas  
General Manager



Ref: FCT-HR-INC-0119/002  
Date: 31/02/2019

To

The Coordinator  
Department of Commerce, Comput & Communicative English (SF)  
ST.Thomas College, Pala.

Sub: MR.KIRAN SAJI & MR.ASHISH K ABRAHAM

Dear Sir/Madam.,

We are pleased to inform you that, the above named two candidates from your department are accepted to start their internship programme at Forthcode Technologies, Indiranagar, Bangalore from 04/02/2019 to 23/02/2019.

Thanking You  
Regards.

*Rab*  
02/02/2019  
Mr. Ajith Balakumar  
Co-Founder



forthcode

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**FORTHCODE TECHNOLOGIES**

3293/A, "Citadel Plaza", 2nd Floor, 12th Main, H.A.L  
2nd Stage, Indiranagar, Bangalore - 560038.

**FORTHCODE TECHNOLOGIES NETHERLANDS BV**

Alberdingk Thijmlaan 84, 5615ec Eindhoven,  
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Congratulations and welcome to the team!

Thanks and regards,

Lakshmi Menon  
Account Manager  
Mobile +919895883287  
**TenDegreeNorth Communications**  
K P Vallon Road, Kadavanthra.  
Tel 0484 - 4044115  
P O 682020

**tendegreenorth**