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 - (iii) Invoices



Mr. [Signature]
IQAC wadhatar.

[Signature]
21/11/2024.
Director

N.S. Raju Institute of Technology (A)
Sontyam, VLakhapatnam-531173

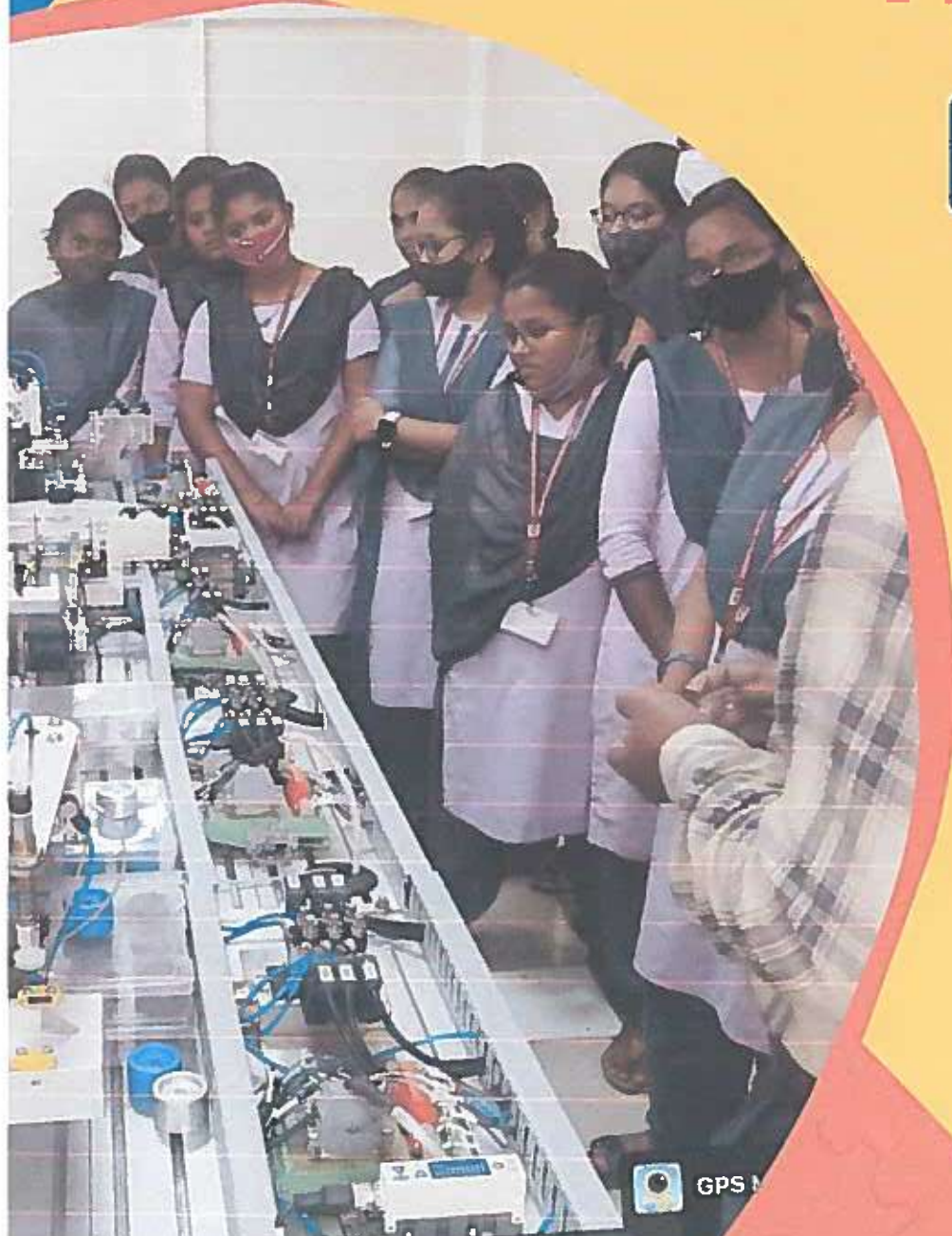


NSRIT

SOP – SUMMER INTERNSHIP PROGRAMME



Autonomous |
www.nsr.it.edu.in



Visakhapatnam, Andhra Pradesh
Park, Hindustan S



**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY
(AUTONOMOUS)**



(Approved by AICTE, New Delhi || Affiliated to JNTUK, Kakurada || An ISO 9001, ISO 14001 & ISO 45001 Certified Institution)

Recognized under 2(f) of the UGC Act 1956 || Accredited by NAAC with 'A' Grade (3.10/4.00)

SONTYAM, Pendurthi - Anandapuram Highway, Visakhapatnam - 531173, Ph: 9885824187, 8099464548, www.nsril.edu.in

**STANDARD OPERATING PROCEDURE (SOP)
Summer Internship**

(Handwritten signature and date)
2/06/2022
1/4

Dr. J. Raja Murugadas
Director

N.S. Raju Institute of Technology (A)
Sontyam, Visakhapatnam-531173

PREAMBLE

Internship is a formal, institutionalized process/course designed to provide hands-on experience in a profession. It paves a platform for a student to apply the theoretical knowledge he/she gained during the course of study and to gain a practical experience. The course is a mutual benefit to both intern and industry. The prime objective of the internship course is to give a practical insight to the students so as to make them more skillful. At NSRIT, internships for UG programme are offered in two ways viz., Summer Internship (SI) and Full Semester Internship (FSI). There are 2 Summer Internships, one at the end of 4th semester for a duration of 4 weeks and the other at the end of 6th semester for a duration of 8 weeks. The Full Semester Internship (FSI) can be opted by the students either in 7th semester or 8th semester. It is for a duration of 16 weeks. The internship course is guided by internal supervisor at the institute and external supervisor at the industry. All the internships are credited.

The activities involved in implementation of internships is well-structured at the institute level. It is coordinated by Institute-Industry Interaction Cell (IIIC). Following is the composition.

1. Institute Level Coordinator (Lead)
2. Department coordinator: 1 or 2 per department (Co - Leads)

Roles and Responsibilities of Internship Coordinators

1. To identify companies related to Core, IT and ITES for internship
2. To introduce new companies every year to widen the industry – institute collaborations
3. To maintain a healthy relationship with the experts of Industries and other organizations
4. To allot one internal mentor for atleast 10 – 15 interns to guide
5. To maintain a data base of companies with all relevant details as well as allotment order
6. To sensitize the students well in advance about the rules and regulations related to internship activities as this is a credited internship program as per the Autonomous Regulation 2020. Further the interns shall be sensitized adequately regarding the internship outcomes as well as the program outcomes that are being mapped
7. To sensitize all the faculty members (internal mentors) and students about the conduct of internship and professional etiquettes among the interns
8. To monitor and facilitate the assessment of interns in association with the department internship coordinator in line with the guidelines furnished in autonomous academic regulation 2020
9. To conduct periodical meetings among internship teams for effective implementation and submit the minutes to the concerned authorities through the Head of the Department
10. To conduct periodical meetings among the interns through online and the session shall be recorded for further action

Summer Internship I

All the students are offered with summer internship - I for duration as specified in the academic regulation 2020 under autonomous governance at the end of 4th semester. Internal faculty supervisor will be continuously monitoring the students and they in turn have to report to the internship cell. After the completion

of internship, students must prepare and submit a report along with the certificate to their respective department. There will be an end semester evaluation for the award of 1.5 credits for summer internship – I. Departments have to design and deploy suitable rubrics for assessment. The POs and PSOs addressed through internship are to be taken care while designing the rubrics.

Selection Procedure

As the internships are institutionalized courses, the allotment of students to the identified companies will be done by the institute through the coordinators. The students cannot opt the company on their own to undergo internship. However, the references by students and faculty shall be submitted to the Institute coordinator to pursue further on the decision of including the company for internship.

If the company comes with a selection procedure, the same will be deployed to make a merit-based selection. In other cases, the selection/allotment is purely based on the SGPA of the students upto 3rd semester.

Instructions for the Heads of the Department

1. Must ensure that all the identified companies are qualitative and relevant to the program of study
2. Must ensure that all the interns are being assigned with internal mentors in a sensible way
3. Overall monitoring of the internal mentors as well as interns through mentors

Instructions for the students

1. Students should follow professional dress etiquettes to maintain the dignity of the institute. (For boys: formal tidy dress, neatly pressed, tucked in and with formal shoes; professional hair-dos; For girls: formal and professional dress, with neat hair-dos). Institute uniform dress code is mandatory in the above format
2. Students must carry their ID cards during internship in companies
3. Students must maintain an internship diary to keep track of their internship day-to-day activities
4. The internship diary must be duly signed by the industry supervisor on time-to-time basis
5. The diary must be submitted at the end of the internship to the faculty supervisor
6. Students must strictly adhere to the timings and rules of the companies
7. Any sort of complaints received from companies on the discipline and behavior of the students will be viewed seriously and action will be taken against it. In such cases of any disciplinary action initiated either from industry or institute, the interns will not be provided with other company support to continue the internship and will be treated as arrear and assessment will not be facilitated in the subsequent semester. And they need to join the next summer internship program as and when it is being offered
8. If the company does not want to engage the students for any kind of non-performance, the internship remains cancelled for the student, and they need to repeat as cited in point #7
9. If any student fails to complete the internship in the stipulated time in terms of attendance and the performance, it will go as ARREAR for the student and must be completed in the next attempt (second attempt) for the award of the B. Tech. degree
10. Students shall submit the undertaking in line with this SOP as well as safety and security of their self during the internship period by taking utmost care in the industry while working in sensitive areas. And they may seek the support of industries in case of any such safety needs
11. The integrity of the interns will be utmost respected


24/6/2022

3

Reviews

The students/interns have an industry supervisor and a faculty member from the respective department is associated with each student as a internal supervisor. The responsibility of the internal supervisor is to interact with students and industry supervisor periodically to review the activities and progress of the interns. The internal supervisor also conducts assessments as per the guidelines of HoD and senior faculty members of respective department. It is mandatory for all the interns to upload one video preferably for 10-15 minutes with a near presentation showcasing the weekly updates and learning outcomes to the LMS portal being provided by the respective internal mentor.

Assessments

The assessment will be done as per autonomous regulation 2020 and the interns shall refer in the website www.nsril.edu.in

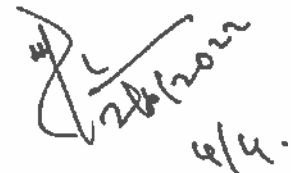
IN Summer Internship #1

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At the end of the course, students will be able to

No.	Course Outcomes
1	Demonstrate the theoretical learning outcomes
2	Integrate theory and practice during graduation
3	Comprehend the industry practices in the relevant and allied field of study
4	Develop communication skills in terms of oral, written, and graphical communications
5	Develop problem solving skills
6	Develop work habits and teamwork in a multidisciplinary setting for a successful career after graduation

Note: All the above course outcomes are relatively mapped to all POs as it caters to all program outcomes



Dr. J. Raja Murugadoss
Director

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BATCH 2020-2024 PLACEMENT DETAILS

S.No.	Reg. No.	Name of the Student	Department	Date of Placement	Name of the Company	CTC (in Rupees)
1	20NU1A0558	KUNDRAPU MANIKANTA	CSE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
2	20NU1A05B6	T. VINAY KUMAR	CSE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
3	21NU5A0518	S. DINESH	CSE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
4	20NU1A05B8	U. SAI NARENDRA VARMA	CSE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
5	20NU1A0565	L. DHARMA TEJA	CSE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
6	20NU1A0417	BODALA PAVANKUMAR	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
7	20NU1A0446	KALLA LOKESH	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
8	20NU1A0454	KOPPAKA VENKATA SAI SANDEEP	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
9	20NU1A0460	KOTYADA VIJAYA LAKSHMI	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
10	21NU5A0408	JAGGUMANTRI TANMAYEE SUDHA	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
11	20NU1A0486	PADAMATA YAKSHA SAI	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
12	20NU1A0489	PANDA DEEPTHI	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
13	20NU1A0493	PITTA ROHIT REDDY	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
14	21NU5A0416	SURUNA PREM KUMAR	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
15	21NU5A0419	YELLE DEEPIKA PRIYA	ECE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
16	20NU1A0227	YELLAPU NAGA SOWMYA SREE	EEE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
17	21NU5A0202	BUDDHA RAKESH	EEE	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
18	21NU5A0317	SOURAV DAS	ME	20.12.2022	M/s. HMI Engineering Services	4.13 LPA
19	20NU1A0468	M.TEJA	ECE	13.06.2023	M/s.Digital World of Mouth Services	2.4 LPA
20	20NU1A05A1	S. DHARMIKA	CSE	13.06.2023	M/s.Digital World of Mouth Services	2.4 LPA
21	20NU1A0101	AYILADA BALARAJA NARENDRA SHANKAR	CE	15.06.2023	M/s. Design to Design	2 LPA
22	21NU5A0110	VADDADI LOKESH	CE	15.06.2023	M/s. Design to Design	2 LPA
23	20NU1A0122	UPPULURI SATHWIK RAJU	CE	15.06.2023	M/s. Design to Design	2 LPA
24	21NU5A0109	THALLAPU REDDY SAI KUMAR	CE	15.06.2023	M/s. Design to Design	2 LPA
25	20NU1A0528	SUSHMA DUGGIRALA	CSE	16.09.2023	M/s.Tvarana software solutions	29 LPA
26	20NU1A0533	JYOTHI GORLE	CSE	16.09.2023	M/s.Tvarana software solutions	29 LPA
27	20NU1A05A6	VEERA BABU SRISAILAM	CSE	16.09.2023	M/s.Tvarana software solutions	29 LPA
28	20NU1A05B8	SAI NARENDRA VARMA UPPALAPATI	CSE	16.09.2023	M/s.Tvarana software solutions	29 LPA
29	20NU1A4225	DEEPAK RAPETI	CSM	16.09.2023	M/s.Tvarana software solutions	29 LPA
30	20NU1A4430	KARUNAKAR VARADA	CSD	16.09.2023	M/s.Tvarana software solutions	29 LPA
31	20NU1A0533	JYOTHI GORLE	CSE	04.10.2023	M/s.Nucleus software solutions	4.33 LPA
32	20NU1A0535	VAMSI GULLA	CSE	04.10.2023	M/s.Nucleus software solutions	4.33 LPA
33	20NU1A0548	SRAVAN KUMAR KATTAMURI	CSE	04.10.2023	M/s.Nucleus software solutions	4.33 LPA
34	20NU1A4409	VEERA VENKATA HARSHAK GELLI	CSD	04.10.2023	M/s.Nucleus software solutions	4.33 LPA
35	20NU1A0517	CHINDADA BHARGAV YASWANTH	CSE	09.10.2023	M/s.HealRX	8 LPA
36	20NU1A0562	SATTI SAI SRIKARA PRABHAS	CSE	09.10.2023	M/s.HealRX	8 LPA
37	20NU1A0584	PATHIVADA KARTHIK	CSE	09.10.2023	M/s.HealRX	8 LPA



HMI ENGINEERING SERVICES

An ISO 9001:2015 Certified
Company



To,

Mr. B. RAKESH,

Vishakhapatnam

Sub: Offer letter for the post of OJT Trainer & Software Engineer.

Dear Mr. B. RAKESH,

With reference to the personal interview, you had with us on **17th December 2022**, we hereby offer you the post of **OJT Trainer & Software Engineer** with our Organization. You should join **HMI Engineering Services** latest by **20th December 2022** at **Vishakhapatnam by 10.30 am.**

You will be governed by the rules and regulations of the Company. You will get the **Letter of Appointment** after receiving your acceptance of this offer letter and the necessary documents as mentioned in this letter.

You will be paid gross emoluments as detailed in Annexure – A. after OJT training is Completed i.e., from 1st AUG 2023
Your employment with us will be governed by the Terms & Conditions as detailed in

Annexure – B. This Offer Letter is subject to the following conditions:

- 1) HMI Engineering Services should receive your acceptance letter within 2 days of issue of this letter.
- 2) You should submit the following documents to HMI Engineering Services by **2nd January 2023.**
- 3) Photocopy of your passing certificates (Including SSC, HSC, B. Sc., BE, PGDCA.)
- 4) Photocopy of Ration Card & Electricity Bill.
- 5) Photocopy of Driving License/PAN Card.
- 6) Six Passport size photographs.
- 7) Your OJT Training will for six Months During the Training Period you will be paid a Stipend of Rs 5000/- (five Thousand) from the second Month (i.e., from February 2023)

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

PH No: 9347225321, 7674925609, Email: Info.hmies@gmail.Com

Website: www.hmies.in



Documents provided by you will be verified and if there is a discrepancy in the copies of documents or certificates given by you as a proof we retain the right to review our offer of employment.

In case if you fail to comply any of these above, this Offer Letter will automatically canceled. Please send your acceptance through mail.

Thanking you
For HMI Engineering Services

Dinesh Kumar Hirawat
(C.E.O)



Annexure - A

Salary structures bifurcated as under:

HMI Engineering Services					
Offer Details					
	Monthly	Annual		Monthly	Annual
Basic	19800	2,37,600	PF	960	11520
HRA	4800	57600	Bonus		6300
			Gratuity		4615
Conveyance	3600	43200	Leave Benefit		14000
Variable	3000	36000	Mediclaime		1000
			Medical Reimbursement		1500
			Agreement Amount (Annualised)		0
Gross Salary		3,74,400	Total Allowances & Perks		38935
Total CTC	4,13,335				

Address: FLAT NO 101, Rajasekahar Residency, Dwarknagar Road, Vskp

PH No:9347225321,7674925609 , Email: Info.hmies@gmail.Com

Website:-www.hmies.in

*Variable salary is based on the monthly PPI (Personal performance index) + CPI (Company performance index)

-Bonus paid only once a year

Total CTC: Rs. 4,13,335/- (Per annum)

Annexure – B

Standard Conditions of Employment

1. You would follow the Standard Conditions of Employment of the company. The Standard Conditions of Employment will relate to various matters relating to your working with the Company, including hours of work, holidays, leave, code of conduct, confidentiality policy etc.
2. The Standard Conditions of Employment may be changed by the Company from time to time at the sole discretion of the Company and such changed Standard Conditions of Employment shall become applicable to you forthwith, upon issue of notice for the same.

Representations

3. You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information furnished by you are true and accurate.
4. If any of the above particulars are found to be incorrect or misleading in any way, the Company shall have the right to terminate your employment forthwith, without the requirement of providing you any notice or compensation in lieu thereof.

Whole Time Employment

5. You shall be a full-time employee of the Company and will devote your professional energies entirely towards the conduct of your duties under your employment with the Company after 6 Months of OJT Training Program
6. During your employment with the Company, you shall not simultaneously engage yourself in any other gainful or commercial activity (other than normally acceptable personal

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PH No: 9347225321, 7674925609, Email: Info.hmies@gmail.Com

Website: -www.hmies.in

Compensation

7. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance.
8. Your salary will be reviewed yearly as per the policy of the company. However, the company reserves its right to increase or decrease this period based on your performance. Your increments in the salary are discretionary and will be subject to and on the basis of effective performance and financial goals of the company during the period.
9. Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on such factors as level of employment, tax efficiency, fairness and management convenience.
10. Your terms of employment and compensation are strictly confidential and you shall not divulge the same to any other employee of the Company except where required by Company policy.

Assignment, Transfer and Deputation

1. Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad as well as client location, whether existing at the time of your appointment or to be set up in the future.

Standing Orders

2. You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

Address: FLAT NO 101, Rajasekhar Residency, Dwarknagar Road, Vskp

PH No: 9347225321, 7674925609, Email: info.hmies@gmail.com

Website: www.hmies.in



OFFER LETTER

13/06/2023 23:52:17

Re: Offer Letter

Dear Dharmika,

On behalf of Digital Wom Services (OPC) Pvt Ltd (the "Company"), I am pleased to offer you employment with **Digital Wom Services (OPC) Pvt Ltd** located at **Flat No :408, Botcha Square, Sri Sathya Sai Complex, Pass Port Seva Kendram, Andhra Pradesh, India 530007**, in the position of Digital Marketing Executive, starting immediately after your next semester. In that position, you will report to **Vijay Kumar Mathurthi**.

During your employment, you will be paid a base salary of 2.4 LPA. Your compensation will be paid in regular installments at the 07th of every month in accordance with the Company's regular payroll process, and subject to applicable tax and other withholdings. This position is a full-time position and your regular salary will be prorated based on timings 09:30 AM to 7 PM.

We expect you to join as early as possible, not later than mutually agreed date, beyond which the offer would stand withdrawn, unless a new date is agreed and accepted mutually.

Your employment location will be Work from Office, above mentioned location.

Your employment would be contingent to:

- 1) Appointment letter with all other terms & conditions of employment will be issued to you, once you accept the offer letter to you
- 2) Submission of all the documents on/before the joining date.



*List of documents to be attached:

1. Id proof
2. Address Proof
3. Passport size photograph-2
4. Qualification Marks Sheet(Highest Qualification)
5. Cancelled Cheque/Passbook Copy
6. Present address proof-Electricity Bill/Rent Agreement.
7. Updated Resume.
8. Signed offer Letter Copy

Additional Agreements: As a condition of your employment, you agree to execute any additional agreements required by the Company at the start of your employment. This includes any agreements that relate to your confidentiality or intellectual property assignment obligations to the Company. You further agree that at all times during your employment (and afterwards as applicable), you will be bound by, and will fully comply with, these additional agreements. The Company reserves the right, in its sole discretion, to change your compensation and/or employee benefits at any time on a prospective basis.

Additional Terms and Conditions of Offer: [Additional Terms]

Entire Agreement: This employment agreement, along with the Confidentiality Agreement, sets forth the terms and conditions of your employment with the Company, and supersedes any prior representations or agreements concerning your employment with the Company, whether written or oral.

You acknowledge and agree that you are not relying on any statements or representations concerning the Company or your employment with the Company except those made in this agreement. This employment agreement may not be modified or amended except by a written agreement signed by you and an authorized officer of the Company.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the HR department. In case if you have any questions or concerns, please contact info@digitalwom.com



Dharmika, we are excited by the prospect of you joining the Company.

Sincerely,



Digital Wom Services (OPC) Pvt Ltd

Vijay Kumar Mathurthi

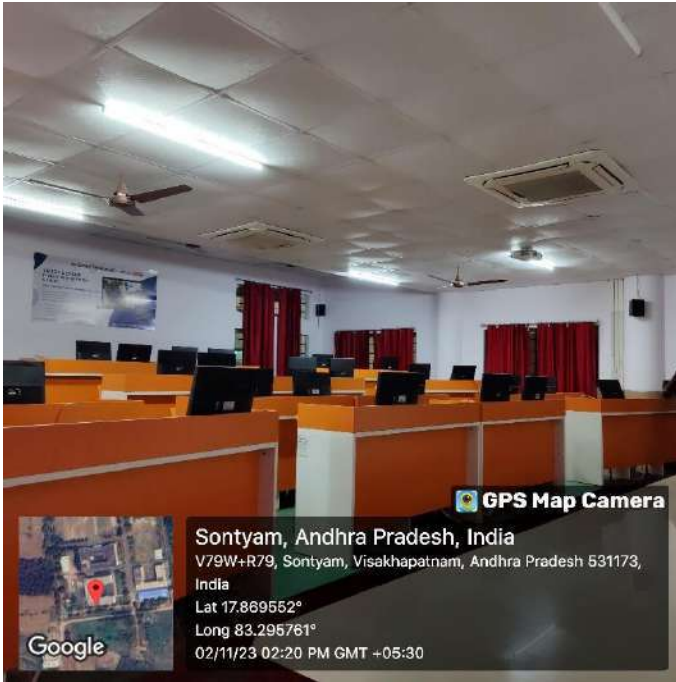
Director

I have read and here by accept this letter and terms there of.

By:

Name: Dharmika Saragadam

Signature



BLOCK 3 CODERS LAB



VIHAAN ELECTRIX (Under Construction)



Demy Software Solutions

9888166665

Establishment Date June 14, 2023

Invoice No N000004

INVOICE

Sponsored to:

**Nadimpalli Satyanarayana Raju Institute of Technology,
Sontyam, Visakhapatnam.**

SUBJECT: INVOICE FOR SYSTEMS

Buyer (Bill to) M/S DEMY SOFTWARE SOLUTIONS VISAKHAPATNAM State Name :Andhra Pradesh, Code : 37			
S.No	Description	No of systems	Total
1	ASSEMBLED PC INTEL CORE I5 PROCESSOR WITH FAN, INTEL H81 CHIPSET BOARD ZEBRONICS 8 GB DDR3 RAM, 256 SSD SATA, 19 INCH FRONTECH MONITOR KEYBOARD AND OPTICAL MOUSE CABINET WITH SMPS MONITOR S/N: MON0061230702201,02,03,04 2954,2953	25	8,00,000/-
2	Installation charges (Glasses & finger print censor)		1,00,000/-
TOTAL		25	9,00,000/-

INWORDS: Nine lakh rupees ONLY

For any further clarification, please feel free to contact us @
9888166665

(Note:- This is Computer Generated Bill)

Thanks & Regards.

DEMY SOFTWARE SOLUTIONS

For Demy Software Solutions
Managing Partner



HMI ENGINEERING SERVICES



INVOICE

RC No.	HMIES/2018/668
Invoice Number	HMIES/2022/105
Invoice Date	09/10/2022

TO
Nadimpalli Satyanarayana Raju Institute of Technology,
Sontyam, Visakhapatnam.

SUBJECT: INVOICE FOR SYSTEMS

S.No	Description	Total
1	Dell Inspiron T3600 Intel Xeon E5 32 GB RAM 256SSD&500GB HDD Zebronics 19" Monitor Zebronics Keyboard and mouse Total 9 Systems	2,48,000
	TOTAL	2,48,000

IN WORDS: two lakh Forty-eight thousand ONLY

For any further clarifications, please feel free to contact us @ 7674925609
(Note:- This is Computer Generated Bill)

Thanks & Regards,
FOR HMI ENGINEERING SERVICES

Authorized Signatory