SCHOOL OF COMPUTING

INFOMAX COLLEGE OF IT AND MANAGEMENT
(ACADEMIC COLLABORATION WITH
ASIA PACIFIC UNIVERSITY OF TECHNOLOGY & INNOVATION)
SCHOOL OF COMPUTING

PART 1-PRE INDUSTRIAL EXPERIENCE LOGBOOK

(PA002-5-2)

Student Name: Sandesh Subedi (A)

Student ID No: NPI000040

Intake: NP3F2209IT

Company Name: Rangin Technology

Company Address: Bagale Tole-8, Pokhara 33700

Academics Supervisor: Ms. Sandhya Acharya

Start Date: 13-03-2022

End Date: 28-06-2022

Table of Contents

SCHOOL OF COMPUTING

Office Record	**Receipt : Placement and Agreement Forms**
Date Received : Received by :	Student's Name : Sandesh Subedi Student ID : NPI000040 Received By : Date :

ICT Placement Record Form

1. Student Name : Sandesh Subedi (A)

2. Student ID : NPI000040

3. Intake : NP3F2209IT

4. Employer Name : Mr. Abhiyan Thapa

5. Employer's Address including department : Bagale Tole-8, Pokhara 33700 (Co-founder, CEO)

6. Employer's Tel. : 9802821147

7. Employer's E-mail Address : therangin@gmail.com

8. Student's Address or correspondence during placement : Pokhara -7, Masbar

9. Telephone / Mobile No. : 9827100678

10. E-mail : sandeshyes77@gmail.com

11. Start Date : 13-03-2022

12. End Date : 28-06-2022

13. Company Supervisor's Name & Position : Mr. Abhiyan Thapa || (Co-founder, CEO)

14. Tel No (inc. ext.): 9802821147

15. E-mail : abhiyanthapa@gmail.com (not sure)

16. Job Specification : Junior Flutter Developer

ICT Placement Agreement/Approval Form

This Agreement outlines specific responsibilities and expectations accepted by:

Student Employer

Name of Company: Rangin Technology

Supervisor Name/Title: Abhiyan Thapa (Co-founder, CEO)

Company Street Address: Bagale Tole-8, Pokhara 33700

City, State: Pokhara, Gandaki

Industrial Supervisor's Telephone Number: 9802821147

Industrial Supervisor's Email: abhiyanthapa@gmail.com (not sure)

Internship Student: Sandesh Subedi

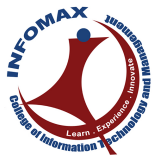Student Position Title (in industry): Junior Flutter Developer

Student Address: Pokhara - 7, Masbar

Student Email: sandeshyes77@gmail.com

Student Phone: 9827100678

This internship provides a comprehensive training experience for the student by performing

duties including: Mobile app development with Flutter and UI /UX development

A. Conditions of Employment

1. The student must be placed in **business related areas according to their disciplines.** The internship period will be for 3 months with a minimum average of allowances of NRs. 0 /- per month.

2. The internship will begin on 13/03/2022 (day/month/year) and will end on 28/06/2021 (day/month/year)

3. Benefits supplied by employer to the intern: Lunch and study materials

4. Overtime wages (states conditions of) : No provision of overtime wages

B. Provisions of the Internship Program

The employer will:

1. Enable the student to gain experience in a variety of positions (jobs) within the firm.

2. Assign the student new responsibilities when the employer feels the student can handle them.

3. Collaborate with the University in evaluating the student's learning experience.

4. Notify the internship coordinator of any significant deficiencies in the student's performance.

5. Assure compliance with all applicable employment laws and regulations.

The student agrees to:

1. Perform assigned duties to the best of his/her ability.

2. Keep the employer's best interest in mind at all times and be punctual, dependable and loyal to the firm.

3. Follow directions, avoid unsafe acts, and be honest in all dealings with the employer and or customers.
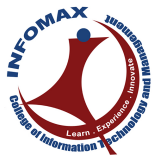
4. Submit records and reports as required by either the employer or the University when due.

5. Ask for clarification if unsure of any procedure or expectation of either the employer or the University.

6. Keep the employer and the coordinator informed of any change in his/her program or intentions.

7. Send a follow up thank you letter to the employer upon completion of the internship.

The Infomax College agrees to:

1. Assist the student in securing on the job training related to his/her career goals.

2. Assist the student in times of need.

3. Work with the employer in developing training plans consistent with the student's career goals.

4. Report problems related to the internship experience program to appropriate persons or officials.

5. Terminate this agreement if, after other appropriate investigation, no other mutually agreeable alternative is available.

Agreed to by: (Name, Date, Signature & Stamp)

1. Internship **Employer** Name and Signature: **Mr. Abhiyan Thapa**

2. Internship Employer Company Stamp: _____
   Date: 03/03/2022

3. Internship **Student** Name and Signature: **Sandesh Subedi**   Date: 03/03/2022

4. Internship Coordinator (**Infomax**) Name and Signature: Ms. Sandhya Acharya _____

5. Date: 03/03/2022

Cover Letter

Sandesh Subedi
Masbar - 7
Pokhara, 33700
February 15, 2022

Mr. Abhiyan Thapa
Title: Application for the internship of junior flutter developer
Rangin Technology
Bagale Tole - 8
Pokhara, 33700

Respected Mr. Thapa,

Thank you for the opportunity to apply for your company's Junior Flutter Developer position. After reading your job description, it's evident that you're searching for someone who is very familiar with the role's tasks and can confidently carry them out. Given these requirements, I am certain that I possess the requisite skills to competently complete the task and exceed expectations.

I am a dedicated college student (BSc. IT Hons) now enrolled at Infomax College of Information Technology and Management. My instructors and peers have continuously recognized me as a diligent worker throughout my academic career. I've built demonstrated communication, technical, and linguistic abilities while working on academic and extracurricular projects, which I intend to apply to the Junior Flutter Developer post at your organization.

I hope that after examining my resume, you will agree that I am the type of qualified and competitive applicant you want. I'm excited to discuss how my specialized skills and abilities will benefit your company. Please contact me at 977-982-710-0678 or sandeshyes77@gmail.com to schedule a time that is convenient for both of us.

Thank you for your time and consideration; I hope to hear from you soon.

Curriculum Vitae

Sandesh Subedi

Student

An ambitious and self-motivated college student with immense commitment to pursue a career in technology. Demonstrated communication, technical, and linguistic abilities while working on academic and extracurricular projects. Displayed a fundamental role in college's flourishing football team and several other extra curricular activities. Ardent to assure a role as a mobile application developer, which will furnish further advancement in future technology and businesses.

Work History

2019-04 - 2020-04

Receptionist

Hotel Mountain Heritage, Lakeside, Pokhara

- Confirmed appointments, communicated with clients and updated client records.
- Managed multiple tasks and met time-sensitive deadlines.
- Resolved customer problems and complaints.

Education

2016-04 - 2018-03

Science Education

Balodaya English Boarding School - Birauta -17, Pokhara

2019-09 - Current

Bachelor's: BSc. Hons IT

Infomax College of IT And Management - Ranipauwa Marg-11, Pokhara

Interests

Technology

Football

Business

Contact

Address
Pokhara, Nepal 33700

Phone
+9779827100678

E-mail
sandeshyes77@gmail.com

Skills

HTML and CSS
●●●●○
Very Good

Javascript, jQuery
●●●○○
Good

Java Programming
●●●○○
Good

User Interface (UI) design
●●●●○
Very Good

Customer/Clients Relation
●●●●○
Very Good

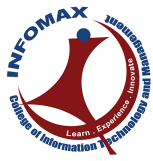| Curriculum Vitae	
Career Objective	Pursuing a career in technology, which will furnish technological advancement of mobile application to a different level in future technology and businesses.
Personal Profile	Full Name : Sandesh Subedi ID No: NPI000040 Address: Masbar-7, Pokhara Age: 21 Date of Birth: 2001-04-20 Gender: Male Nationality: Nepalese Religion: Hindu Race: Aryan Marital status: Unmarried Contact No: 9827100678 Email ID: sandeshyes77@gmail.com
Education	SLC : Balodaya English Boarding School, Pokhara-17 HSEB (+2 level): Balodaya English Boarding School, Pokhara-17 Bachelor's Degree: Infomax College of IT and Management, Ranipauwa Marg-11

Work Experience	Worked as a receptionist at Hotel Mountain Heritage for a year (April 2019 - April 2020)
Strengths	- Punctual - Hardworking - Communication Skills
Other Skills	Languages : Nepali, Hindi and English Clients Relation

References

1. Pawan Tiwari	2. Achyut Parajuli
Project Manager, Mantra Technology, Kathmandu ashmeet4283@gmail.com	Senior Laravel developer, Nipuna Prabhidik Sewa, Pokhara Achy.parajuli1@gmail.com

10 Most Common Interview Questions
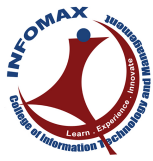
1. **Tell me about yourself?**

   First and foremost, I'd like to express my gratitude for the opportunity to be interviewed for this position today. My name is Sandesh Subedi and I would describe myself as a cheerful, resilient, and hardworking person who is constantly eager to learn and try new things. Currently, I am doing my Bachelors in at Infomax College Pokhara, with a major in Information Technology. Talking about my previous work experience, I was working as a social media handler at Hotel Mountain Heritage, Pokhara for 1 year, prior to my college. Over the course of my academic career, I have been able to develop necessary skills required for an IT professional. With my skills and inquisitiveness, I hope to create a strong foundation and help company grow to fullest.

2. **How to do you know about this organization?**

   Well, this question takes me back when I was seeking help on internet while learning Flutter. On Facebook group, I asked few questions to clear my doubts and a guy named Bijay Adhikari assisted me via comments and messages as well. During that time, I asked what he does and he replied me that he was working for this company. He shared how happy he was to work here and also praised employees for their friendliness. Afterwards, I did some research on internet and was pretty clear this would be an ideal company to apply for my placement.

3. **Tell us about skills that you have developed that might be useful for this Placement?**

   Over the course of my academic career, I got a magnificent opportunity to learn various sets of technical and behavioral skills. I have worked on plethora of college projects with distinctive languages such as Java, Flutter, C, Python, HTML, CSS and JavaScript. I am valued for my teamwork as well as communication and problem-solving skills during projects. Also, thanks to Google for their online course that helped me learn UI/UX design with ease. I believe, all of these skills will come handy throughout my placement and I also hope I can contribute as much as I can.

4. **Do you work better alone or with a team?**

Actually, both. I can work in a team but also on a solo projects. Depending on the type of project, one of those two approaches may prove to be more fruitful than the other. I can connect, interact, and receive meaningful input from my coworkers while working on the team. Working alone, on the other hand, improves my concentration and aids in problem solving.
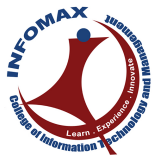
5. **Why did you choose your major?**

Choosing my major was a pretty easy decision. Since I was a kid, I was always interested in technology and how it actually works. Growing up, we had a cyber cafe where I got to learn about computers, internet and technology more closely. I believe technology is an indispensable part of everyone's life in today's world and can assist in making people's life easier. This is the reason why I selected IT as my major : to contribute something and make society and lifestyle better.

6. **Why Should You Be Hired for This Internship?**

I am currently in my senior year of college. Many things have been taught to us during our college years. However, putting what I've learned into practice will let me gauge how much I've learnt. I believe, I have skills and qualities to match the intern requirements. Hiring me, you will have someone who is immensely focused on making your company better every day. I can assure that you will be pleased to have someone who will keep team and company before his individual glory.

7. **What kind of decisions do you find most difficult to take?**

I am told that my decisions are straight most of the times. However, if I have to pick one, it would be during group projects where a lot of great ideas are accumulated and I have to choose one of them.

8. What is your greatest strength?

My strengths include versatility, patience and resilience. I am a type of person who wants to learn more and continually thrive to help out my colleagues and organization whenever required. I can adapt really well to stress and pressure of continuous work schedule as well. I also am pretty decent in problem solving which is key, especially in this particular department.

9. Do you have some work experience prior to this placement?

In 2019, I worked as a receptionist in Hotel Mountain Heritage, Pokhara for almost a year. This was after my high school but before joining the college. During my time as a receptionist, I learned to make appointments, create communication links with clients and work on database as well. These are some of my soft skills which were developed mostly during that period. Other than that, I have had no working experience before this placement.

10. What do you think you will achieve from this 12 weeks placement?

This 12 weeks placement can play a vital role in enhancing my career in Information Technology. This will allow me to advance my career, and I am looking forward to put my abilities and experience to good use while doing something that I actually enjoy. Guidelines received during this placement will assist in correcting and enhancing my qualities in so many ways. I will learn how to work in a project with a big team that collaborates and builds a top level software.
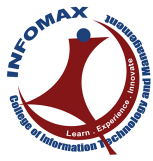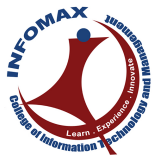
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Week 1 –Pre Industrial Experience Logbook

Student: Sandesh Subedi (A) - NPI000040

Date: 22/01/2022
Objective of the Activity: Internship Briefing in Classroom
Contents :

Week 1 –Pre Industrial Experience Logbook

Student: Sandesh Subedi (A) - NPI000040

Date: 03/02/2022
Objective of the Activity: Creating updated CV and resume
Contents :

SCHOOL OF COMPUTING

Week 2 –Pre Industrial Experience Logbook

Student: Sandesh Subedi (A) - NPI000040

Date: 15/02/2022
Objective of the Activity: Applying for an internship
Contents :

SCHOOL OF COMPUTING

Week 2 –Pre Industrial Experience Logbook

Student: Sandesh Subedi (A) - NPI000040

Date: 03/03/2022
Objective of the Activity: Interview at Rangin Technology and internship selection
Contents :

Part 1 : Pre-industrial Experience Meeting Report Form

To be completed after each meeting and returned to:

Internship Coordinator, Infomax College of IT and Management, School of Computing

E-mail   :   sandhya@infomaxcollege.edu.np

Student Name   :   Sandesh Subedi

Academic Supervisor :   Ms. Sandhya Acharya

Date   :   _____

SUMMARY

Is the progress of the student on track?

          Yes / No

Do the notes below require prompt attention by the coordinator?

          Yes / No

Notes on Meeting

_____

_____

_____

_____

Supervisor Signature

_____

Part 1 : Pre-industrial Experience Meeting Report Form

To be completed after each meeting and returned to:

Internship Coordinator, Infomax College of IT and Management, School of Computing

E-mail   :   sandhya@infomaxcollege.edu.np

Student Name   :   Sandesh Subedi

Academic Supervisor :   Ms. Sandhya Acharya

Date   :   _____
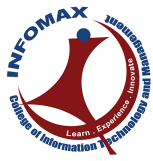
SUMMARY

Is the progress of the student on track?

      Yes / No

Do the notes below require prompt attention by the coordinator?

      Yes / No

Notes on Meeting

_____

_____

_____

_____

Supervisor Signature

_____

SCHOOL OF COMPUTING

Part 1 : Pre-industrial Experience Meeting Report Form

To be completed after each meeting and returned to:

Internship Coordinator, Infomax College of IT and Management, School of Computing

E-mail : sandhya@infomaxcollege.edu.np

Student Name : Sandesh Subedi

Academic Supervisor : Ms. Sandhya Acharya

Date : _____

SUMMARY
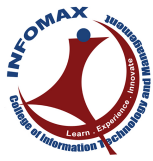
Is the progress of the student on track?

Yes / No

Do the notes below require prompt attention by the coordinator?

Yes / No

Notes on Meeting

_____

_____

_____

_____

Supervisor Signature

_____

SCHOOL OF COMPUTING

Infomax Recommendation Letter

Registration No : 36058/062/063

Infomax College of Information Technology and Management

Date:15-02-2022   Ref.No.: ICITM-022-IR-18

To,
Rangin Technology
Bangale Tole, Pokhara

Dear Sir,

It gives immense pleasure to say that Infomax College of IT and Management conducts three years (6 semesters) courses on B. Sc.IT (Hons.) and BBM (Hons.) in academic collaboration with Asia Pacific University of Technology and Innovation (APU). APU is an award-winning Malaysia's Premier University& APU is among the Top 10 Emerging Public and Private Universities in Malaysia.

We have been approved by Ministry of Education and these courses are recognized by Tribhuvan University. These courses introduce students with IT skills as well as latest management and strategy to cope up with industrial requirements. During these three years, students are exposed to latest technology, communication system, decision support system and many other areas. These courses involve imparting knowledge in the area of programming languages and techniques, system development, infrastructure management, finance, quantitative skills, etc.

During first year of studies students have gained basic understanding of the context within which business operate - Management, Law, Accounting, Economics, Entrepreneurship and Marketing. They are also exposed towards business & communication skills, computing & IT skills, quantitative skills, and independent learning.

During second year of studies, students are also exposed to more advanced level of curriculum including behavioral science, business ethics & governance, critical thinking in management, and international culture & communications. In-depth understandings in functional management in various areas are developed as well.

The students of the above-mentioned course have to undertake a 12-week Internship in the specialized field as the part of the curriculum. We shall be grateful to you if you permit our student to pursue Internship in your esteemed organization. We are sure that they would pass through your strict norms and standards.

Apart from this, a brief profile of Mr. Sandesh Subedi student of BSc IT(Hons) and his roll number

NPI000040 is attached for your reference.

Please feel free to contact me for any further inquiry.
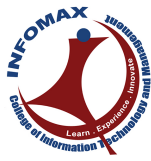
Sincerely,

Sandhya Acharya

Project Supervisor

Academic Collaboration with

Ranipauwa, Phulbari Marga, Pokhara - 11, Nepal
Tel: 00977-61-535735, 521342
www.infomaxcollege.edu.np | mail@infomaxcollege.edu.np
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A·P·U
ASIA PACIFIC UNIVERSITY
OF TECHNOLOGY & INNOVATION

Letter of Declaration

Date: 03/03/2022

Student's Name : Sandesh Subedi

ID No: NPI000040

Batch and Course of Studies: BSc. IT (Hons)

Chairman of the Internship Committee

Infomax College of IT and Management

I hereby declare that I fully understand the rules and regulations with regards to the internship modules PA002-5-2.

I promise that I will uphold my professional conduct when dealing with the employer/employers. I assure the university that I will perform to the best of my abilities to contribute to the organization and make the most of the opportunity for my personal advancement.

Best regards,

_____

Name : Sandesh Subedi

ID No: NPI000040

INDUSTRIAL EXPERIENCE PART 1 (PA002-5-2)

Pre-Internship Assessment Form

Student's name : Sandesh Subedi	Student's ID : NPI000040
Intake Code : NP3F2209IT	Tutor Name : Ms. Sandhya Acharya
Award Title :	

COMPONENT 1: (This component contributes to 30% of the module assessment)

Plan of action for seeking employment, including supporting documentation such as CV and letter of application.

Please tick ONE box and provide comments to justify mark.

Fail	Marginal Fail	Pass	Credit	Distinction
———	———	———	———	———
Enter a mark between 0 and 11	Enter a mark between 12 and 14	Enter a mark between 15 and 19	Enter a mark between 20 and 22	Enter a mark between 23 and 30

COMMENTS -

Signature _____   Date _____

COMPONENT 2: (This component contributes to 30% of the module assessment)

A portfolio of evidence of activities demonstrating employability skills that have been developed and the contexts in which this took place.

Please tick ONE box and provide comments to justify mark.

Fail	Marginal Fail	Pass	Credit	Distinction
———	———	———	———	———
Enter a mark between 0 and 11	Enter a mark between 12 and 14	Enter a mark between 15 and 19	Enter a mark between 20 and 22	Enter a mark between 23 and 30

COMMENTS -

Signature _____   Date _____

COMPONENT 3: (This component contributes to 40% of the module assessment)

A portfolio of evidence demonstrating active pursuit of internship opportunities, and either confirmation of being selected for an internship of at least 12 weeks duration or a schedule of suitable activities planned that will provide opportunities for personal and professional development equivalent to an internship of 12 weeks duration.

Please tick ONE box and provide comments to justify mark.

Fail	Marginal Fail	Pass	Credit	Distinction
____	____	____	____	____
Enter a mark between 0 and 15	Enter a mark between 16 and 19	Enter a mark between 20 and 25	Enter a mark between 26 and 29	Enter a mark between 30 and 40

COMMENTS -

Signature _____   Date

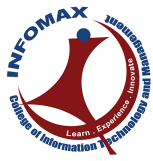|	
Cover Letter and CV	_____ out of 30
Portfolio of skills	_____ out of 30
Portfolio of evidence	_____ out of 40
Total	_____ out of 100

Part 1- Pre Industrial Experience Assessment Form

(To be completed by Academic Supervisor.)

1. Student Name: _____

2. Programme/Course: _____

3. Student ID No: _____

4. Intake: _____

5. Company: _____

6. Period of placement: _____

CRITERIA	CHECK LIST
1. Cover letter & Curriculum Vitae	
2. Answers to 10 interview questions	
3. Logbook-part 1 (starting week 3)-activities undertaken by student to secure industrial placement	
4. Professional conduct letter	
5. Meeting form with academic supervisor	
TOTAL	***PASS / FAIL**

* Must have the entire component above in order to pass.

Other Comments:

_____

_____

_____

_____

Academic Supervisor's Signature :

Name:

Designation with Date: