

# Mukti Institute of Technology(MIT) & Employment Exchange (EE)- Objectives & Activities

- To provide computer skills to the unemployed youths in the Raidighi area of South 24 parganas.
- To prepare the student to complete his/her technical education and gain meaningful occupation.

## Major Activities

- Offered courses on the following to the enrolled students:
  - A) Mukti Certified Desktop Office Application (MCDOA)
  - B) Mukti Certified Secured Web Service Assistant (MCSWA)
  - C) Mukti Certified Account Management (MCAM)
  - D) Mukti Certified Desktop Publishing Operator (MCDPO)
- Linking students with job placement agencies and consultants
- Started Mukti Employment Exchange

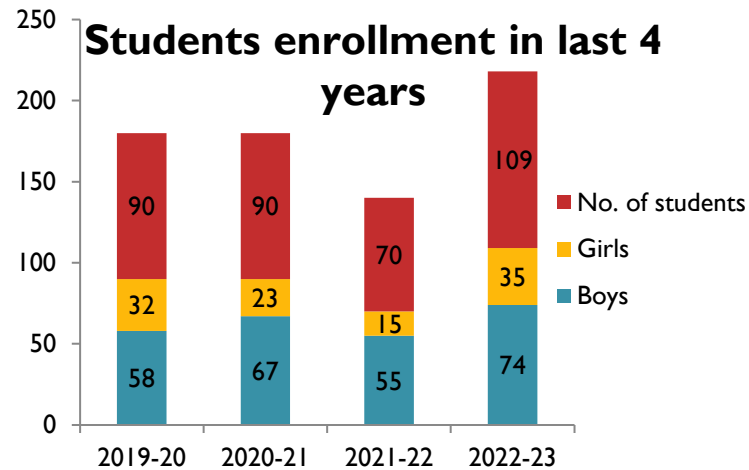
# Project Highlights

- We have been continuing the classes despite the pandemic situation and natural calamity in the area.
- We are strictly following the Covid-19 guidelines and norms prescribed by the Government of India.
- No. of continuing students at MIT: 109
- No. of new applications received at MIT: 100
- No. of student completed their course at MIT: 70
- 500 new students have been enrolled his/her name in Mukti Employment Exchange for the next interview.
- Hand bills and online forms shared to receive more job seekers profile for Employment Exchange.
- Collaboration between MIT & Dreamline Job School (Consultancy) to provide job training and arrange for 5 interviews to the enrolled candidates.
- 1 student got placed under administration wing of ICICI Foundation.
- After completion of each course, an exam is conducted and passed out candidates are awarded with a certificate.

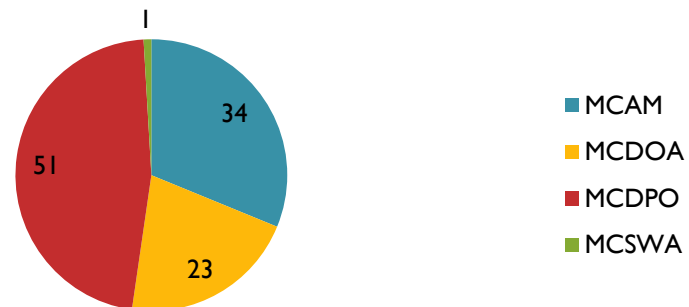
## Job description for Employment Exchange Project Coordinator

- Experienced project coordinator to coordinate multiple activities
- Communicate with the students and parents and convincing them about the placement course
- Follow up with the students and trainers
- Collecting students/ job seekers info from various sources
- Maintaining database on regular basis
- Managing the admission and enrollment procedure
- Perform different administrative work required for the smooth operation of the project

# Info graphics



## Coursewise student enrollment details-FY 2022-23



# MUKTI Institute of Technology & Employment Exchange budget for 2022-2023

	Particulars	Amount (2021-22)	Utilization Cost	Amount (2022-23)
<b>A</b>	<b>MIT Staff Salary Expenses</b>	<b>6,66,000</b>		<b>4,92,000</b>
<b>A.1</b>	Project coordinator (1)	2,40,000	2,40,000	1,80,000
<b>A.2</b>	Vocational Teacher (1)	1,20,000	1,20,000	1,32,000
<b>A.3</b>	Cleaner and caretaker maintance (Partime)	72,000	72,000	78,000
<b>A.4</b>	Accountant	1,44,000	1,44,000	
<b>A.5</b>	Programme management (25% of one manager)	90,000	90,000	1,02,000
<b>B</b>	<b>Employment Exchange Expenses</b>	<b>3,72,000</b>		<b>3,80,000</b>
<b>B.1</b>	Employment exchange Project Coordinator	72,000	48,000	1,80,000
<b>B.2</b>	Readiness with softskill, interview technique and placement	3,00,000	29,173	2,00,000

<b>C</b>	<b>MIT Programme Expenses</b>	<b>3,76,000</b>		<b>5,10,000</b>
<b>C.1</b>	Existing Lab repair- Maintanance	88000	49145	
				120000
<b>C.2</b>	Job Oriented LAB setup on requirment basis	0		
				0
<b>C.3</b>	Placement software and Computer purchase	0		60,000
<b>C.4</b>	Digital classroom setup	0		0
<b>C.5</b>	Rent and electricity	1,84,800	1,80,259	1,92,000
	Travel Expenses	79,200	90,000	90,000
<b>C.14</b>	Electrical wiring	0		30,000
<b>C.15</b>	Office Shifting expenses	0		0
<b>C.16</b>	Civil work for readiness	0		0
<b>C.17</b>	Cable Internet highspeed for all computer	24,000	18,000	18,000
	<b>Total except contingency and indirect expenses</b>			<b>1382000</b>
<b>D</b>	<b>MIT Indirect Expenses</b>	<b>1,03,920</b>		<b>1,07,920</b>
<b>D.1</b>	Stationery & Mailings	8,000	7,850	10,000
<b>D.2</b>	Printing	10,000	9,500	15,000
<b>D.3</b>	other admin expenses 6%	85920	85920	
				82920
	ISO Renewal		6500	
	<b>Total Mukti Institute of Technology Expenses for FY 2021-22</b>	<b>15,17,920</b>	<b>11,90,347</b>	<b>14,89,920</b>

Raidighi Mukti Institute of Technology & Employment Exchange Income				
	Particulars	Amount (2021-22)		Amount (2022-23)
8	Income from Students			
1	Contribution from Students of Computer	80,000	58800	1,00,000
2	Contribution from Students of Job training	50,000		50,000
	Total Mukti Institute of Technology Income for FY 2021-22	1,30,000	58,800	1,50,000
	Fund required to support the programme	13,87,920		13,39,920
	Fund received	12,35,000		
	Amount utilized		11,31,547	
	Amount unutilized		1,03,453	1,03,453
	Requested fund for 2022-2023 after adjustment			12,36,467



# Glimpses





# Glimpses

