

**Mohammed Ashraf B A**  
**Ad-hoc Faculty**  
**Department of Tourism Studies**  
**Central University of Kerala**

----- Forwarded message -----

From: **biji** <[biji@speedwings.org](mailto:biji@speedwings.org)>

Date: Wed, Jun 3, 2020 at 6:23 PM

Subject: letter of acceptance and conformation

To: Mohammed Ashraf B A <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>

Cc: dr vbchand <[drvbchand@cukerala.ac.in](mailto:drvbchand@cukerala.ac.in)>, Management Saas <[management@speedwings.org](mailto:management@speedwings.org)>, Biji Epan <[biji@speedwings.org](mailto:biji@speedwings.org)>

Dear Sirs,

Enclosed pls find our letter of acceptance and conformation regarding the online training program for the Department of Tourism.


Original copy will be send to you thru courier.

Following documents are attached herewith :

1. Letter to Central University of Kerala dt 03.06.20
2. 2. Introduction to Aviation – syllabus for the OJT

Regards

**Biji Epan**

 <https://docs.google.com/uc?export=download&id=15oGE5P7MfMVyCqPt1PLK8jQ8CgHUFt4G&revid=0B0FaJNTERtLyKytITFRYL3VYWm9IWHpPcERmQ1gzMmY0cy9nPQ>

**Speedwings Aviation Academy**

Enchakalody Tower, [LFC Road, Kaloor, Cochin-17, India](#)

**From:** Mohammed Ashraf B A [mailto:[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)]

**Sent:** Tuesday, June 02, 2020 3:42 PM

**To:** Biji Epan

**Cc:** dr vbchand; Management Saas

**Subject:** Re: Proposal Revised

Dear Sir,

Thanks for your email.

We are very happy to know that your institution preparing well to deliver online classes for our students without compromising on quality. And we are eagerly looking forward to commence the class at the earliest from your end.

Now we are expecting an official confirmation for our request with syllabus and modules as you mentioned in your last mail.

Thanks!

On Mon, 1 Jun 2020, 12:54 biji, <[biji@speedwings.org](mailto:biji@speedwings.org)> wrote:

Dear Mr Ashraf,

Thank you for the approval attachment signed by the Dean, School of Business Studies requesting us to start the online training effective today. We confirm our acceptance of the same.

As mentioned on the phone , we are in the process of upgrading our infrastructure to ensure that the online internship course can be done in a much better method than using the “ ZOOM “ application , which from our practical experience has certain technical and time limitations.

In view of this, please be advised that we are not in a position to start the training today and we will need at least 10 working days to get this going. We shall update you periodically on the developments at our end and also ensure that you are given sufficient time to inform your students of when the classes would begin.

Kind attn.: Dr Balachandran . this has reference to you mail

Please note that an official communication regarding acceptance shall be sent shortly along with the syllabus and modules.

Regards

**Biji Eapen**

Chairman & CEO

Tel: +91 9846055730, +91 484 2539449

[biji@speedwings.org](mailto:biji@speedwings.org), [president@iaai.in](mailto:president@iaai.in)

[www.speedwings.org](http://www.speedwings.org) [www.swaan.in](http://www.swaan.in)

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Speedwings Aviation Academy

Enchakalody Tower,[LFC Road, Kaloor, Cochin-17, India](#)

**From:** Mohammed Ashraf B A [mailto:[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)]

**Sent:** Saturday, May 30, 2020 2:11 PM

**To:** Management Saas

**Cc:** Biji Epan

**Subject:** Re: Proposal Revised

Hello Madam,

Greetings of the day!

We are very happy to confirm the proposal for online course/internship.

It would be great if we can begin the course immediately by next week i.e, 1st June and our convenient time is 11:30 AM to 01:00 PM.

And I have attached Confirmation to the proposal for online course/internship duly signed by Dean, School of Business Studies.

Kindly confirm from your end.

Looking forward from you.

On Wed, 20 May 2020, 14:58 Management Saas, <[management@speedwings.org](mailto:management@speedwings.org)> wrote:

Dear Sir,

Thank you for your response.

On Wed, 20 May 2020, 13:43 Mohammed Ashraf B.A Guest Faculty, <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)> wrote:

Dear Madam,

Thanks for the revised proposal.

We will process internally and get back to you at the earliest.

On Wed, 20 May 2020, 13:40 Management Saas, <[management@speedwings.org](mailto:management@speedwings.org)> wrote:

Dear Sir,

Please find attached the revised proposal ( fees included ) for the 20 days online training programme.

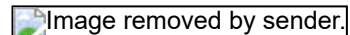
**Best Regards**

**Mala Prasad**  
Head - Admin & HR

**Tel: 9645611155/0484-2539937/ 2539449**

[management@speedwings.org](mailto:management@speedwings.org) [www.speedwings.org](http://www.speedwings.org)

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

Image removed by sender.

**Speedwings Aviation Academy**

**Enchakalody Tower, [LFC Road, Kaloor, Cochin-17, India](#)**



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## 2 attachments



**Letter to Central University of Kerala.jpg**  
1014K



**Introduction to Aviation -Syllabus for OJT.pdf**  
436K

Ref: SAAS/ 053-20/BE/OJT  
3rd June 2020

**Prof Dr.V.Balachandran**  
Dean, School of Business studies  
Central University of Kerala,  
Tejaswini Hills, Perilya. P.O  
Kasaragod -671320

Dear Sir,

**Sub:** Confirmation of on-line Internship program for the students of the Department of Tourism at the Central University of Kerala in Kasaragod.

**Ref:** Your letter ref: CUK/MBA/TS/Summer Internship/2020-21 dated 28.05.20, for conducting an on-line Internship program for your esteemed students Department of Tourism at the Central University of Kerala in Kasaragod.

Greetings from Speedwings.

With reference to your cited letter dated 28th May 2020. we are pleased to accept and confirm our acceptance of your proposed online Internship program based on the syllabus /subjects referred to "**Introduction to Aviation - Proposed Topics for OJT**", attached herewith, for your ready reference and perusal.

We are in the process of upgrading our infrastructure to ensure that the online internship course can be done in a much better method than using the "ZOOM" application, which from our practical experience has certain technical and time limitations.

However, foreseeing a delay in upgrading due to the non-availability of spares during this lockdown period, with the presently available facilities, we shall confirm our readiness to start the classes **from Monday 8th June 2020**, provided, if acceptable and convenient to the students.

Our online classes can be viewed by the candidates in his/her mobile, tablet, laptop, or personal commuturs. The training shall be of daily for 1.30 hrs for 20 days, excluding weekends, Saturdays and Sundays, and/or any other public holidays. Certificates shall be issued to successful candidates, based on their performance, assessment and evaluation.

We would like to thank you for the opportunity and your confidence in our ability to contribute to a larger mission. Thanking you,

For Speedwings Aviation Academy,

  
**Biji Eapen**  
Chairman & CEO

Encl: as above



Corporate Office : SpeedWings Aviation Academy, Enchakalody Tower, LFC Road, Kaloor, Kochi - 682 017, India  
T : +91 484 253 9449, 253 9937, 405 5559, E : saas@speedwings.org, info@speedwings.org, W : www.speedwings.org



**Attendance Sheet - Central University, Kasaragod**

SI No	Name	08-06-2020	09-06-2020	10-06-2020	11-06-2020	12-06-2020
		Monday	Tuesday	Wednesday	Thursday	Friday
1	Abdul Bajid P	x	x	x	x	a
2	Abhijith R	x	x	x	x	x
3	Abhilash. M	x	x	x	x	a
4	Agnus P B	x	x	x	x	x
5	Akhilamol c	x	x	x	x	x
6	Ameen P	x	x	x	x	x
7	Anjali M	x	x	x	x	x
8	Anjima A M	x	x	x	x	x
9	Anoop P K	x	x	x	x	x
10	Arjitha. A	x	x	x	x	x
11	Ashwani Sreedharan	x	x	x	x	x
12	Aswathi M	x	x	x	x	x
13	Divil Kumar K G	x	x	x	x	x
14	Divya P	x	x	x	x	x
15	Fathimath Mukthara Nasreen	x	x	x	x	x
16	Greeshna C	x	x	x	x	x
17	Hajirath Raheena K R	x	x	x	x	x
18	Jisha Nair	x	x	x	x	x
19	Jithin A K	x	x	x	x	x
20	Kavya. E V	x	x	x	x	x
21	Krishna V S	x	x	x	x	x
22	Nithin T	x	x	x	x	x
23	Resha Basheer Pattupara	x	x	x	a	x
24	Rezmiya Fida C M	x	x	x	x	x
25	Rithin P	x	x	x	x	x
26	Shilpa K V	x	x	x	x	x
27	Sreelakshmi Sukumaran	x	x	x	x	x
28	Subith Kumar P	x	x	x	x	x
29	Unnimaya M Y	x	x	x	x	x
30	Vishnumaya	x	x	x	x	x



**Attendance Sheet - Central University, Kasaragod**

SI No	Name	22-06-2020	23-06-2020	24-06-2020	25-06-2020	26-06-2020
		Monday	Tuesday	Wednesday	Thursday	Friday
1	Abdul Bajid P	x	x	x	x	x
2	Abhijith R	x	x	x	x	x
3	Abhilash. M	x	x	x	x	x
4	Agnus P B	x	x	x	x	x
5	Akhilamol c	x	x	x	x	x
6	Ameen P	x	x	x	x	x
7	Anjali M	x	x	x	x	x
8	Anjima A M	x	x	x	x	x
9	Anoop P K	x	x	x	x	a
10	Arjitha. A	x	x	x	x	x
11	Ashwani Sreedharan	x	x	x	x	x
12	Aswathi M	x	x	x	x	x
13	Divil Kumar K G	x	x	x	x	x
14	Divya P	x	x	x	x	x
15	Fathimath Mukthara Nasreen	x	x	x	x	x
16	Greeshna C	x	x	x	x	x
17	Hajirath Raheena K R	x	x	x	x	x
18	Jisha Nair	x	x	x	x	x
19	Jithin A K	x	x	x	x	x
20	Kavya. E V	x	x	x	a	x
21	Krishna V S	x	x	x	x	x
22	Nithin T	x	x	x	x	x
23	Resha Basheer Pattupara	x	x	x	x	x
24	Rezmiya Fida C M	x	x	a	x	x
25	Rithin P	x	x	x	x	x
26	Shilpa K V	x	x	x	x	x
27	Sreelakshmi Sukumaran	x	x	x	x	x
28	Subith Kumar P	x	x	x	x	a
29	Unnimaya M Y	x	x	x	x	x
30	Vishnumaya	x	x	x	x	x

**Attendance Sheet - Central University, Kasaragod**

SI No	Name	29-06-2020	30-06-2020	01-07-2020	02-07-2020	03-07-2020	Total Days Present
		Monday	Tuesday	Wednesday	Thursday	Friday	
1	Abdul Bajid P	x	x	a	x	x	18/20
2	Abhijith R	a	x	x	x	x	18/20
3	Abhilash. M	x	x	x	x	x	19/20
4	Agnus P B	x	x	x	x	x	20/20
5	Akhilamol c	x	x	x	x	x	20/20
6	Ameen P	x	x	x	x	x	20/20
7	Anjali M	x	x	x	x	x	20/20
8	Anjima A M	x	x	x	x	x	20/20
9	Anoop P K	x	x	x	x	x	19/20
10	Arjitha. A	x	x	x	x	x	19/20
11	Ashwani Sreedharan	x	x	x	x	x	20/20
12	Aswathi M	x	x	x	x	x	20/20
13	Divil Kumar K G	x	x	x	x	x	20/20
14	Divya P	x	x	x	x	x	20/20
15	Fathimath Mukthara Nasreen	x	x	x	x	x	20/20
16	Greeshna C	x	x	x	x	x	20/20
17	Hajirath Raheena K R	x	x	x	x	x	20/20
18	Jisha Nair	x	x	x	x	x	20/20
19	Jithin A K	x	x	x	x	x	20/20
20	Kavya. E V	x	x	x	x	x	19/20
21	Krishna V S	x	x	x	x	x	20/20
22	Nithin T	x	x	x	x	x	19/20
23	Resha Basheer Pattupara	x	x	x	x	x	19/20
24	Rezmiya Fida C M	x	x	x	x	x	19/20
25	Rithin P	x	x	x	x	x	20/20
26	Shilpa K V	x	x	x	x	x	20/20
27	Sreelakshmi Sukumaran	x	x	x	x	x	20/20
28	Subith Kumar P	x	x	x	x	x	20/20
29	Unnimaya M Y	x	x	x	x	x	19/20
30	Vishnumaya	x	x	x	x	x	20/20

**Attendance Sheet - Central University, Kasaragod**

SI No	Name	15-06-2020	16-06-2020	17-06-2020	18-06-2020	19-06-2020
		Monday	Tuesday	Wednesday	Thursday	Friday
1	Abdul Bajid P	x	x	x	x	x
2	Abhijith R	x	x	x	x	a
3	Abhilash. M	x	x	x	x	x
4	Agnus P B	x	x	x	x	x
5	Akhilamol c	x	x	x	x	x
6	Ameen P	x	x	x	x	x
7	Anjali M	x	x	x	x	x
8	Anjima A M	x	x	x	x	x
9	Anoop P K	x	x	x	x	x
10	Arjitha. A	x	a	x	x	x
11	Ashwani Sreedharan	x	x	x	x	x
12	Aswathi M	x	x	x	x	x
13	Divil Kumar K G	x	x	x	x	x
14	Divya P	x	x	x	x	x
15	Fathimath Mukthara Nasreen	x	x	x	x	x
16	Greeshna C	x	x	x	x	x
17	Hajirath Raheena K R	x	x	x	x	x
18	Jisha Nair	x	x	x	x	x
19	Jithin A K	x	x	x	x	x
20	Kavya. E V	x	x	x	x	x
21	Krishna V S	x	x	x	x	x
22	Nithin T	a	x	x	x	x
23	Resha Basheer Pattupara	x	x	x	x	x
24	Rezmiya Fida C M	x	x	x	x	x
25	Rithin P	x	x	x	x	x
26	Shilpa K V	x	x	x	x	x
27	Sreelakshmi Sukumaran	x	x	x	x	x
28	Subith Kumar P	x	x	x	x	x
29	Unnimaya M Y	x	x	x	x	x
30	Vishnumaya	x	x	x	x	x

On Sun, 21 Jun 2020, 14:47 drvbchand, <[drvbchand@cukerala.ac.in](mailto:drvbchand@cukerala.ac.in)> wrote:

Ok.I noted that one student no.2 is quoted as absent. Did you check why he has not attended?

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Mohammed Ashraf B A <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>

Date: 21/06/2020 10:26 (GMT+05:30)

To: dr vbchand <[drvbchand@cukerala.ac.in](mailto:drvbchand@cukerala.ac.in)>

Cc: "Nagaraja Sharma U (Guest Faculty)" <[nagarajasharma@cukerala.ac.in](mailto:nagarajasharma@cukerala.ac.in)>, Dhanya Sadhanandan <[dannyabhi2015@gmail.com](mailto:dannyabhi2015@gmail.com)>

Subject: Fwd: Attendance of the week from 15 June to 19 June 2020

Dear Sir,

PFA Weekly attendance report from Speedwings, Cochin.

----- Forwarded message -----

From: **Management Saas** <[management@speedwings.org](mailto:management@speedwings.org)>

Date: Fri, 19 Jun 2020, 17:46

Subject: Attendance of the week from 15 June to 19 June 2020

To: Mohammed Ashraf B.A Guest Faculty <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>

Cc: Biji Epan <[biji@speedwings.org](mailto:biji@speedwings.org)>, IAAI President <[president@iaai.in](mailto:president@iaai.in)>

Dear Sir,

Please find attached the attendance of the students who attended the online classes for the week from 15 June to 19 June 2020.

We are happy to inform you that the students were attentive and interactive in the class sessions.

We would be thankful to you if you could get feedback from the students from your side ,enabling us for further improvement if any.

Thank you

**Best Regards**

**Mala Prasad**

**Head - Admin & HR**

**Tel: 9645611155/0484-2539937/ 2539449**

**[management@speedwings.org](mailto:management@speedwings.org) [www.speedwings.org](http://www.speedwings.org)**

**[www.swaan.in](http://www.swaan.in)**



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# Introduction to Aviation

## Proposed topics for OJT

20 Days programme  
1.30 hr each - 5 days a week

### Travel and Tourism

- Introduction to Travel and Tourism Industry
- History of Indian and World aviation
- International Travel and Tourism - organizations and conventions
- World Geography, coding and decoding of cities, airports and airlines
- Destinations and cultural Geography
- Calculations of Time difference and Total transportation
- Journey types and Itinerary Planning
- Travel documents
- Passenger and baggage, check-in procedures
- Departure, arrival and boarding procedures

### Aviation Industry

- CUTE and DCS activities
- Special Passengers - Handling, Documentation and regulatory procedures
- Functions/ operations of airports and airlines
- Aviation safety, security and environmental factors
- Growing trends in aviation
- Aircraft – types and their configuration
- ETOPS
- Customer Service

### Air Cargo handling

- Air cargo acceptance and handling procedures
- Air Waybill and its function, other documentations
- Special Load -acceptance, handling and documentation
- Export – pre-flight and post-flight documentation
- Import – documentation and handling procedures
- Basics of air cargo rating
- Air Waybill issuance and exercise

### Logistics and supply chain management

- Concept of Logistics and Supply chain management - and its application in industries
- Different activities in logistics
- Various modes of transportation ( Rail, Ocean, Road ) and containerization

### Computerized Reservation – familiarization

- Online training in computerised reservation.

#### **Note:**

- **Students are advised to take notes during the online session.**
- **The Fees for the 20 day programme is Rs.3,000/- per student.**



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Mala Prasad  
Head - Admin & HR

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DIRECTORATE GENERAL OF  
CIVIL AVIATION

Speedwings Aviation Academy  
Enchakalody Tower, LFC Road, Kaloor, Cochin-17, India

On Tue, 7 Jul 2020 at 12:03, Mohammed Ashraf B A <mohammedashraf@cukerala.ac.in> wrote:

Dear Madam,

Greetings of the day!

Thanks for your email. I will get in touch with the administrative team and get back to you at the earliest.

Thanks & Regards

**Mohammed Ashraf B A**

On Mon, Jul 6, 2020 at 12:56 PM Management Saas <[management@speedwings.org](mailto:management@speedwings.org)> wrote:

Dear Sir,

Greetings from SpeedWings!!!

This mail is to inform you that the invoice for the online OJT program will be raised next week, as we are closing down the academy for 1 week due to the increase in the Covid cases and many of the areas are closed down here declaring it as a containment area.

Please send us the address to which the invoice has to be raised, also the GST number, enabling us to raise the invoice.

Thank you

Best Regards

Mala Prasad  
Head - Admin & HR

Tel: 9645611155/0484-2539937/ 2539449

[management@speedwings.org](mailto:management@speedwings.org) [www.speedwings.org](http://www.speedwings.org)  
[www.swaan.in](http://www.swaan.in)



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DIRECTORATE GENERAL OF  
CIVIL AVIATION

# Introduction to Aviation

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- Online training in computerised reservation.

### **Note:**

- **Students are advised to take notes during the online session.**
- **The Fees for the 20 day programme is Rs.3,000/- per student.**



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## Fwd: OJT Syllabus for 20 days

1 message

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**Unnikrishnan T Guest Faculty** <unnikrishnan.t@cukerala.ac.in>  
To: Department of Tourism Studies <tourism@cukerala.ac.in>

Wed, Sep 15, 2021 at 10:57 AM

**Thanks and Regards,**

उन्नीकृष्णन टी | Unnikrishnan T  
अतिथि संकाय | Guest Faculty  
पर्यटन अध्ययन विभाग | Department of Tourism Studies  
केरल केन्द्रीय विश्वविद्यालय | Central University of Kerala  
तेजस्विनी हिल्स, पेरिया डाकघर | Tejaswini Hills, Periy PO  
कासरगोड - ६७१३१६ | Kasaragod - 671 316  
Kerala (India) केरल (भारत)  
Ph: +91 8281243182  
Email: [unnikrishnan.t@cukerala.ac.in](mailto:unnikrishnan.t@cukerala.ac.in)

----- Forwarded message -----

From: **Mohammed Ashraf B A** <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>  
Date: Wed, Sep 15, 2021 at 10:54 AM  
Subject: Fwd: OJT Syllabus for 20 days  
To: Unnikrishnan T Guest Faculty <[unnikrishnan.t@cukerala.ac.in](mailto:unnikrishnan.t@cukerala.ac.in)>

----- Forwarded message -----

From: **Management Saas** <[management@speedwings.org](mailto:management@speedwings.org)>  
Date: Tue, 19 May, 2020, 2:01 pm  
Subject: Re: OJT Syllabus for 20 days  
To: Mohammed Ashraf B.A Guest Faculty <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>  
Cc: Biji Epan <[biji@speedwings.org](mailto:biji@speedwings.org)>, IAAI President <[president@iaai.in](mailto:president@iaai.in)>

Dear Sir,

Please find attached the edited version of the training programme, as requested for your kind reference.  
Thank you for your kind support and patience.

Best Regards

Mala Prasad  
Head - Admin & HR

Tel: 9645611155/0484-2539937/ 2539449  
management@speedwings.org www.speedwings.org  
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Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Mohammed Ashraf B A <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>

Date: 13/06/2020 11:57 (GMT+05:30)

To: dr vbchand <[drvbchand@cukerala.ac.in](mailto:drvbchand@cukerala.ac.in)>

Cc: "Nagaraja Sharma U (Guest Faculty)" <[nagarajasharma@cukerala.ac.in](mailto:nagarajasharma@cukerala.ac.in)>, Dhanya Sadhanandan <[dannyabhi2015@gmail.com](mailto:dannyabhi2015@gmail.com)>

Subject: Fwd: Central University Week 1 report

Thanks & Regards

**Mohammed Ashraf B A**  
**Ad-hoc Faculty**  
**Department of Tourism Studies**  
**Central University of Kerala**

----- Forwarded message -----

From: **Management Saas** <[management@speedwings.org](mailto:management@speedwings.org)>

Date: Fri, Jun 12, 2020 at 11:03 PM

Subject: Re: Central University Week 1 report

To: Mohammed Ashraf B.A Guest Faculty <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>

Cc: Biji Epan <[biji@speedwings.org](mailto:biji@speedwings.org)>, IAAI President <[president@iaai.in](mailto:president@iaai.in)>

**Dear Sir,**

**Greetings from SpeedWings !!**

**We are extremely pleased to inform you that we have successfully completed the 1st week of online classes to the students without any fail.**

**The classes went well as per the schedule (11:30am-1pm) and students were interactive. There were no issues that neither SpeedWings nor the students faced.**

**Please note the following points for your clarity:**

- 1. There are a few students whose both video and audio is turned off. Though we have given attendance to them we are not sure about their presence in the class.**
- 2. One student (Resha Basher) informed us that she has been hospitalized and hence won't be attending the class on the 11th.**
- 3. The attendance has been strictly adhered to and a copy of the weekly attendance report is attached herewith the mail.**
- 4. A few students had requested to go for Juma today which was permitted from our side.**

**Overall the behaviour of the students are really good and they are taking efforts to learn more.**

**We would like to get feedback from your side as well.**

**Thank you for your support.**

Best Regards

Mala Prasad  
Head - Admin & HR

Tel: 9645611155/0484-2539937/ 2539449  
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CIVIL AVIATION**

Speedwings Aviation Academy  
Enchakalody Tower, LFC Road, Kaloor, Cochin-17, India

We are very happy to know that your institution preparing well to deliver online classes for our students without compromising on quality. And we are eagerly looking forward to commence the class at the earliest from your end.

Now we are expecting an official confirmation for our request with syllabus and modules as you mentioned in your last mail.

Thanks!

On Mon, 1 Jun 2020, 12:54 biji, <[biji@speedwings.org](mailto:biji@speedwings.org)> wrote:

Dear Mr Ashraf,

Thank you for the approval attachment signed by the Dean, School of Business Studies requesting us to start the online training effective today. We confirm our acceptance of the same.

As mentioned on the phone , we are in the process of upgrading our infrastructure to ensure that the online internship course can be done in a much better method than using the “ ZOOM “ application , which from our practical experience has certain technical and time limitations.

In view of this, please be advised that we are not in a position to start the training today and we will need at least 10 working days to get this going. We shall update you periodically on the developments at our end and also ensure that you are given sufficient time to inform your students of when the classes would begin.

Kind attn.: Dr Balachandran . this has reference to you mail

Please note that an official communication regarding acceptance shall be sent shortly along with the syllabus and modules.

Regards

**Biji Eapen**



Chairman & CEO

Tel: +91 9846055730, +91 484 2539449

[biji@speedwings.org](mailto:biji@speedwings.org), [president@iaai.in](mailto:president@iaai.in)

[www.speedwings.org](http://www.speedwings.org) [www.swaan.in](http://www.swaan.in)

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**From:** Mohammed Ashraf B A [mailto:[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)]

**Sent:** Saturday, May 30, 2020 2:11 PM

**To:** Management Saas

**Cc:** Biji Epan

**Subject:** Re: Proposal Revised

Hello Madam,

Greetings of the day!

We are very happy to confirm the proposal for online course/internship.

It would be great if we can begin the course immediately by next week i.e, 1st June and our convenient time is 11:30 AM to 01:00 PM.

And I have attached Confirmation to the proposal for online course/internship duly signed by Dean, School of Business Studies.

Kindly confirm from your end.

Looking forward from you.

On Wed, 20 May 2020, 14:58 Management Saas, <[management@speedwings.org](mailto:management@speedwings.org)> wrote:

Dear Sir,

Thank you for your response.

On Wed, 20 May 2020, 13:43 Mohammed Ashraf B.A Guest Faculty, <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)> wrote:

Dear Madam,

Thanks for the revised proposal.

We will process internally and get back to you at the earliest.

On Wed, 20 May 2020, 13:40 Management Saas, <[management@speedwings.org](mailto:management@speedwings.org)> wrote:

Dear Sir,

Please find attached the revised proposal ( fees included ) for the 20 days online training programme.

**Best Regards**

**Mala Prasad**  
**Head - Admin & HR**

Tel: 9645611155/0484-2539937/ 2539449

management@speedwings.org www.speedwings.org

www.swaan.in



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DIRECTORATE GENERAL OF  
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Date: Fri, 26 Jun 2020, 20:14  
Subject: Week 3 - Report of the online classes  
To: Mohammed Ashraf B.A Guest Faculty <mohammedashraf@cukerala.ac.in>  
Cc: Biji Epan <biji@speedwings.org>, IAAI President <president@iaai.in>

Dear Sir,

Greetings from Speedwings!!!

Now that we have successfully completed 15 days of online classes, I would like to bring the following points to your kind attention:

So far we have completed two major topics

1. Aviation Industry handled by Mr. Michael Vijay Joseph.
2. Travel & Tourism handled by Mrs.Mala Prasad and Mr.Prasanth G

We have asked the students to note the lecture points and also gave them detailed explanation through the use of Powerpoint Presentations. The students were very interactive and co-operative all through these days with a very few of them encountering some connectivity issue.

**Kindly note the next week schedule:**

On Monday , 29th June the class will be Logistics & Supply Chain Management (Awareness) handled by Mr.Safijo Alphonse.

Tuesday ,30 June the classes will be on Computerized Reservation System - Familiarization which will be handled by Mrs.Shani Vince.

Wednesday , Thursday and Friday ( 1st , 2nd, and 3rd July ) will be the Air Cargo Handling classes.

Mr.Mohan Kannath shall be handling classes on Wednesday and Thursday.

**Our Chairman & CEO Mr.Biji Eapan** shall be handling the final class and winding up session on Friday 3rd July 2020.

With that we will come to the end of the 20 days online classes.

Please find attached the attendance sheet for the 3rd Week.

Hope we are in order, also requesting you to give us feedback from the students.

Thank you.

Best Regards

Mala Prasad  
Head - Admin & HR

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 Attendance(1).pdf  
56K

Subject: Fwd: Completion of online training

To: dr vbchand <[drvbchand@cukerala.ac.in](mailto:drvbchand@cukerala.ac.in)>

Cc: Nagaraja Sharma U (Guest Faculty) <[nagarajasharma@cukerala.ac.in](mailto:nagarajasharma@cukerala.ac.in)>, Dhanya Sadhanandan <[dannyabhi2015@gmail.com](mailto:dannyabhi2015@gmail.com)>

----- Forwarded message -----

From: **Management Saas** <[management@speedwings.org](mailto:management@speedwings.org)>

Date: Fri, 3 Jul 2020, 20:46

Subject: Completion of online training

To: Mohammed Ashraf B.A Guest Faculty <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>

Cc: Biji Epan <[biji@speedwings.org](mailto:biji@speedwings.org)>, IAAI President <[president@iaai.in](mailto:president@iaai.in)>

**Dear Sir**

**Greetings from Speedwings!**

**I am glad to inform you that we have successfully completed the 20 days online training for your 30 MBA students.**

**Over the period we found the students very attentive and cooperative with us. Despite having connectivity issues they managed to attend the classes regularly without much absence. All the topics promised were covered without fail.**

**We would also like to hear from you regarding the whole program as well as feedback from the students is also appreciable.**

**Also find attached the attendance report for the last week.**

**Thank you for your cooperation.**

**Best Regards**

**Mala Prasad**

**Head - Admin & HR**

**Tel: 9645611155/0484-2539937/ 2539449**

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 **Attendance(4).pdf**  
58K



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## Fwd: Certificates of OJT Students

---

**Unnikrishnan T Guest Faculty** <unnikrishnan.t@cukerala.ac.in>  
To: Department of Tourism Studies <tourism@cukerala.ac.in>

Wed, Sep 15, 2021 at 10:59 AM

Thanks and Regards,

उन्नीकृष्णन टी | Unnikrishnan T  
अतिथि संकाय | Guest Faculty  
पर्यटन अध्ययन विभाग | Department of Tourism Studies  
केरल केन्द्रीय विश्वविद्यालय | Central University of Kerala  
तेजस्विनी हिल्स, पेरिया डाकघर | Tejaswini Hills, Periyar PO  
कासरगोड - ६७१३१६ | Kasaragod - 671 316  
Kerala (India) केरल (भारत)  
Ph: +91 8281243182  
Email: [unnikrishnan.t@cukerala.ac.in](mailto:unnikrishnan.t@cukerala.ac.in)

----- Forwarded message -----

From: **Mohammed Ashraf B A** <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>  
Date: Wed, Sep 15, 2021 at 10:56 AM  
Subject: Fwd: Certificates of OJT Students  
To: Unnikrishnan T Guest Faculty <[unnikrishnan.t@cukerala.ac.in](mailto:unnikrishnan.t@cukerala.ac.in)>

----- Forwarded message -----

From: **mala Prasad** <[management@speedwings.org](mailto:management@speedwings.org)>  
Date: Mon, 19 Oct, 2020, 1:08 pm  
Subject: Certificates of OJT Students  
To: Mohammed Ashraf B.A Guest Faculty <[mohammedashraf@cukerala.ac.in](mailto:mohammedashraf@cukerala.ac.in)>  
Cc: Biji Epan <[biji@speedwings.org](mailto:biji@speedwings.org)>

 **CU-Certificates (2).zip**

Dear Sir

Please find attached the certificates of the 30 students who had undergone OJT at our Academy.

Thank you for your kind support and cooperation.

We look forward to having a similar association with your esteemed institute in the near future.

**Best Regards**

**Mala Prasad**  
Head - Admin & HR

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# Certificate

*certified that*

**Abdul Bajid P**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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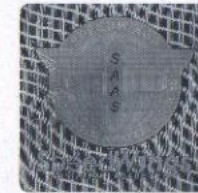
**Abhijith R**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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# Certificate

*certified that*

**Abhilash M**

*who has passed*

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*at Cochin, June 2020*

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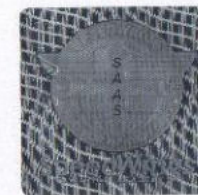
**Agnus P B**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



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Head Admin & HR

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# Certificate

*certified that*

**Akhilamol C**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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*who has passed*

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*at* **Cochin, June 2020**

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# Certificate

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**Anjali M**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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# Certificate

*certified that*

**Anjima A M**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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Chairman & CEO



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Head Admin & HR

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**Anoop P K**

*who has passed*

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Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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# Certificate

*certified that*

**Arjitha A**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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**Mala Prasad**  
Head Admin & HR

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# Certificate

*certified that*

**Ashwani Sreedharan**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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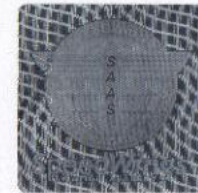
**Aswathi M**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



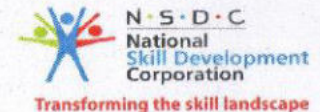
**Mala Prasad**  
Head Admin & HR

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# Certificate

*certified that*

**Divil Kumar K G**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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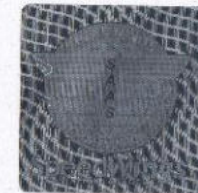
**Divya P**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



**Mala Prasad**  
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*certified that*

**Fathimath Mukthara Nasreen**

*who has passed*

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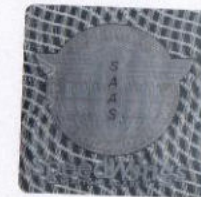
**Greeshna C**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



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# Certificate

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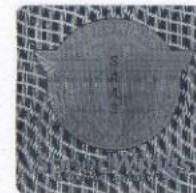
**Hajirath Raheena K R**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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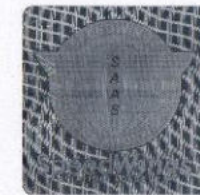
**Jisha Nair**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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# Certificate

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# Certificate

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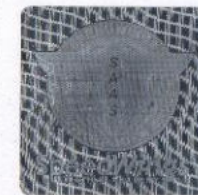
**Kavya E V**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

**Biji Eapen**  
Chairman & CEO



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# Certificate

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**Krishna V S**

*who has passed*

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# Certificate

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**Nithin T**

*who has passed*

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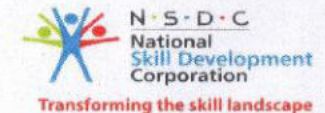


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# Certificate

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**Resha Basheer Pattupara**

*who has passed*

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*at Cochin, June 2020*

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# Certificate

*certified that*

Rezmiya Fida C M

*who has passed*

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at Cochin, June 2020

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Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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# Certificate

*certified that*

**Rithin P**

*who has passed*

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*at Cochin, June 2020*

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Chairman & CEO



**Mala Prasad**  
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# Certificate

*certified that*

**Shilpa K V**

*who has passed*

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*at Cochin, June 2020*

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# Certificate

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**Sreelakshmi Sukumaran**

*who has passed*

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**Mala Prasad**  
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# Certificate

*certified that*

**Subith Kumar P**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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Chairman & CEO



**Mala Prasad**  
Head Admin & HR

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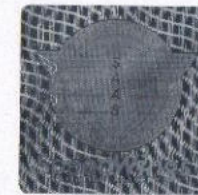
**Unnimaya M Y**

*who has passed*

**Introduction To Aviation**

*at Cochin, June 2020*

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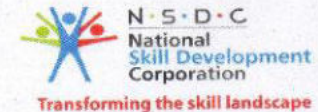
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