



Dated: 8th July 2018

APPRENTICESHIP CERTIFICATE

To whomever it may concern

This is to certify that **Mr. Amirkhan Amiri** has done internship at Shaheed Prof Rabbani Education University, from June/20/2018 to July/6/2018 on style of university management and its outcomes under the guidance of prof. Karima Dereeze (Dean of the educational and professional sciences faculty).

We have found him to be a self-starter who is motivated, duty bound and Hard worker. He worked on his assignments successful and his performance was excellent.

We wish him best of luck for his future.

Sincerely,
Dr. Zabihullah Asadi
President of University
Email: zabihullah_asadi@yahoo.com
Phone: 0093-708749958



Prof. Karima Dereeze
Dean of faculty
Email: karima_001@live.com
Phone: 0093-799321844



Apprenticeship of Mr. Amirkhan Amiri and zainullh Sallhi

From: Karima Dariz (karima_001@live.com)

To: qfirdaus2000@yahoo.co.in

Date: Wednesday, 11 July, 2018, 11:21 am IST

Dr. Quazi Ferdoushi Islam
Coordinator, M. A. (EPA)
Deptt. Educational studies
Jamia Millia Islamia
New Delhi India

Subject: Apprenticeship of Mr. Amirkhan Amiri and zainullh Sallhi

Dear Madam,

Based on your letter '4th June 2018' regarding Amirkhan's and zainullha sallhi Apprenticeship that requested me to evaluate them. I am writing this letter to certify that they accomplished their apprenticeship in 'prof. Shaheed Rabbani Education university' started from June 20 up to July 6 - 22 - 8 and based on criteria's which you sent me I evaluated him which the scores are giving bellow in a photo paper. And I sent it in sealed envelop in the hand of interns as well.

Best,

Karima Dereeze

Prof. in Shaheed Rabbani Education University

Kabul Afghanistan

Mobile No. +93799321844



20180711_094920.jpg

2.5MB



20180711_095255.jpg

2.4MB



Apprenticeship Certificate

To Whom It May Concern

This is to certify that **Mr. Homayoon Assadullahi** has successfully accomplished his internship at Kabul English Language Academy, from July 13, 2018 to July 27, 2018 on planning and organizing for betterment of our Academy so that how to increase the number of students and expand the quality of our academy with having a strong coordination with our staff and instructors.

We have found Mr. Homayoon Assadullahi a pleasure to be with and he is a truly outstanding in his major, in which cooperated us and provided ideas of changes for the better in our academy. I'm writing an apprenticeship letter in support of his efforts. I can firmly attest to his abilities, punctuality and creative thought. He worked on his assignment properly and successfully and his performance was excellent. I have a great faith that he can be a great asset in the future for Afghanistan.

My staff and I wish him all the best.

Your Sincerely
Assadullah Alizada
Director of Kabul English Language Academy
Kabul Afghanistan
Email Address: Assadullahaliza74@gmail.com
Kabul.english@outlook.com

Mobile No: +93780810645

Signature





Syed Abid Husain Senior Secondary School
सैयद अबिद हुसैन उच्चतर माध्यमिक विद्यालय

سید عابد حسین سینئر سیکنڈری اسکول

Maulana Mohammed Ali Jauhar Marg, New Delhi-25

Tel : 26980494, 26981717 Ext. 1812, 1813 Website : <http://jmi.ac.in>

جامیہ
میلیہ
اسلامیہ

Date- 12/09/2018

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mohd. Salman Khan** S/o Mr. Mohd. Salim Khan worked for over 2 months as a trainee in Syed Abid Husain Sr. Sec. School office. Dedicated to his service with professional calling and efficiency, he competently performed his duties with utmost punctuality and devotion. He will prove to be an asset to office / institution where he works.

I wish him all the success.

Dr. Abdul Naseeb Khan
Principal

Dr. Abdul Naseeb Khan
Principal
S.A.H. Sr. Sec. School
Jamia Millia Islamia
New Delhi-110025

राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविंद मार्ग, नई दिल्ली 110 016

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi 110 016

Tel: 91-11-2654-4861 (Work) Mobile: 91-9811082022 Fax: 91-11-2685-3041, 2686-5180

E-mail: kkbiswal@nuepa.org; kkbiswal@gmail.com Website: www.nuepa.org



K. Biswal, Ph.D.

Professor & Head

Department of Educational Planning

In-charge, U-DISE Project

F. No. NIEPA (Ed. Plg)/Misc./2017-18

August 01, 2018

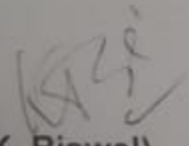
CERTIFICATE OF FIELD APPRENTICESHIP

This is to certify that **Ms. Nazish Akhtar, student of M.A. in Educational Planning and Administration, Jamia Millia Islamia, New Delhi** has undergone a month's Experiential Learning/Internship Programme in the Department of Educational Planning of the University from July 02 - 20, 2018.

During her internship at NIEPA, she has developed professional skill and technical competency in areas such as collection, collation, analysis and interpretation of data and information and updating of knowledge in core education agenda particularly in educational planning, inequality and right to education, educational finance, educational management information system, planning for improving quality of education etc. It is expected that these competencies would certainly help her in planning, monitoring and management of day-to-day activities smoothly. Besides research work, she also actively participated in seminars and workshops in the field of education planning and finance related areas organised by the Institute during her period of internship at the University.

During her internship programme Ms. NaziSH was found to be keen learner and she was quite regular and active in getting involved in various activities of NIEPA especially in the activities of Department of Educational Planning. We hope that it was a learning and enriching experience for her and it will help her in shaping her professional carrier.

During her stay in this University we found her very sincere, hard working and capable of shouldering any responsibility. I wish her all success in life.


(K. Biswal)
Professor & Head

Dated: 23rd July 2018

Prof. K. Biswal

NUEPA, Sri Aurobindo Marg, New Delhi

Subject: Apprenticeship of Ms. Naazish Akhtar

Dear Sir/ Madam,

As you are aware that Deptt. of Educational Studies, Jamia Millia Islamia, New Delhi runs M.A. (Educational Planning & Administration) course to prepare planners and administrators for educational institutions and organisations. During the two year's course along with theoretical and research components it includes 15 days Apprenticeship also. It is expected that apprenticeship will provide an exposure to the students about the functioning of the institutions and organisations and will enable them to gain first hand experience and develop an understanding related to the Organisational structure and the management and planning process of the organisation wherever he/she is placed. The student is expected to develop managerial/ administrative skills during the apprentice.

Ms. Naazish Akhtar, is a student of M.A. (Educational Planning & Administration) has been placed in your organisation for the said apprenticeship. He/she has to be evaluated for his/her performance as apprentice in your organisation out of 50 marks by you or the person(s) under whom he /she worked.

You are requested to evaluate him/ her on the basis of the following criteria/ parameters:

Parameters	Marks
• Regularity and Punctuality	10
• Completion of task assigned by you	10
• His/ her initiative(s) and Leadership capability	10
• Discipline and overall conduct	10
• Reporting / communication to you about the assignment	10

You are requested to send the marks on your letter head in a sealed envelope to the undersigned.

Your cooperation will be highly solicited.

This goes without saying that the evaluation work is **strictly confidential**.

Thanking you.

(Dr. Quazi Ferdoushi Islam)
Coordinator, M.A. (EPA)
Deptt. of Educational Studies
Jamia Millia Islamia
New Delhi 110025
Mobile No. 9711558823

ATTENDANCE SHEET

Teacher's Name:

Dr. Suozi F. Islam

Subject Title:

MA (EPA) II Sem 2018

Paper Title:

Apprenticeship

Paper No :

Month:

Summer Break

Sno	Name Of Student/ID	Dates												Total
1	Anir Khan Amiri/20179274	-	Afghanistan	Shahed	Kabirani	University								
2	Azka Rizvi/20172542	-	NIEPA											
3	Homayoon Assadullahi/20179076	-	Afghanistan	Kabul	English Learning	Academy								
4	Mohd Salman Khan/20176209	-	Tanna	St. Cec.	School	New Delhi								
5	Nazish Akhtar/20175981	-	NIEPA		New Delhi									
6	Sagir Alam/20173058	-	NCEERT		New Delhi									
7	Sanra Sulemani/20174740	-	NIEPA		New Delhi									
8	Sukh Mati Soy/20176329	-	NIEPA		New Delhi									
9	Zainullah Salehi/20179275	-	Afghanistan	Shahed	Kabirani	University								
10	Eareen Khan/20176070	-	NIEPA		New Delhi									

Teacher's Signature

Sudani

Please strikeoff the names of students who are not registered in this paper

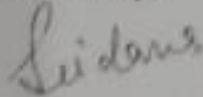
You are requested to send the marks on your letter head in a sealed envelope to the undersigned.

Your cooperation will be highly solicited.

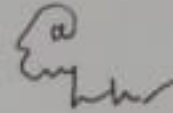
This goes without saying that the evaluation work is **strictly confidential**. However, before he/she joins your office, a line of acceptance may please be mailed to the undersigned.

Thanking you

Yours sincerely,



(Dr. Quazi Ferdoushi Islam)
Coordinator, M.A. (E P A)
Mobile No. 9711558823
Email: qfirdaus2000@yahoo.co.in



(Prof. Aeجاز Masih)
Head



राष्ट्रीय शैक्षिक अनुसंधान
और प्रशिक्षण परिषद्



NATIONAL COUNCIL OF EDUCATIONAL
RESEARCH AND TRAINING

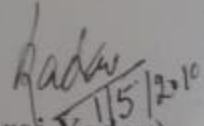
Department of Education in Social Sciences
(National Population Education Project)

No.F.1-5/2019/PEP/16.3.2

Dated: 01st May, 2019

TO WHOM SO EVER IT MAY CONCERN

As per letter received from Prof. Harjeet Kaur Bhatia, Head, Department of Educational Studies Faculty of Education, Jamia Millia Islamia, Maulana Mohammad Ali Jauhar Marg, New Delhi- 110025, with reference to her letter dated 15th May 2018, **Mr. Sagir Alam, M.A.** (Educational Planning and Administration) is pursuing the course in the Department of Educational Studies in Jamia Millia Islamia, New Delhi was assigned the Internship Programme as a partial fulfilment of M.A. Education from Jamia Millia Islamia at NCERT. He worked at NCERT for the period of 15 working days w.e.f. 17/05/2018 to 06/06/2018 under the guidance of Prof. Saroj Yadav. This was an unpaid Internship Programme. A practical component was introduced in the form of Field Apprenticeship for the students to acquaint him with the functioning of NCERT.


(Saroj Yadav)
Dean (A)

श्री अरविन्द मार्ग, नई दिल्ली-110016

दूरभाष: 26560620, 26566360 फ़ैक्स: 91-11-26868419

तार: शिक्षाशोध

SRI AUROBINDO MARG, NEW DELHI-110016

PHONE: 26560620, 26566360 FAX: 91-11-26868419

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internship evaluation of Ms. Nazish Akhtar, Ms Sukmati and Ms Samra Yahoo/Sent

quazi islam <qfirdaus2000@yahoo.co.in> 25 Jul 2018 at 8:16 pm
 To: kkbiswal@nuepa.org

Dear Prof. Biswal,

This is in reference to the internship evaluation of three students at NUEPA. The students Ms. Naazish Akhtar, Ms Samra Sulemani and Ms. Sukhmati Soy were at NUEPA for an internship period of 15 days.

Thank you for providing them an opportunity to be able to work at a prestigious institute as NUEPA. Please find attached letters regarding the evaluation criteria for the students.

Warm regards,

Dr. Quazi Ferdoushi Islam
 Asst. professor
 Dept. Of Educational Studies
 Faculty of Education
 jamia Millia Islamia
 New Delhi - 110025
 9818997181 and 9711558823

Download all attachments as a zip file



naazish int... .docx
12 KB



samra inter... .docx
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राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली 110 016

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17-B, Sri Aurobindo Marg, New Delhi 110 016

Tel: 91-11-2654-4861 (Work) Mobile: 91-9811082022 Fax: 91-11-2685-3041, 2686-5180
E-mail: kkbiswal@niepa.org; kkbiswal@gmail.com Website: www.niepa.org

K. Biswal, Ph.D.

Professor & Head

Department of Educational Planning

In-charge, U-DISE Project

F. No. NIEPA (Ed. Plg)/Misc./2017-18

August 01, 2018

CERTIFICATE OF FIELD APPRENTICESHIP

This is to certify that **Ms. Sukhmati Soy, student of M.A. in Educational Planning and Administration, Jamia Millia Islamia, New Delhi** has undergone a month's Experiential Learning/Internship Programme in the Department of Educational Planning of the University from July 02 - 20, 2018.

During her internship at NIEPA, she has developed professional skill and technical competency in areas such as collection, collation, analysis and interpretation of data and information and updating of knowledge in core education agenda particularly in educational planning, inequality and right to education, educational finance, educational management information system, planning for improving quality of education etc. It is expected that these competencies would certainly help her in planning, monitoring and management of day-to-day activities smoothly. Besides research work, she also actively participated in seminars and workshops in the field of education planning and finance related areas organised by the Institute during her period of internship at the University.

During her internship programme Ms. Soy was found to be keen learner and she was quite regular and active in getting involved in various activities of NIEPA especially in the activities of Department of Educational Planning. We hope that it was a learning and enriching experience for her and it will help her in shaping her professional carrier.

During her stay in this University we found her very sincere, hard working and capable of shouldering any responsibility. I wish her all success in life.

(K. Biswal)
Professor & Head



Dated: 8th July 2018

APPRENTICESHIP CERTIFICATE

To whomever it may concern

This is to certify that **Mr. Zainullah Salehi** has done internship at Shaheed Prof. Rabbani Education University, from June/22/2018 to July/8/2018 on university management and leadership its outcomes, under the guidance of prof. Karima Dereeze (Dean of the educational and professional sciences faculty).

We have found him to be a self-starter who is motivated, duty bound and Hard worker. He worked on his assignments successful and his performance was excellent.

We wish him best of luck for his future.

Sincerely,
Dr. Zabihullah Asadi
President of University
Email: zabihullah_asadi@yahoo.com
Phone: 0093-708749958



Prof. Karima Dereeze
Dean of faculty
Email: karima_001@live.com
Phone: 0093-799321844



JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
Maulana Mohammad Ali Jauhar Marg, New Delhi-110025

Tel : 011-26981717, 4075, 5176, 8044 Ext. 2110, 2112 Fax 26840229 Grams JAMIA Website <http://jmi.ac.in>

Department of Educational Studies
Faculty of Education

जामिया मिल्लिया इस्लामिया

(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

Tel : 011-26981717, 4075, 5176, 8044 Ext. 2110, 2112 Fax 26840229 Grams JAMIA Website <http://jmi.ac.in>

शैक्षिक अध्ययन विभाग
शिक्षा संकाय



جامیہ
میلیہ
اسلامیہ

10 May 2019

Prof. Mona Khare
Head- Dept. of Educational Finance
NIEPA
New Delhi- 110016

Subject: Apprenticeship of Ms Harpreet kaur, Ms Ifra Parveen and Ms. Sumbul

Dear Maam,

Greetings from the Department of Educational Studies!

Thank you for providing students of our department of M.A. (Educational Planning and administration) programme of study an opportunity to intern at your esteemed organization.

As you are aware that Deptt. of Educational Studies, Jamia Millia Islamia, New Delhi runs M.A. (Educational Planning & Administration) course to prepare planners and administrators for educational institutions and organisations. During the two year's course along with theoretical and research components it also includes 15 days Apprenticeship. It is expected that apprenticeship will provide an exposure to the students about the functioning of the institutions and organisations and will enable them to gain first-hand experience and develop an understanding related to the organisational structure and the management and planning process of the organisation wherever he/she is placed. The student is expected to develop managerial/ administrative skills during the apprentice.

The **three students: Ms Harpreet kaur, Ms. Ifra Parveen and Ms. Sumbul**, are regular students of M.A. (Educational Planning & Administration) and as discussed with your department will join you / your department from 15th May 2019 for the said apprenticeship.

He/ she has to be evaluated for his/ her performance as apprentice in your organisation out of 50 marks by you or the person(s) under whom he /she worked.

You are requested to evaluate him/ her on the basis of the following criteria/ parameters:

Parameters	Marks
• Regularity and Punctuality	10
• Completion of task assigned by you	10
• His/ her initiative(s) and Leadership capability	10
• Discipline and overall conduct	10
• Reporting / communication to you about the assignment	10

JAMIA MILLIA ISLAMIA, 2019

INTERNSHIP

(11th February – 22nd February)

ATTENDANCE SHEET

S.No.	Names	Enroll.no.	Teaching subjects	11	12	13	14	15	16	18	19	20	21	22
1	Agna Abraham	20175776	English	P	P	P	P	P	P	P	P	P	P	P
2	Amir Javed Khan	20171531	English	P	P	P	P	P	P	P	P	P	P	P
3	Ashraf Azam	20172191	Social Science	P	P	P	P	P	P	P	P	P	P	P
4	Atul Sharma	20175818+	Mathematics	P	P	P	P	P	P	P	P	P	P	P
5	Ishika	20172283	Science	P	P	P	P	P	P	P	P	P	P	A
6	Nabeela Zafar	20172207	Science	P	P	P	P	P	P	P	P	P	P	P
7	Sahana Sayyad	20172116	Accountancy & Business Studies	P	P	P	P	P	P	P	P	P	P	P

Mahesh Kumar



Kumar

27.2.19

Name of the Student: Aagna Abraham		Id. No. 20175776
Teaching Subject: English		
CF		
Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	1
Teaching: delivery of content appropriateness	(5 marks)	2
Any innovation on the method	(2.5 marks)	2
Engaging adult learners	(5 marks)	4.5
Classroom management: Discipline/Discussion	(5 marks)	5
Reflective capacity of the student	(5 marks)	4.5
Overall marks	(25 marks)	23

Kmuni

27.2.19



Name of the Student: Amir Javed Khan		Id. No. 20171531
Teaching Subject: English		
CF		
Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	2.5
Teaching: delivery of content appropriateness	(5 marks)	4
Any innovation on the method	(2.5 marks)	2
Engaging adult learners	(5 marks)	5
Classroom management: Discipline/Discussion	(5 marks)	4.5
Reflective capacity of the student	(5 marks)	5
Overall marks	(25 marks)	23



Amir Javed Khan

Kumar

27.2.19.

Name of the Student: Ashraf Azam		Id. No. 20172191
Teaching Subject: Social Science		
CF		
Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	2
Teaching: delivery of content appropriateness	(5 marks)	4
Any innovation on the method	(2.5 marks)	0
Engaging adult learners	(5 marks)	3
Classroom management: Discipline/Discussion	(5 marks)	4
Reflective capacity of the student	(5 marks)	4
Overall marks	(25 marks)	22

K. M. M. S.
27.2.19



Name of the Student: Atul Sharma		Id. No. 20175818
Teaching Subject: Mathematics		
CF		
Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	4.5
Teaching: delivery of content appropriateness	(5 marks)	5
Any innovation on the method	(2.5 marks)	2.5
Engaging adult learners	(5 marks)	5
Classroom management: Discipline/Discussion	(5 marks)	4.5
Reflective capacity of the student	(5 marks)	5
Overall marks	(25 marks)	24



K. K. K.

27.2.19

CF

Name of the Student: Ishika	Id. No. 20172283
---------------------------------------	----------------------------

Teaching Subject: Science

Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	4
Teaching: delivery of content appropriateness	(5 marks)	5
Any innovation on the method	(2.5 marks)	2
Engaging adult learners	(5 marks)	5
Classroom management: Discipline/Discussion	(5 marks)	5
Reflective capacity of the student	(5 marks)	4

Overall marks	(25 marks)	23
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K. M. S. S.
27.2.19.



Name of the Student: Nabeela Zafar		Id. No. 20172207
Teaching Subject: Science		
CF		
Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	4 4 4 4 4 4 4
Teaching: delivery of content appropriateness	(5 marks)	
Any innovation on the method	(2.5 marks)	
Engaging adult learners	(5 marks)	
Classroom management: Discipline/Discussion	(5 marks)	
Reflective capacity of the student	(5 marks)	
Overall marks	(25 marks)	



K. Mahi

27.2.19

Name of the Student: Sahana Sayyad		Id. No. 20172116
Teaching Subject: Business Studies and Accountancy		
CF		
Components	Weightage	Marks Obtained
Planning: teaching plan org/references	(2.5 marks)	0
Teaching: delivery of content appropriateness	(5 marks)	0
Any innovation on the method	(2.5 marks)	0
Engaging adult learners	(5 marks)	0
Classroom management: Discipline/Discussion	(5 marks)	0
Reflective capacity of the student	(5 marks)	0
Overall marks	(25 marks)	24

K. K. K.

27.2.19



Fwd: Regarding Internship Assessment

1 message

arshad ikram ahmad <ahmadarshadikram48@gmail.com>
To: Imran Ahmad <imransncazm@gmail.com>

Mon, Nov 4, 2019 at 3:32 PM

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

From: arshad ikram ahmad <ahmadarshadikram48@gmail.com>
Date: Wed, Mar 27, 2019 at 6:45 AM
Subject: Re: Regarding Internship Assessment
To: Prof.Kumar Suresh <kumarsuresh@niepa.ac.in>

Thanks a lot. Sir

On Wed, Mar 27, 2019, 06:31 Prof.Kumar Suresh <kumarsuresh@niepa.ac.in> wrote:

Dear Arshad Ikram Ahmad Saheb,

The candidates listed below have successfully completed their internship at NIEPA under my supervision. They have been sincere and punctual in attending to the task given to them.

- 1 Afroza Akhtar
- 2 Mehrunnisha
- 3 Rahil Jahan
- 4 Sahana Sayyad
- 5 Mohd. Wahab
- 6 Zeba Yasmin

CF

Statement of Marks

Sl. No.	Name of the Candidate	Marks given out of 25
1.	Afroza Akhtar	18
2.	Mehrunnisha	18
3.	Rahil Jahan	18
4.	Sahana Sayyad	18
5.	Mohd. Wahab	18
6.	Zeba Yasmin	18

Sincerely yours
Kumar Suresh

On Tue, Mar 12, 2019 at 11:35 AM arshad ikram ahmad <ahmadarshadikram48@gmail.com> wrote:

Dear Sir

Thank you for extending support for accommodating our students for internship programme. It is requested that the following interns who undertook training under your supervision may kindly be given marks as per their performance.

- 1 Afroza Akhtar
- 2 Mehrunnisha
- 3 Rahil Jahan
- 4 Sahana Sayyad
- 5 Mohd. Wahab
- 6 Zeba Yasmin

The interns concerned shall be awarded marks out of 25 which you can send to the Department in a sealed envelope or mail the undersigned:

The evaluation of the interns shall be made on the basis of following criteria:

- Interns' work habit (which includes their punctuality, engagement with the field) (30%)
- Professional Growth (Integrating theoretical understanding with the practices being carried out in the field) (30%)
- Use of Mentor's feedback (20%)

- Process recording (documentation of their observations pertaining to the field (20%).
- With Warm Regards
Arshad Ikram Ahmad

--
Professor Kumar Suresh
Registrar(Ic)
Professor & Head
Department of Educational Administration
National Institute of Educational Planning and Administration
(A Deemed to be University under MHRD, Govt. of India))
17-B, Sri Aurobindo Marg, New Delhi-110016
Pho. No. 11-26544800 & 11-26544855
Alternate Email- kumarnuepa@gmail.com
Mobile-09868565613