



# POORNIMA UNIVERSITY

# S16

(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)

## POORNIMA STUDENT WORK ABROAD PROGRAM

It has been observed that student's participation in programs organized by AIESEC is very subjective in nature. **As a policy, it is clarified that participation of students in** outgoing internship facilitated by AIESEC Jaipur **are to be encouraged.** In order to rationalize participation in a meaningful way, the following Guidelines & Format are framed: **Guidelines to be followed while permitting student's participation:**

1. No student of Poornima will be allowed to participate in work abroad program through AIESEC Jaipur without proper authorization of the Chief Proctor of the institution.
2. Student will have to fill form S16 in all respects, without which the permission to undergo foreign internship will be denied.
3. Students having good track record of conduct in previous semesters will be preferred to represent Poornima under Poornima SWAP.

Name of Student: \_\_\_\_\_ Registration No.: \_\_\_\_\_

School: \_\_\_\_\_ Course: \_\_\_\_\_ Year: \_\_\_\_\_ Branch: \_\_\_\_\_

Email ID: \_\_\_\_\_@poornima.edu.in Mobile No.: \_\_\_\_\_

AIESEC Program (Tick appropriate):  oGV  oGT  oGE

Project Name: \_\_\_\_\_ SDG No.: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_ Duration: \_\_\_\_\_ (weeks/month)

Write up of Project (Max 50 words): \_\_\_\_\_

Name of Reporting Officer/ Contact Person: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

### Documents to be attached: 1. Program Brochure 2. Program details

I \_\_\_\_\_ S/o, D/o Sh. \_\_\_\_\_, hereby declare that:

1. I have read all the rules of Poornima SWAP, governing my internship in the company. I hereby confirm that I will fulfil all the norms of this Scheme.
2. I have filled form S-16 after thoroughly understanding the agreement between Poornima & AIESEC Jaipur. The information filled by me in this form is correct and true to best of my knowledge.
3. I will submit the required report/ documents as & when required.
4. I am persisting the program at my own risk and the management will not be liable towards me in any case.

Signature and Date



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### CONSENT BY CHIEF PROCTOR ON BEHALF OF PARENT

Telephonic consent must be taken from the parent by Chief Proctor before granting permission to participate in the Scheme. (Please indicate time/Date and Mobile No. for the above said consent)

I have received the telephonic consent of Mr. /Ms. \_\_\_\_\_ F/M of \_\_\_\_\_ (Student Name) of Course \_\_\_\_\_ Year \_\_\_\_\_ Branch \_\_\_\_\_ for proceeding for Internship / Training/ Apprenticeship. This consent was received from mobile No: \_\_\_\_\_ on \_\_\_\_\_ (Date).

(Name & Signature of Chief Proctor)

### RECORD VERIFICATION

Recommended to participate by Tutor Yes  No

Name & Signature of Tutor

Recommended to participate by Dy. HOD (Admin)/ HOD Yes  No

Name & Signature of Dy. HOD/ HOD

Permission granted by Chief Proctor Yes  No

Name & Signature of Chief Proctor

### POST PARTICIPATION

Hard copy of Report Submitted to Dy. HOD (Admin)/ HOD Yes  No

Signature of Dy. HOD/ HOD

Soft Copy of Report, Photographs & Administrative Fee Receipt emailed on aiesec@poornima.edu.in with CC to Dy. HOD/ HOD

Yes  No

Signature of Dy. HOD/ HOD