



TRAINING & PLACEMENT (PMTPO) : RULES & REGULATIONS AND FORMATS

Preface: This form consists of the rules & regulation and various formats for on campus / off campus placements, internships and industrial trainings. Students need to understand the Placement Policy and fill in ONLY the required form only for submission to concerned authority.

This document consists of TWO Parts:

1. Rules, Regulations and Formats pertaining to

- Placement Process and Campus Drives
- Early Joining in case of Off Campus Placement / Internship – cum-Placement Offer
- Bonus attendance for Competition Preparation for Final year

2. Formats related to Winter / Summer Industrial Training

Information and Forms included in S6:

I. Placement and Internship related Formats (For Final Year)			
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PLACEMENT PROCESS AND CAMPUS DRIVES : RULES AND REGULATIONS

Preface: Purpose of this Document is to ensure that the student who is appearing in a placement drive, or have secured a placement offer understands all the Rules and Regulations, and have the permission to join the Company through authorized channel.

All the Final Year students are required to understand the Rules and Regulations for On campus Placement drives.

A. ELIGIBILITY

1. The role of the Training & Placement Cell is of a facilitator and counsellor for placement related activities. The Training & Placement Cell does NOT guarantee a job. Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
2. Eligibility shall be notified in accordance with the requirements of the Company. Eligible students shall be required to follow the entire process of the Drive as notified from time to time.
3. The Training & Placement Cell strongly discourages students to go for off-campus placements in the companies that are expected to come to Poornima University as this affects company-university relations adversely. Students are also requested to forward contacts they have, if any, in different companies so that the Training & Placement Cell may formally invite these companies for placements.
4. The Training & Placement Cell assumes that every selected student will pass the medical test (if any). If there is a rejection at this stage, the student's shall be eligible again to seek placement through this cell.
5. Students who have lost the job for genuine reasons will be eligible to seek placement on a case to case basis. Only students who have a course extension or other genuine reasons may be considered

B. APPLICATION PROCESS

1. Students are advised to read all the announcements made, go through the company website, and apply only if interested. Students must check their Poornima e-mails regularly.
2. All the details mentioned in the resume have to be genuine and will be verified by the Training & Placement Cell. Any student found violating this rule will be excluded from the placement process for the rest of the academic year.
3. Students are required to submit their resumes well before the company application deadline. Resumes once submitted, can be modified till the deadline is reached. However, DEADLINES WILL NOT BE EXTENDED UNDER ANY CIRCUMSTANCES.
4. Students are advised to avoid last minute submission as there may be delays and some may even get left out.

C. PRE-PLACEMENT TALKS

1. Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
2. Notices of the pre-placement talks will be sent well in advance.
3. Students interested in a particular company are required to attend its pre-placement talk. Only students who have attended the pre-placement talk will be eligible to apply for that company.

D. PLACEMENT PROCESS

1. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. on the notice boards of Training & Placement Cell/website/mail.
2. Students must carry their ID cards whenever they are attending the selection process.
3. Students should maintain originals and sufficient copies of their C.V., Passport size photographs, mark sheets, grade cards, transcripts, certificates etc. Training & Placement Cell will not be responsible for providing any assistance to the students on the procurement of the above said documents.
4. Students are expected to be punctual by being in time as per the notices and announcements. Late comers for aptitude test/group discussion/interview may not be allowed to appear for the selection process.



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

S6

S6.1 PLACEMENT RULES

PLACEMENT PROCESS AND CAMPUS DRIVES : RULES AND REGULATIONS

5. If a student has opted to take part in the recruitment process of a company, the student is bound to appear for ALL the stages/rounds conducted by the company according to his/her eligibility. In the event of a student being selected for a particular round and then not turning up for the same, the Training & Placement Cell will levy a penalty on the student. The penalty could also be to the extent of barring the student from future participation in any placement related activity. All decisions regarding this will be made by the Training & Placement Cell only.
6. Students should maintain discipline and display ethical behaviour throughout the placement process. Any student found cheating or violating the discipline rules set by the company or defaming the University name will be penalized and/or de-registered from the placement process for the rest of the academic year.
7. Any communication between the company and a student must happen via the Training & Placement Cell only.
8. Students must be formally dressed in university uniform whenever they participate in any sort of interaction with a company. The Training & Placement Cell reserves the right to refuse permission to a student to attend the selection process, if their attire is unsatisfactory.

E. JOB OFFERS

1. The Training & Placement Cell strictly enforces **ONE STUDENT, ONE JOB OFFER POLICY**. Student shall inform about his job preference either by the joining date of first company or result of the second company, whichever is earlier. Every student is bound to join the company, once he has given his consent to the Training & Placement Cell.
2. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In case offers are received directly by the student from the company, the same must be intimated to the Training & Placement Cell.
3. Student who has an early joining in Internship/On-Off Campus selection **have to submit the fortnightly Attendance Log** sheet duly signed and sealed by company manager/ reporting officer, failing to do so, he/she shall not be allowed to appear for mid-term and end-term examination. Students also have to submit the online assignments given by the concerned subject faculty against the CIE-I & CIE-II Examination.
4. After having accepted a job offer, if a student does not wish to join a company due to genuine reasons such as pursuing higher studies, then the student is bound to inform the Training & Placement Cell and abide by the agreements/bonds they enter into with the company. If students don't adhere to this point, then in addition to a penalty they are liable to receive their degrees at a later date than others.
5. **DREAM SLOT** : Placed students can apply for one Dream Company only; and if selected in Dream Company his/her previous offer will be withdrawn. Core Branch (CIV / ME) students will be allowed to sit for campus drive of Core Companies even if they have Campus placement offers from Software/IT Companies, which were made **mandatory** from TPC. This statements is NULL and VOID in case where student have given his nomination when asked, for the non technical or non-core profile.

F. DEBARMENT/BLACKLISTING GROUNDS FOR STUDENTS:

1. If involved in any in-disciplinary activity or engaged in malpractices.
2. Absence in 2 recruitment drives without prior approval of Department Head and TPO.
3. On account of Students giving wrong data/information in PMTPO
4. Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action may be taken against defaulter students
5. Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements.

The Training & Placement Cell reserves the right to override any of the above rules in special circumstances and use their discretion to act on matters not covered by the above rules.



SEMESTER INTERNSHIP, EARLY JOINING & OFF CAMPUS SELECTION : RULES AND REGULATIONS

Preface: In view of providing an opportunity to the final year students for working in industry and enhancing the job prospects, it has been decided to allow the *selected students to undertake the Industrial Internship/ Training/ Apprenticeship during final year only in companies accredited by Poornima University*. PU also have made a provision of early joining of placed students in internship-cum-placement arrangement in interest of students' career progression and company requirement. Generally student shall be able to join the company after the main exam of pre-final sem. The duration of this Industrial Internship / Training/ Apprenticeship will normally be from December to May every year and the tenure of such internship will be 4-6 Months, after completion of Main Exams of previous semester.

A. INTERNSHIP OFFER/ OFF CAMPUS PLACEMENT OFFER:

1. Internship slots by TPO

- The TPO will notify about the details of Internship/ Off Campus opportunities available through proper notice from time to time. These companies shall be accredited by Poornima University through a committee approved by the President, PU. The requirements indicated by the Company shall be clearly indicated in the notice.
- A Committee approved by the President and comprising of a minimum 3 members comprising of normally the Provost as Chairman, TPO, Chief Proctor and HoD of respective department will finalize/ identify the students who will be appearing for the company's selection round.
- The identification of eligible students will be based on various parameters like past record of student related to attendance, discipline, academic and other performance and the requirement of the concerned Company. Student should also fulfill the eligibility criteria. In case the Company desires it can send additional members in the Committee. The recommendation of the committee shall be approved by the President, PU.

2. Students' References

- Poornima University students are not allowed to participate in any off campus drives/ selection process for internship without the information and due permissions from the Department and TPO.
- Students are not allowed to participate in Off Campus Selection Drive / Pool campus Drive of the companies which are due to come at Poornima foundation for ON Campus hiring.
- If there are cases wherein because of reference of students, they have chances of selection in any company then they shall bring it to TPO's notice and seek for Recommendation Letter through S6 Form BEFORE applying for the company selection Process.
- Poornima University through an approved committee will accredit the company for the purpose of Internship/ Off Campus Placement.
- In some cases the company representative may be invited by the committee for discussion and assessing the authenticity of the Company / Case.
- Also, if deemed fit the company may be requested to provide opportunity to other candidates of PU also.

B. ELIGIBLE STUDENTS:

- Academic performance-Department has to evaluate based on students past academic performance whether he / she will be able to balance his studies along with internship. Students with less than 50% marks in B Tech are not eligible.
- Who have NO live backs till pre final year are eligible.
- Student having disciplinary issues (letter of warning issued by Chief Proctor or any other PU Officer) are not eligible. Students whose winter industrial training was declared fake, are not eligible (applicable only if required as per teaching scheme).
- Internships in Home Town are NOT RECOMMENDED.
- Off Campus Selection in Mid of Final Semester: Students with backlogs may be allowed to join Company after CIE – II of Final semester.

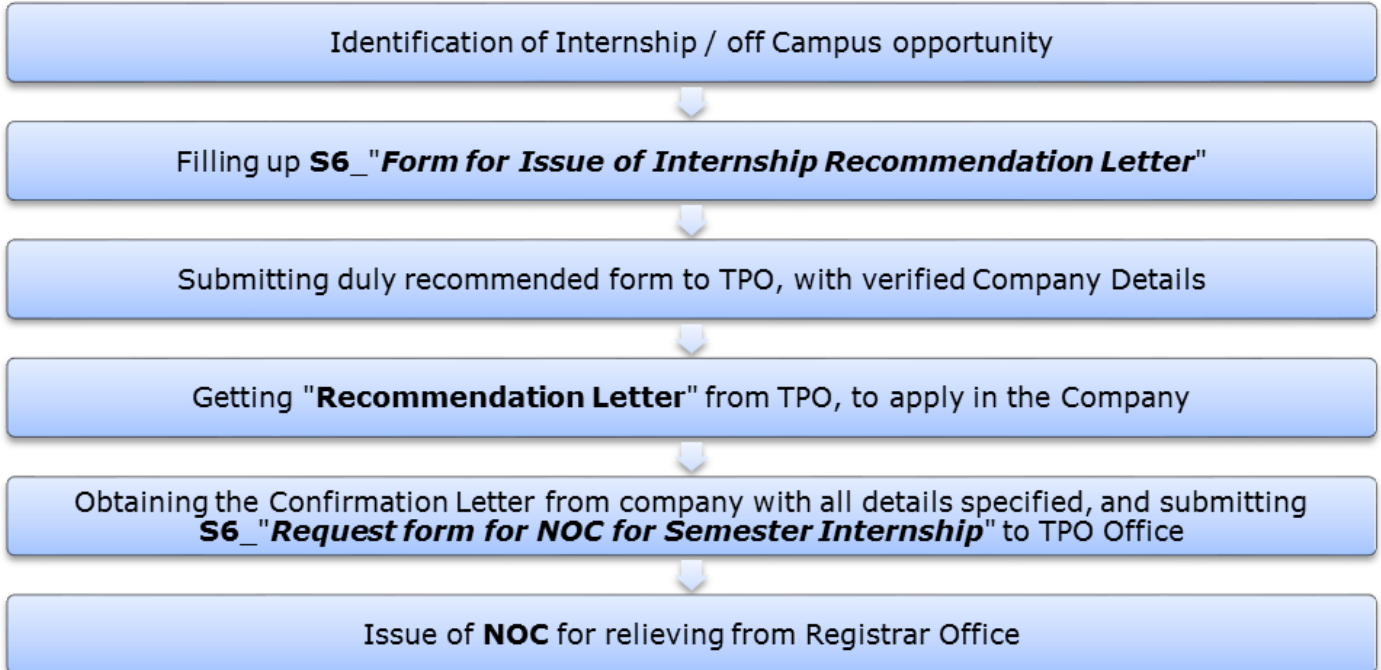
The Committee constituted by the President may consider relaxation of eligibility criteria in discussion with the Company where the student is going for internship/training. The list of selected students will be notified by TPO and a NOC will be issued by Registrar office to each selected student with copy to Dean, Registrar, COE, TPO, Proctor and HoD of respective department.



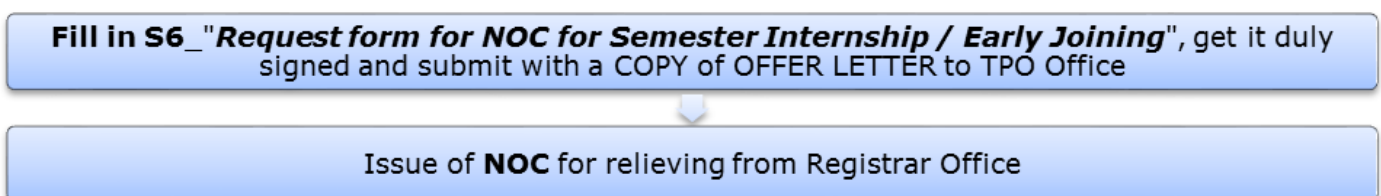
SEMESTER INTERNSHIP, EARLY JOINING & OFF CAMPUS SELECTION : RULES AND REGULATIONS

C. APPLICATION PROCESS FOR APPLYING, RELIEVING AND ISSUE OF NOC

1. For Internship / Off Campus



2. For On Campus Offer (Only for early Joining)



D. RELIEVING FOR EARLY JOINING: Last exam of pre final semester (for eligible candidate) / Before Joining Date as applicable

E. REQUIREMENTS TO BE FULFILLED :

1. Fortnightly attendance by HR
2. Presence in Mid Sem and End Sem Examinations
3. Completion of Online assignments as required by the Department
4. Internship Report and Viva during End Sem Examinations



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APPLICATION FORM FOR ISSUE OF INTERNSHIP / OFF CAMPUS RECOMMENDATION LETTER

I. Student Details

FORM No. : 1 / 2 / 3

Name:	School:	Dept.
Year / Sem:	Reg.No:	
Email:	Contact No:	
Home Town :	No. of Backs (if any)	

II. Company Details

Name of Company:	Internship Date & Duration :	
Employee Size:	Annual Turnover:	CEO Name:
Training Location :		
Services:		
Contact Person Details (Working in applied company)		
Name	Designation:	
Email:	Contact no.:	
Reference: (by whom you got to know the Company)		
Reason of selection of Company		
Pre-final Year Training details		

III. HOD Verification

(HOD is required to verify the submitted details and discuss with student regarding suitability / non suitability of the company)

a. Company Eligibility:

- | | | | |
|-----------------------------|-------------|---------------------------------------|----------|
| 1. Company OK ? | OK / NOT OK | 3. Aligning with student career path? | YES / NO |
| 2. Company is in home town? | NO / YES | 4. Recommended? | YES / NO |

a. Student Criteria:

- | | |
|------------------------------|---------------------------------|
| 1. CGPA till Last Sem: _____ | 3. Discipline & Behavior: _____ |
| 2. Attendance % : _____ | 4. No. of Backlogs: _____ |

Any Deviations from set standards? _____

Company standards and candidate eligibility is verified. _____ (HOD Sign. & Date)

IV. Dean Approval

Remarks (if any / any deviations to be forwarded to Special committee for Decision):

Internship Application is approved. _____ (Dean Sign & Date)

V. Issue of Recommendation Letter by TPO

Remarks (if any):

Application Received on: _____ Int . Letter issued On: _____

_____ (TPO Sign. & Date)



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REQUEST FORM FOR NO OBJECTION CERTIFICATE FOR SEMESTER INTERNSHIP / EARLY JOINING

Preface : This form is required to be filled in to relive student in last semester for internship / early joining for of campus or on campus selection. It is important to count the students' name for semester relieving, and accordingly ensure the fulfillment of academic requirements. After submission of duly signed filled in S6_Request Form, Registrar Office proceeds to officially release the student in final Year of his/her studies to let him/her avail career opportunity at early stage.

This Form is to be submitted to TPO with a copy of Confirm Offer Letter of Internship / Early joining / Off Campus Placement, for issue of NOC from Registrar Office.

A. Student's Details (to be filled by the Student)

Name of Student: _____	Registration No.: _____
School: _____	Course: _____
Branch : _____	Year/ Sem. _____
Email ID: _____	@poornima.edu.in
Mobile No.: _____	
Name of Company for which NOC required _____	Date of Joining: _____
Selection Procedure	On campus <input type="checkbox"/>
	Off campus <input type="checkbox"/>
	Internship <input type="checkbox"/>
	Internship -cum -placement <input type="checkbox"/>

B. Company Details

Name of the Organization: _____
Registered Address: _____
Location of Internship / Job: _____
Date of Start _____
Date of Completion: _____
Date of Relieving: _____
Name of Reporting Officer/contact person: _____
Email ID: _____
Mobile No.: _____

The permitted students will be bound to fulfil the following obligations

1. The responsibility of going through the internship / job offer letter and taking actions therein such as submission of documents lies entirely with the student. In the same aspect, student who has an internship have to submit the monthly Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, he/she shall not be allowed to appear for mid-term and end-term examination. He /She needs to complete all assignments given by the department from time to time in lieu of CIE Exam etc.
2. He /She shall remain in touch with his/her department and check the e-mail regularly. It will be the responsibility of the student to gather the information related to any PU activity/ Exams (MAIN/BACK) and the student shall make his/ her arrangements for participation.
3. It will be the responsibility of the student to ensure that his/ her attendance at the industry during Internship / early joining, and the attendance must be sent to the concerned HOD and DTPC on fortnightly basis.
4. In case the student is absent from training / internship for more than three days continuously he/ she must inform the HOD with a copy to TPO immediately.
5. Failing in any of the guidelines may result in the termination of training / internship /semester drop/ debarring from exams as decided by the competent authority of the Poornima University.
6. In case a student wants to resign from training / internship, he/she must take prior written approval from Dean and TPO, and will be required to produce NOC issued from the Industry.
7. There will be no reversal of NOC at Poornima University before completion of one month of training / internship. The application for resignation shall be considered by Dean / TPO only after one month has been completed.



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REQUEST FORM FOR NO OBJECTION CERTIFICATE FOR SEMESTER INTERNSHIP / EARLY JOINING

Declaration by the Student

I..... S/o, D/o. Sh.....

SchoolCourse/Branch.....Year/Sem.....hereby declare that:

1. I have read all the rules of Poornima University, governing my internship/early joining in the company. I hereby confirm that I will fulfil all the norms of this Scheme.
2. I have filled the request form after thoroughly understanding the rules and the information filled by me in the request form is correct and true to best of my knowledge and belief.
3. I shall submit the Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, I shall not be allowed to appear for mid-term and end-term examination.
4. I shall submit the online assignments given by the concerned subject faculty as & when required.
5. I have informed the company of the examination duration and the requirement to appear in both MSE and ESE.
6. I shall abide by all rules and regulations stipulated by the company, and shall maintain dignity of my Institute and and my upbringing.
7. I am joining the company at my own cost & risk and that management shall not be liable towards me in any case.

Signature & Name of the Student

-----Department / Office Use-----

Consent by Tutor / DTPC on behalf of Parent

Telephonic consent must be taken from the parent by Tutor 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 **(Father/Mother/ Guardian Name)**

Ms./Mrs/MrFather/ Mother / Guardian of

Student Name of (Course)

Final year..... branch for proceeding for Internship/ Early Joining during the final semester.

This consent was received from mobile No..... ondate.

Offer Letter attached: YES/NO

(S6 should be proceeded only with a copy of Confirm Offer Letter on Company Letter Head, OR, email from Concerned Authority from Company domain mail.)

Signature with Date

Name of concerned tutor _____



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REQUEST FORM FOR NO OBJECTION CERTIFICATE FOR SEMESTER INTERNSHIP / EARLY JOINING

Consent and Recommendation by Department & TPO

Information from Department (By HOD):

Duration of Mid-term Examination: From _____ To _____

Duration of End-term Examination: From _____ To _____

Date of submission of Project / Thesis: _____

Joining Details have been verified. Issue of NOC is recommended.

Recommended by HOD

This S6 form is duly filled and recommended for issue of NOC. Offer Letter is attached and is verified. Student fulfills the Eligibility criteria and understands the Terms and conditions laid down by the Training & Placement Office.

Recommended by Dean

Student have to join (company) _____ on _____. His/her training Location is _____. Hence student should be relieved from (Date) _____

Signature & Seal of TPO

Provost Approval (Signature)

Registrar office: NOC issued on date **Authorize Signature & Seal**

FORMAT OF NO OBJECTION CERTIFICATE TO BE GIVEN TO STUDENT ON UNIVERSITY LETTER HEAD

To be addressed to the concerned officer of the Company where the student is proceeding for internship / early joining

This is to certify that we have no objection in permitting (Name of Student) _____ S/o/D/o (Father's Name) _____ student of School _____ Course.....Semester.....to join internship in your organization on (date) He/she shall be on Semester Internship /Apprenticeship fromto..... As per the Rules and regulation of Internship / early joining, the student shall be required to appear in the Mid Semester as well as End Semester Examinations at the University. On joining, the student is required to submit the joining report duly approved by the Reporting officer. Student is also required to submit the Fortnightly Attendance Log sheet duly signed and sealed by company HR manager/ reporting officer as it is an eligibility criteria for appearing in the mid-term and end-term examinations, which also ensures his regularity in your organization. We also believe that your company have verified the academic credentials of the student and have permitted him/her as per your norms. We are thankful for you have given our student the opportunity to work in an esteemed organization like yours, and are hopeful that this learning experience with you shall pave a way of bright future for the student.

(Authorized Signatory)



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S6.5

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

MONTHLY ATTENDANCE LOG SHEET

Name of Student: _____ Registration No.: _____

Campus: _____ Course: _____ Year: _____ Branch: _____

Email ID: _____ Mobile No.: _____

Name of the Company/Industry / Firm: _____

Log Sheet Compiled From _____ to _____

Date	Day	Signature of the Student	Date	Day	Signature of the Student
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		
			31		

Comments of the Reporting officer: Please tick one or more of the following whichever is most appropriate for the intern:

- | | |
|--------------------------------|--|
| 1. Performance of the Student: | Good/ satisfactory/not satisfactory |
| 2. Punctuality: | Punctual/not punctual |
| 3. Interest: | Showing interest/ Not showing interest |
| 4. Any other (Please specify) | _____ |

Signature of the RO with seal

Verified and signed by HOD, Poornima University



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REQUEST FORM FOR HOSTEL STAY

For Registrar office only (to be filled before issue of admit card of ESE)

For Hosteller's Only/Registrar office

Name of Student: _____ Registration No.: _____

School: _____ Course: _____ Year: _____ Branch: _____

Email ID: _____ Mobile No.: _____

Details of Hostel Stay during Even Semester:

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
Total Days:			

Calculation of Variable Fees against stay during Even Semester:

Variable Cost of Even Semester (25% of total annual hostel fees) divided by 180 and multiplied by No. of Days of stay = Rs. _____

Signature & Seal of Registrar

Forwarded to Accounts Dept.

Fee due done in SHARP..... Signature of Accounts dept.....

ORDER OF APPROVAL FOR VACATING HOSTEL

For Hosteller's Only/Hostel office copy

Name of Student: _____ Registration No.: _____

Campus: _____ Course: _____ Year: _____ Branch: _____

Email ID: _____ Mobile No.: _____

Name of the Company/Industry / Firm: _____

Duration of Internship: _____

Tentative date of End Semester Examination: _____

Signature & Seal of Registrar

Details of Hostel Stay during Even Semester:

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
Total Days:			

Signature of Warden

The above stay details must be communicated by hostel authorities to Registrar office before commencement of End Semester Examination of the student.



POORNIMA UNIVERSITY

S6

S6.7

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

REQUEST FORM FOR CLAIM OF BONUS ATTENDANCE (FINAL YEAR)

Preface: To extend benefit to FINAL year students of all Programs who are preparing for Competitive Exams or Higher Studies' Entrance Examinations in their Pre final semester, it has been decided to award Bonus Attendance for their targeted approach and efforts for shaping their career and future. Students are required to submit the following documents to the respective DTPC on or before notified date along with this application. Date shall be notified by Training & Placement Cell in every Odd Sem through email. Authenticity of information shall be judged by the Department and final decision shall be at discretion of Dept., Proctor and TPO.

Required Enclosures :

1. Certificate of Admission in the coaching institute 2. Fee receipt 3. Any other relevant document
 Name: _____ Reg.No: _____ Date: _____
 Program: _____ Branch: _____ Year / Sem : _____ X %: _____ XII %: _____ CGPA : _____
 Email: _____ Mob. No: _____ Day Sch / Hosteller : _____

****Pls tick the relevant Career Option/s you are preparing for :-**

Sr.No	Career Option	Tick relevant option	Proofs enclosed (Mention Name)	Max. Bonus Attendance
1	Civil Services (IES IAS / RAS) / PSU			30
2	GATE - Govt Job			
3	GATE - M.Tech			
4	MS / GRE / TOEFL			
5	GMAT / CAT / MBA prep			
6	Pvt. Job Prep - Software / Technical course / Aptitude - Foreign Language			20
7	Bank / PO			10
8	Entrepreneurship / Start up			
9	Part time Job for experience			
10	Any other (Mention details)			

Note : 1. Maximum 30 Bonus attendance shall be awarded if more than one career options are applicable.

2. No other type of Bonus attendance shall be given in case if student is already awarded with 30 bonus attendance.

Coaching Institute Details:

- Institute Name: _____
- Address and Contact no. of Coaching Institute: _____
- Class Days and Time: _____

*****FOR OFFICE USE ONLY****

It is recommended to award _____ Bonus attendance to the student against preparation of _____.

HOD

TPO

PROCTOR



POORNIMA UNIVERSITY



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

WINTER / SUMMER INDUSTRIAL TRG. : ISSUE OF RECOMMENDATION LETTER

I. Student Details

FORM No. : 1 / 2 / 3

Name:	Dept. :
Reg.No:	Contact No:
Email:	
Home Town :	No. of Backs (if any)

II. Company Details

Name of Company:			
Employee Size:		Annual Turnover:	CEO Name:
Training Location & Address		:	
Services:			
Contact Person Details (Working in applied company)			
Name:		Designation:	
Email:		Contact no.:	
Reference: (by whom you got to know the Company)			
Stipend			
Reason of selection of Company :			

IIIDTPC Verification

(DTPCs required to verify the submitted details by visiting company website and discuss with student regarding suitability / non suitability of the company)

- Company OK ? OK / NOT OK
- Company is in home town? NO / YES
- Aligning with student career path? YES / NO

Remarks (if any):

Company standards and suitability is verified.

(DTPC Sign. with Date)

IV. HOD Recommendation

Remarks (if any) :

Company have been verified. Issue of NOC is recommended.

(HOD Sign with Date)

V. Dean Approval

Remarks (if any):

Training Application is approved.

(Dean Sign with Date)

VI. NOC Issue by TPO

Remarks (if any):

Application Received on : _____ NOC issued On: _____

(TPO Sign. With Date)



B.ARCH. PRACTICAL TRAINING : ISSUE OF RECOMMENDATION LETTER

I. Student Details

FORM No. : 1 / 2 / 3

Name:		Dept.	
Reg.No:		Contact No:	
Email:			
Home Town :		No. of Backs (if any)	

II. Architect/ Firm Details

Name of Firm (If Any) :			
Name of Principal Architect			
COA No. of Architect :		Training Location :	
Firm Specializations :			

Contact Person Details (Addressee to whom NOC is to be addressed)

Name :		Designation :	
Email:		Contact no .:	
Reference : (by whom you got to know the Firm/ Architect)			
Reason of selection of Firm/Architect :			

III. DTPC Verification

(DTPCs required verifying the submitted details by visiting firm website, COA Website and discussing with student regarding suitability / non suitability of the company)

1. Firm. Architect is in compliance with the Practical Training Guidelines of SPA? YES / NO
2. Firm is in Jaipur/ home town? YES / NO
3. Aligning with student career path? YES / NO

Remarks (if any):

Firm/ Architect's standards and suitability is verified.

DTPC Sign. with Date

IV. HOD Recommendation

Remarks (if any):

Company have been verified . Issue of NOC is recommended

HOD Sign with Date

V. NOC Issue by TPO

Remarks (if any):



POORNIMA UNIVERSITY

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

S6

S6.10

B.DES.VII Semester Internship (6 Months) : Application Form for issue of Recommendation Letter

I. Student Details

FORM No. : 1 / 2 / 3

Name:		Dept.	
Reg.No:		Contact No:	
Email:			
Home Town :		No. of Backs (if any)	

II.Firm / Organization Details

Name of Organization :			
Director / Designer / Architect		Name:	
		Contact NO:	
COA No. / Reg No of firm :		Firm Specializations :	
Training Location & Address :			
Stipend :		Job assigned :	

Contact Person Details (HR / CEO / Director / Reporting Person of Organization)

Name :		Designation :	
Email:		Contact no .:	
Reference : (by whom you got to know the Firm/ Architect)			
Reason of selection of Firm/Architect :			

III. DTPC Verification

(DTPCs required verifying the submitted details by visiting firm website, COA Website and discussing with student regarding suitability / non suitability of the company)

1. Firm / Org. / Architect is in compliance with the Internship Guidelines of SDA? YES / NO
2. Firm is in Jaipur/ home town? YES / NO
3. Aligning with student career path? YES / NO

Remarks (if any):

Organization's standards and suitability is verified. .

DTPC Sign. with Date

IV. HOD Recommendation

Remarks (if any):

Company have been verified. Issue of NOC is recommended

HOD Sign with Date

V. LOR Issue by TPO

Remarks (if any):

TPO Sign with Date