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POORNIMA GROUP

Achieving Excellence Together

S16

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.org 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.org with CC to Dy. HOD/ HOD

Yes No

Signature of Dy. HOD/ HOD