



2 Decades • 8 Institutions • 31000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

POORNIMA GROUP
Achieving Excellence Together

S18

**FORMAT & GUIDELINES
FOR STUDENTS' PARTICIPATION IN ACTIVITIES OUTSIDE POORNIMA GROUP**

It has been observed that student's participation in programs organized by other institutions is very subjective in nature and no norms are available with Poornima Group. **As a policy, it is clarified that participation in activities relating to academics are to be encouraged.** In order to rationalize participation in a meaningful way, the following Format & guidelines are framed:

Name of Student: _____ Registration No.: _____

Campus: _____ Year: _____ Branch: _____

Poornima Email ID: _____ Mobile No.: _____

Activity participating in: _____

Organizing institution: _____ Dates: From _____ to _____

Cumulative Attendance till date (in %): _____ Number of team members (if any): _____

Last participation in current semester with date: _____

Name & registration no. of team members (for more than 3 members fill new form):

1. _____ 2. _____ 3. _____

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

I _____, undertake the responsibility of my active participation in activity mentioned above. I also affirm that I along with my team members will not indulge in any activity which will harm prestige of my institution and will remain disciplined.

Signature and Date:

Guidelines to be followed while permitting student's participation:

1. No student/group of students will be allowed to participate in an activity under the banner of Poornima Group without proper authorization of the Chief Proctor
2. The student/group of students will have to fill form S18 in all respects, without which the permission will be denied.
3. Each student should normally be allowed to represent institution for not more than two occasions in one semester. Intra campus participation with in Poornima Group will not be included in this.
4. Students having cumulative attendance of more than 75% will be entitled to represent PF.
5. Tutor and Dy. HOD (Admin) are required to talk to parents in case a student is not able to submit written permission.
6. Participation will only be allowed in activities hosted by institutions of repute as listed by Chief Proctor.



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UNDERTAKING BY PARENT

I _____ Father/Mother/Guardian of
Mr./Ms. _____ who is student of Branch: _____
of Campus: _____ hereby declares the following in respect of my ward:

1. I am giving permission above named child / ward named above to go for the activity mentioned above.
2. That my child / ward shall abide by the rules and regulations of Poornima Group and its constituent institutions.

Name & Signature of Parent

RECORD VERIFICATION BY TUTOR

Attendance of applicant: _____ Consent from parents received YES NO

Mobile Number of parent: _____ Recommended to participate YES NO

Name & Signature of Tutor

Recommended to participate by Dy. HOD (Admin) YES NO

Name & Signature of Dy. HOD

Permission granted by Chief Proctor YES NO

Number of Bonus attendance granted (Max. 5 per day): _____

Name & Signature of Chief Proctor

POST PARTICIPATION

Hard copy of report submitted to Dy. HOD (Admin)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of Dy. HOD (Admin)
Soft copy of Report & photographs of participation emailed on pic@poornima.org with CC to Dy. HOD (Admin)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of Dy. HOD (Admin)
Entitled for Bonus Attendance (Maximum 5 per day)	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, number _____	Signature of Chief Proctor