



N/5-A

IAESTE India

International Association for the Exchange of Students
for Technical Experience

ACCEPTANCE NOTE

Student Name:

Country:

Ref. No.:

You have been accepted for practical training in India by the following Employer:

Employer:

For the following period (dd/mm/yyyy):

From:

To:

Person to Contact:

E-mail:

Mobile:

Website:

Confirmation of Acceptance

Complete, sign and return the attached Confirmation of Acceptance (N/5-B), IAESTE Liability Policy and Intern Guidelines to us through your National IAESTE Committee **within two weeks**.

Enclosures: <ol style="list-style-type: none">1. Form N/5-B2. Invitation and Financial Aid Letter3. Registration Certificate4. IAESTE Liability Policy5. Intern Guidelines	Your Reception Committee: IAESTE India E-mail: Phone: --
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Additional Information:

- Citizens of certain countries are required to obtain Visas to enter India. Please refer the following website for Visa and travel information: indianvisaonline.gov.in
- The Visa will be issued by the Indian Embassy or Consulate General in your home country upon presentation of your IAESTE Acceptance Papers, including the **Financial Aid Letter**.

Date (dd/mm/yyyy)

IAESTE India

Signature



N/5-B

IAESTE India

International Association for the Exchange of Students
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Confirmation of Acceptance

Student Name: Country: Ref. No.:

I accept the offer in **India**

For the following period (dd/mm/yyyy): From: To:

Employer: Person to Contact:

E-mail:

Mobile:

Website:

Arrival Details:

I shall leave my country on: (dd/mm/yyyy)

Time and date of Arrival in India: (dd/mm/yyyy)

Place of Arrival in India: (Airport/Railway Station/etc.)

Arriving by:

- Train Number:
- Flight number (of the last connecting flight):

I shall require Lodging from: (dd/mm/yyyy) to: (dd/mm/yyyy)

I shall arrange lodging myself: YES NO

Optional: I shall depart after completing my internship on: (dd/mm/yyyy)

I am aware that I am responsible for any financial loss involved if I withdraw or change my start date or cancel any room allocated to me after having completed and signed this form.

I hereby state that I am insured against illness, accidents including death and repatriation in case of illness, accidents or death during my traineeship. I am aware that neither the IAESTE National Committee of the sending country: _____, nor IAESTE India can be held responsible for any accident that may occur during my stay in India or for any costs incurred due to lack of or inappropriate insurance coverage.

Insurance company: _____

Insurance receipt No.: _____

Emergency Contact: Phone Number: (with intl. code) Relation:

E-mail Address:

I have read the above and agree that all the information mentioned is correct to the best of my knowledge.

Student Name:

Student Signature:

Date (dd/mm/yyyy):

Kindly return this form (filled and signed) to your IAESTE National Committee within two weeks.

Calle Alberto Aguilera,
12 – 5o Dcha, Madrid,
Madrid, SPAIN

03/05/2017

Subject: Letter of Invitation and Financial aid for Pablo Ruiz

Dear Sir/Madam,

Pablo Ruiz is cordially invited for an internship at Manipal University Jaipur. The following are the details of the student present with us.

- **Passport details and date of birth of the intern** PAB439568 and 08/12/1993
- **Internship duration:** 15/07/2017 - 31/08/2017
- **Name of the parent university of the intern** Escuela Técnica Superior de Ingenieros de Caminos, Canales y Puertos
- **Home address of the intern** Calle Alberto Aguilera, 12 – 5o Dcha, Madrid, Madrid, SPAIN
- **Name and address of the employing institution/company** Manipal University Jaipur, Dehmi Kalan, Near GVK Toll Plaza, Jaipur Ajmer Expressway, Jaipur
- **Name of the internship guide** Mr. Firoz Alam Faroque
- **Details regarding the accommodation if accommodation is provided**
 - o **Accommodation charges; if applicable (If accommodation is free; it has to be mentioned clearly)**
The accommodation will be provided within the university hostels, i.e, Manipal University Jaipur, free of cost.
- **Stipend details**
 - o **Total amount as mentioned in the O form**
Rs 5000
 - o **Percentage deductions, if any** None
 - o **Frequency of payment** Monthly
 - o **Basis of payment** Based on the number of days the intern reports to the employer for work


Signature
REGISTRAR
Manipal University Jaipur



S.No-78 (Issued)

- 6360 -

Ph. 23236351, 23232701, 23237721, 23234116

www.ugc.ac.in



BY SPEED POST

विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 8-27/2011 (CPP-I/PU)

December, 2016

The Registrar
Manipal University,
Village – Dehmi Kalan,
Jaipur-Ajmer Expressway,
Jaipur – 303007,
Rajasthan.

23 DEC 2016

Subject: Compliance submitted by the University in respect of the observations/ suggestions given by the UGC's inspection Committee.

Sir,

This has reference to the visit of the UGC's inspection Committees to the University on 19-20th August, 2016 and subsequent compliance submitted by the University in respect of the observations/suggestions given by the UGC's inspection Committee/Compliance Verification Committee. The report of the inspection Committee/Compliance Verification Committee along with the compliance submitted by the University was placed before Committee of UGC members for consideration. The Committee recommended as under:-


"The Committee accepted the compliance submitted by the University in respect of the observations/suggestions given by the UGC's compliance verification committee."

The above recommendations of the Committee along with the Report of the UGC inspection Committee were placed before the Commission in its 520th meeting {Item No. 1.02(a)(iv)} held on 14th December, 2016. The Commission approved the recommendations of the Committee.

Yours faithfully,


(Kundla Mahajan)
Under Secretary

o/c


21/12/2016





IAESTE India

International Association for the Exchange of Students
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IAESTE Liability Policy

General Arrangements:

1. Compliance with the host company/institution directives.
The student will comply with the relevant rules and regulations of the receiving host company/institution while training at the host company/institution.
2. Responsibility for property loss and damage
The student will be responsible for loss of, or damage to the property of his/her receiving company/institution caused by him/herself (malicious intent).
3. Intellectual property rights and confidential information
As a general rule, the receiving company/institution is expected to maintain any intellectual property rights which may result from a particular program involving the student.
4. Other subjects
The receiving company/institution is expected to agree directly with trainees in writing, on any subjects or specific arrangements other than those listed initially in their offer, if the company/institution considers it necessary.

Waiver of liability:

IAESTE (the International Association with its executive bodies, the Members and Co-operating Institutions of the sending and receiving countries) assumes no responsibility or liability for any injury, accident damage, financial losses (for housing reservations....) additional delay or other irregularities suffered by the student, the receiving company./institution or any other party, other than those which may be caused by willful or negligent acts or omissions on the part of IAESTE, in which case the respective involved party of IAESTE as listed will be solely responsible. IAESTE shall not be responsible or liable for consequences or natural calamities, labor strikes, Acts Of God, war and other factors beyond IAESTE's reasonable control.

Insurance:

In the light of IAESTE's limitation of liability and responsibility set forth above, the student is obliged to have the necessary arrangements for health and accident coverage for the duration of his/her training, including the time spent travelling and leisure activities. Further coverage must be taken out by the student in relation to his/her property loss and damage.

Date (dd/mm/yyyy):

Offer Reference Number:

Student's name:

Student's signature:

Kindly return this form (filled and signed) to your IAESTE National Committee within two weeks along with the N5-B documents.

GUIDELINES

1. Summer Reception Officers from IAESTE are the IAESTE LC MUJ members who will stay with you for the entire duration of the internship. He or She will assist your stay, you can approach him in case you need any assistance. We will provide you with their contact details before you arrive here.
2. There are **separate dorms for boys and girls** and residents are strictly instructed to restrict to their dorms. Boys are not allowed inside girl's dorm and vice-versa.
3. **Alcohol and smoking are not allowed on the campus.**
4. Residents of the hostels are not permitted to be in possessions of:
 - 4.1 Electrical appliances like kettles etc.
 - 4.2 Alcohols, Drugs, weapons etc. (possession will attract severe disciplinary actions)
5. **Residents have to be inside their dorms after 10 p.m. and within the University premises by 8 p.m.** This rule is strictly maintained at the campus and is specifically designed for the safety of students from anti-social elements.
6. Damage of Hostel properties shall result in the penalty and Residents have to pay the cost of the repair/re-purchase of the damaged items.
7. Residents will be provided with room keys once they are registered as guests, they are requested to submit the keys to the hostel office before vacating the hostel.
8. Residents of the hostels dine in the state of the art hostel food –court, which serves hygienic meals four times a day. Interns have to bear the cost of the meals.
9. Interns will be provides hostel facilities free of cost , however for using University dining and other facilities like gym, laundry, interns have to pay extra cost from their own pocket.
10. Interns can utilize the facilities of the University and department libraries, for issuing book on their name, they have to contact their employer who in-turn will contact the lending section of the library.

11. While working in the labs, Interns have to abide by the rules and safety measures of the Lab concerned.

12. The **stipend** to the interns will be paid on monthly basis and at the end of the month after their employer are satisfied by their work. If suppose you work two weeks, the stipend will be paid for two weeks and not the entire month.

13. Every Intern will be issued a unique ID and password for accessing the university internet facilities. These account will be activated after interns have submitted copies of their visa and passport (Summer Reception Officer of the IAESTE MUJ will assist you in completing the formalities). You cannot share the login credentials with anybody.

14. Interns are also required to inform their incoming coordinator before leaving the campus for any trip.

15. Your internship will be considered completed only once you submit a report to your employer.

16. Neither IAESTE India, LC MUJ nor Manipal University, Jaipur will be held responsible in case of any unpleasant happenings/accidents/injuries/loss of life or property during your stay in India.

I have read and understood the terms mentioned above. In case of any violation, I will accept the consequences arising thereof and will not hold IAESTE India, IAESTE MUJ or Manipal University Jaipur responsible in no form.

Student Name:

Country:

Mobile Number:

Signature of the candidate:

Date:

The intern should sign this document, stating that he/she has gone through the guidelines and will abide by them during his/her time in India. The same has to be returned to the LC/CI along with the filled N5/B and other documents.