# INTER LC TRAINING NOTES

03.02.2024 - 04.02.2024

# **INCOMING**

Head:- Emi Mary Rose

#### Role:

- 1. Deal with visa-related issues in collaboration with CMA.
- 2. Maintain Databases.

#### Workflow:

- 1. Receive nomination via E.P.
- 2. Selection by employee.
- 3. Process acceptance documents by LC within 10 days.

# **After Acceptance**:

- 1. Invitation mail has to be sent to the candidate after a week.
- 2. Welcome mail has to be sent 2 months prior to the arrival of the intern
- 3. Mail NC 3 weeks after sending the mail, if there is no reply from the candidate.

# **Expectations for this year:**

- 1. Submission of acceptance documents on time.
- 2. Regular updates on the NC database.
- 3. Keeping NC in the loop.
- 4. Feedback report on the interns experience and preference.
- 5. Prompt responses.
- 6. Summer reception plan- to be submitted by April 30th 2024.
- 7. Collaboration program with all the LC's/Cl's.

# **OUTGOING**

**HEAD:-** Vedant Nemade

#### **NOMINATION GUIDELINES:**

#### Role:

• Monitor and Verify all the Nomination Documents sent by the candidates.

#### General:

- The general guidelines documents of the countries are to be followed
- Student Status requirements should be checked
- The naming of the documents should be correct(OFFER NO\_FIRSTNAME\_LASTNAME)

# **Country Specific Guidelines:**

- The **German**-specific **Certificate of Enrollment** is to be followed.
- Switzerland Nomination Documents need to have the Integral Letter.
- Cover Letters for Switzerland and Austria Offers should only be 1 page.
- If the **German** internship is **more than 3 months** they are **Compulsory Internship months**.

#### **General Guidelines:**

- Timely update the Acceptance Documents in the Drive.
- Generating the Arrival Note
- Language Certificate and Visa Date Consideration
- Start and End dates for all the countries should be Monday Friday
- Start and End dates for UAE should be Monday Thursday
- The start and End dates for Germany should be the 1st of the month and End date of the month or Last Friday.
- Include **Electives** in **the List of Subjects**.
- N5B disclaimer

#### Offer Timeline

- Before 15th March Category 1
- After 15th March Category 2

## **Expectations for this year**

- Materialize Remote and Non-EU Offers also
- Database Updation on the 1st and 5th of every month.
- Monthly Update emails on the 1st of every month.
- Informing Offer Withdrawals timely.

# **CMA-Consular and Member Affairs**

Head:- Rasagnya Bethi

# Responsibilities:-

- 1. Reserved Offers
- 2. Free Members Management
- 3. Visa Related Queries
- 4. In Collaboration with INCOMING, OUTGOING, CORPORATE AND FINANCE

#### Discussion:

## What are free members?

Members who can view the offers for free on the website and only when they want to apply for an offer they have to pay to become a member this is discontinued this year and every free member is directed to become outstation members of other LC'S.

All these free members' affairs were dealt with by the CMA.

# Membership on the Exchange Platform

## **Documents required to be a Free Member**

- Cover letter
- CV
- SNF
- Bonafide
- Passport
- Photoscans

#### 1. Verification

- Check academic status(the rule followed last year is students can apply for offers 2 years after degree is complete but from this year you can only apply until you are a **STUDENT**.)
- Committee Check
- Nationality Verification(Has to be Indian Doesn't have to be a resident of India)

## 2. Acceptance

- LC Affiliation Requirement
- Invitation Process
- Member Affiliation Form

#### 3. Deactivation

- Inactivity Time Frame
- Deactivation Criteria

#### **Visa Related Concerns**

- Are dealt with through emails and phone messages
- Visa requirements
- Visa Handbook

## What are Reserved Offers?

Reserved offers is if an employer is interested in giving a particular student an internship he or she can approach the respective country to generate a reserved offer once generated the student can apply for the same. And then that particular student is taken care by the CMA. CMA views the nomination and sends out the mails regarding that. Basically acts as a bridge between the employer and the student. There is a special fees of 6000 rupees collected for this.

# **INFORMATION TECHNOLOGY AND DATA ANALYTICS**

**Head:-** Joshua Varghese Thomji

# Responsibilities:-

- 1. Update IAESTE Website
- 2. Domain and Server Management
- 3. Managing and Designing Database
- 4. Planning and Coding scripts for the benefit of all the LC's and the NC board
- 5. IAESTE India Website traffic analytics

#### **Tools Created:-**

- 1. SNF Generator
- 2. N5 Docs Generator

## **Tools Used daily:-**

- React JS(Website UI Development)
- 2. App scripts(For interacting with Google Apps and services)
- 3. Selenium(To Automate Websites)
- 4. Python(Lib:-Pandas, Numpy)

## **Discussion:-**

• Emphasis on the use of no-code platforms to make the workflow easier like StreamLit(For Data Visualization), Bee Free(To make interactive email templates), UI path(For Workflow Automation)

# **PUBLIC RELATIONS**

Head:- Suraj Kandlakunta

Email- pr.data@iaeste.in@gmail.com

- It is the **Brand Identity**.
- Each Organization has a set of Core Values.

# How to make a strong BRAND IDENTITY?

- IDENTIFY TARGET AUDIENCE
- For IAESTE the target audience is STUDENTS WHO WANT TECHNICAL EXPERIENCE
- **Vision**: what an org should do in the next 10 years
- Mission: current implementation of vision
- Vision + Mission Aim
- Vision of IAESTE- Build bridges between all cultures through Technical Experience
- IAESTE Digital Brand Identity is A.S.B.L
- Identity should be cohesive and consistent for brands

## **Problem identification: how?**

- By talking to your audience, understanding their needs
- Once understood, execute
- They will come back if u provide value : ideation
- Next step: feedback
- Offer being live: problem do it early and in advance.
- -Introduce systems email newsletters and blogs for example

## **META BUSINESS SUITE**

- Helps Automate and schedule posts
- Schedule posts and make guides
- Make sure no false information is published
- idea for pr: use hypefury for scheduling
- Instagram algo retention time reels-
- Make general posts how to make a great cv etc
- Location posts
- Promote posts that emulate previously successful reel types
- Corporate wants quality so Sell your members to them
- We need video testimonials

# **CORPORATE AND ALUMNI RELATIONS**

**Head**:Timosh RR

# What are Corporate Offers?

Generate offers with corporates and sign MOA

# Challenges faced in the past year

- 65K rule constraint
- Hard to convince Corporate

# Ideas for this year

- Use skills to convince Corporates
- Remote Internships are also a thing
- Alumni side (contact people who got internships through IAESTE and sign aMOA with they are currently working in now)
- Focus on NGO's and Incubators
- Hospital Internships
- Generate as University offer as the 65k Rule doesn't apply

#### NUMBER OF CORPORATE OFFER GENERATED

- JECRC-1
- MUI 3

#### OTHER LC'S PROGRESS

- 1. MUJ -
- To contact ECELL AIC
- To do mass calling
- To get a MOA signed
- 2. MU:
- Startups have been approached
- CS and IT should get a conventional internship rather than remote
- 3. KU:
- Contacted startups and have positive responses
- On the process of Signing MOA

## **GENERATING CORPORATE OFFERS:**

#### LOOPHOLES:

- If a company has a guesthouse or anything that generates income the rue doesn't apply
- For PG students it is 30k STIPEND
- Remote offers
- After Graduation it has to be less than 2 years

## **BRAINSTORM**

- Think about how can we get sponsorship for our cultural institutions depends on mgmt
- Can we collaborate with tourisms/hospitality sector corporate companies like Oyo rooms for that you have to promise them something, we need the statistics.

# **ADMINISTRATION**

**Head:-** Pranay Dalmia

- Offer generation of phase 1 is taken to AGC for exchange -in phase 1 and 2
- Under department don't mention research and development mention dept
- Use Max of 3 general disciplines for any offer -EP limit
- Select skills only from the sheet
- Fill Latest Possible Start column
- Dept no. should be there
- Numbering should be non-repetitive
- Date format yyyy/mm/d
- Student status enrolled as uni student
- Latest possible start to be mentioned
- Deduction tax
- Remote-location/other req
- Stick to Nomination deadlines, especially for global offers
- The fact sheet shouldn't exceed 3 pages
- If any wrong withdrawal
- Send at least passport scans if not all
- Databases should be maintained
- TRAINING VIDEO SENT

# **IR AND HRA**

**Head**: Vedika Dubey

The duties performed by the NC IR and HRA are as follows:

- Arrange everything for the National Conference.
- Do the Board Registration
- Tracking of all the LC's and CI's
- LC and NC reviews
- Promotions
- Minutes of the Meeting
- Contact point of LC and NC

# **FINANCE**

#### **Head:-** Ankita Paul

- Should have good Intuition for budgeting etc
- Make the most with what you're left with.
- Optimize expenses, cut down where ever u can
- Find roundabouts to save money.

#### **Duties:**

- 1. Being in contact with the CA.
- 2. Filing income tax report.
  - Track all expenses of the previous financial year in chronological order.
  - Procure any legal documents required for the same.

# Points to remember:

- We have to make sure the covenants are signed.
- For domestic payment, we prefer checks.
- For international payment, we prefer 15CA, 15CB.

#### Sources of revenue:

## 1. Cost per offer -

CPO is variable - factor considered: ( Delegates of AC - Members of NC / no. of offers for that year).

- **2. PLACEMENT FEE** 40% of offer fee collected for global offers is taken.
- **3. Annual membership fee-** 3 K for LCMU and 2.5 k for the other LCs.

# Plans for the future:

- 1. Certain Swiss internships cost a lot of placement fee. We should figure out a way to fix that.
- 2. For reserved offers, the fee is 6000 and an additional placement fee is also charged. We should come up with a way to fix this.
- 3. We must be transparent.
- TRAINING VIDEO SENT

# **SID SESSIONS-Strategic IAESTE Development**

## Questions:

1. Expediting the notice process to meet tight deadlines while maintaining the quality of nominations and reducing the number of withdrawals. (Outgoing)

#### ANSWER:

- An application tracker using apps like Notion to keep the application on track for the students to use on
- Notion we use talk about it
- Sample Nomination to be sent ( Vendant point)
- Admin sending the details (offer no, pp student name) before the official email comes (happens in our lc) (as soon as fact sheet is prepared)
- Visa dates considered to expedice
- Interactive emails to increase interest to work towards put it on
- Future notion
- Future outgoing portal
- Student status reg: coem

#### WITHDRAWALS.

- Reasons for withdrawals have mostly been delays in the nomination documents
- Better Communications with the applicant and encouraging them about the internship( phrase it better)
- Showing the Exchange quality standards pdf to all applicants for reassurance
- IT template (Emi's point)
- 2. How can IAESTE India overcome financial and geographical challenges to conduct an inter-LC trip or any other collaboration programs for the incoming interns? ANSWER:
  - Pre planning of trips (Budgeting)
  - Visiting other LC'S as a primary goal during their event season
  - LC'S And Cl's hosting on an yearly rotation basis (2 year plan makes budgeting easier)
  - Conducting more interactive online events as a start to spark the need of inter lc trips

3. Ways to promote the idea of taking up Internships from relatively lesser-known countries (Eg. Middle- eastern, Asian) among the existing member pool

#### ANSWER:

- Better PR for these countries(7 points: early bird/untapped potential; company emphasis).
- Admin can draft emails with the help of IT make a small template about the country and the details and send it to the member poll
- Constant engaging with the member poll regarding other countries
- Celebrating other countries important days
- Make an outgoing handbook with the details of all the countries and display it on our website and circulate among the member poll
- Quality of the offer to be talk about
- Internship is the motive try to convince (KK sir point)
- Do not make it incomplete (kk sir) as a core we should focus on getting into an internship
- 4. With the rise of chatbots and other Al-based tools in the past year, how could they be implemented to assist the portfolios in IAESTE and make their work easier?

#### ANSWER:

- Helpline Chatbot using AI so that we can address their queries and avoid unwanted delays. Tinder for
- Automation of workflow like factsheet screening, mail response, EP uploading, etc.
- Usage of SEO and AI to increase traffic to social media Posts.
- Generative AI to increase the efficiency of the PR portfolio.
- Nomination documents Tracker for students and coordinators(splash -Stephen)
- Work trackers in every portfolio to organize the work for easier workflow
- Al to automate the regular emails and responses for regularly asked queries.
- Linkedin for IAESTE
- CMA making automated emails for their queries about the basis of visa applications
- Button Customisations
- Attractive emails
- Movie recommendations system
- Feedback Analysis
- Web scrapping from the forum

5. Advantages and drawbacks of increasing corporate offers through incubators and overcoming the 65k rule of corporates.

#### ANSWER:

Uncertainty on whether or if the incubators are making a profit in the company to pay the interns

## Solutions to the 65K Problem

- Sponsors
- Increased Cost prices as what Germany does.
- Multi-company internships
- Royalties(Shares,Etc)
- Govt 7.80 per Annum is not only applicable for Universities and NGO offers
- Remote paid offers
- NGO administration, technical and PR-related offers
- Accommodation fee with guest house
- PG with 30k
- Oyo Rooms
- Postgraduate 2 years
- 307AB5