

YENEPOYA (DEEMED TO BE UNIVERSITY)

Ref.No.: Y/REG/ACA/notification/ISC/2024

OFFICE OF THE REGISTRAR
Date: 01.02.2024

NOTIFICATION

Sub: Constitution of International Student Cell

Ref.No: UGC guidelines for Internalization of Higher Education on July 2021

The International Student Cell, Yenepoya (Deemed to be University) is constituted with the following members.

- | | |
|---|------------------|
| 1. Dean, Student Affairs | Chairman |
| 2. Need based special invitees from constituent units/centres | |
| 3. Chief Administrative Officer | Member |
| 4. Mrs. Obeida Shoukath, Student Welfare Officer, YMC | Member Secretary |

The tenure of this committee will be for a period of three years with effect from 30.01.2024.



REGISTRAR

DM/-

Copy to:

1. All the above members
2. Dean Academics, Y(DU)
3. Principals/Deans of all the constituent units
4. PA to Vice Chancellor / PA to Registrar
5. Office of the IQAC
6. File Copy



International Students' Cell

Yenepoya (Deemed to be University)

Mangalore

Introduction

The Yenepoya (Deemed to be University) has established an International Student's Cell (ISC) to provide reliable, continuous and inclusive support to International Students to facilitate their social and academic success. ISC provides a single window system to facilitate International Students with all kinds of services that they require from the time of their admission to the completion of their studies in the University. ISC strives to provide a safe, positive, and holistic campus experience to International Students throughout their stay in the campus.

Objectives

1. To ensure a safe, welcoming, and enriching campus experience for International Students.
2. To support the International Students in addressing their unique challenges and concerns.
3. To ensure that the International Students maintain a lawful status during their stay in the campus
4. To foster cross-cultural understanding, diversity, and mutual respect within the campus community
5. To address the grievances of International Students, if any.

Constitution of International Student's Cell

The International Student's Cell comprises the following members: (Annexure 1)

Dean of Student Affairs	: Chairman
Chief Administrative Officer	: Member
Faculty Representatives from Constituent Units (need-based)	: Special invitees
One of the senior Student Welfare Officers	: Member Secretary.

The Dean of Student Affairs shall chair meetings on all matters concerning International Students. Members will support the Chairman for the smooth functioning of the cell.

Functions of International Student's Cell

- **Admission guidance:** The Cell provides support to International Students in Admission formalities for a variety of programs and under Yenepoya (Deemed to be University).
- **Accommodation and Logistics:** The ISC assists in finding accommodations and local transport, particularly during the transition period. Students will be supported in the initial settling process such as opening bank accounts etc.
- **Orientation program:** The International Students will be oriented to make a seamless transition to the culture of the local environment. An orientation about the Institution, information about academic programs, curricular and co-curricular activities, and hostel accommodation is given to the international students. International Students also will be oriented to the Indian Laws/Legal Help if required
- **Data on International students:** The ISC maintains International Student Information and provides the necessary information regarding International Students, solicited by government or other agencies as and when it is needed.
- **Ensure students maintain a lawful status:** The International Students are supervised in keeping their travel and registration documents updated as required by the government. Facilitate completion of visa formalities, police NOC and Registration as foreign students (Registration in Foreigner's Registration office). ISC networks with the Mangalore City Corporation to implement IVFRT (Immigration, Visa and Foreign Registration & Tracking). Through networking with local agencies support will be provided for visa renewal, international travel, etc.
- **Guidance and Counseling:** ISC offers guidance to International Students regarding education and career. The students are apprised of the cultural heritage, customs of our country and the code of conduct of the University. ISC disseminates relevant information as required for international students.
- **Mentoring:** The Cell helps International Students blend with the rest of the students and makes their stay on the campus comfortable and enjoyable. ISC mentors the

International Students and encourages them to participate in various cultural, sports and other extra-curricular activities organized on and off the institute campus. Overall guidance is provided on a timely basis to understand the difficulties and problems of the students during their stay in the Institute.

- **Language proficiency program:** International Students are provided with language support which is designed to develop language skills in English for students from non-English speaking countries, National language Hindi and Local language Kannada and other local languages
- **Addressing grievances of International students:** ISC will address the grievances of International Students, if any.



Meetings of International Student's Cell

- The University International Student's Cell shall meet twice a year or as required. The first meeting shall be conducted preferably within 10 days of the commencement of academic programs
- The date, time and venue for the meeting shall be notified to the members at least one week before the meeting.
- The agenda shall be prepared by the Member Secretary in consultation with the Chairperson taking inputs from the members and circulated among all members
- One-third of the members shall form a quorum for a meeting
- The Dean of Student Affairs shall chair meetings
- All decisions shall be made based on discussion and consensus.
- The minutes of the meeting shall be recorded and circulated by the Member Secretary and filed after approval

Common minimum agendas for the meeting

- a) Approval of the minutes of the previous meeting and action taken report.
- b) Review of activities conducted.
- c) Planning for activities for next term.

Annexure-1



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2. Need based special invitees from constituent units/centres	
3. Chief Administrative Officer	Member
4. Mrs. Obaida Shoukath, Student Welfare Officer, YMC	Member Secretary

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Format for recording the minutes of meetings

The minutes of the meeting shall comprise the following:

- a) Date, Time, and Venue
- b) Members present including special invitees (if any)
- c) Agenda, Discussion, and Resolution
- d) Signature of the Chairperson, Member Secretary

Grievance Redressal Mechanism for International Students

A student experiencing a crisis and needing help can register the grievances through email to the member secretary International Student’s Cell, who will initiate the steps to resolve the grievance as per the university norms.

(Refer to <https://www.yenepoya.edu.in/grievance-main.php> for details)

Feedback

Feedback shall be collected from all the students once a year and after completion of the academic program before leaving

Through ISC, Yenepoya (Deemed to be a University) stands ready to support, empower, and inspire our International Students to reach their fullest potential and make meaningful contributions to our global society.

Contact details:

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Extn:1016

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