

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



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. Obaida 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

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

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:

Dr Maji Jose
Dean of Student Affairs and Chairperson of ISC
deanstudentaffairs@yenepoya.edu.in
Extn:1016

Mrs. Obeida Shoukath
Member secretary, ISC
counsellor@yenepoya.edu.in
Extn:5019

YENEPOYA (DEEMED TO BE UNIVERSITY)

International Student Cell Yenepoya deemed to be University

International Student Cell of Yenepoya deemed to be University provides opportunities of exposure and experience in Indian universities and hospitals to students moving in from foreign varsities for Global Health experience. The friendly atmosphere in our campus makes it easy for International Students to settle fast into a homogenous and cosmopolitan culture. Many students from Germany Uganda, USA, UK, Tunisia, Malaysia, MINA Region, have benefitted during their training in Medicine Dental, Physiotherapy, Biomedical sciences both in regular programs as well as on short-term observership.

Objectives:

1. To support desirous students of over-seas universities through on-line process of application for short term training and observerships in our hospitals and laboratories and research centers.
2. To provide support through mentorship, language support, accommodations, food, local transport and community participation in health care through our well structured out-reach services
3. To offer optimal support to these students for visa processing, pay tuition fees and complete police verification process (Registration with Foreign Registration Office etc).
4. To promote our indigenous students interest for visiting outside universities for short-term training programs in health science institutions and hospitals.
5. To Facilitate internship, joint international research projects, PhD student exchange Faculty exchange

The Process:

1. The Student Welfare Cell co-ordinates activities pertaining to International Students for their to and fro movement and co-ordinates with respective constituent institutes.
2. There is tie-up with a private agencies to facilitate completion of visa formalities, police NOC and Registration as foreign students while in India.
3. The Yenepoya University students' Alumni members who are in abroad have been instrumental in extending information their over-sea peers.

Activities:

1. The Cell provides support to the students to apply online for varieties of programs and patients care facilities under Yenepoya deemed to be University. There is provision to provide accommodation to needy students in own Guest House at Deralakatte University Campus.
2. Ongoing mentor support, along with the Students Cell helps the international students to blend with the rest of the students and makes their stay on the campus comfortable and enjoyable.

YU/International Student Cell

Page 1

YENEPOYA (DEEMED TO BE UNIVERSITY)

3. Yenepoya deemed to be University International Students Cell disseminated required information through website, pamphlets, railway concession forms, maps ,food coupons, bank account forms, etc.
4. International Students also has a Language facility which is designed to develop language skills in National language Hindi and Local language Kannada and other local languages
- 5.The Cell encourages students Council on the campus to integrate with overseas students, with true spirit of globalization with Indian culture.

Salient Features

Intercultural cooperation and hospitality

- Student friendly environment
- Hassle free admission process
- Language support
- Effective Mentorship
- Quality training as medicine, Dental,physiotherapy, nursing and biomedical sciences,Ayush campus.
- Well-equipped accommodation facilities with modern amenities

Composition: The International Student Cell, co-ordinates activities pertinent to, to and fro movement of the students and co-ordinates with respective constituent institute coordinator from both,

International Student Cell Support Services:

Provides aid to the students to apply for a program, visa, pay fee and travel.

- Provides local support to open a bank account, learn the local language, accommodation and local travel.
- Provision of mentor support
- Provision of information such as pamphlets, railway concession forms, maps Karnataka state, canteen food coupons, bank account forms, etc. Language training facility - designed to develop language skills of International students

ATTESTED

Dr.Gangadhara Somayaji K.S.
Registrar

Yenepoya (Deemed to be University)
International Student Cell
Mangalore-575 018, Karnataka

Dr. Somayaji

Registrar
YENEPOYA
Deemed to be University

YENEPOYA (DEEMED TO BE UNIVERSITY)

Activities

Participation in various sports and cultural activities organized by the Student Council on the campus.

Fostering International Health Experience, Initiation of Student Exchange program

Elective placements and internships for students of Medicine, Dental, Nursing, Midwifery and Physiotherapy, Research Scholars.

A MoU also exists with 40 Universities /Institution

These linkages contribute to faculty and student development in research and competency skills.

Composition of the International Cell:

1. Vice Chancellor
2. Registrar
3. Deans/Center Heads of Constituent units
4. International Student cell coordinator
- 5.SWO

ATTESTED



Dr.Gangadhara Somayaji K.S.
Registrar
Yenepoya(Deemed to be University)
University Road, Deralakatta
Mangalore-575 016, Karnataka

YENEPOYA (DEEMED TO BE UNIVERSITY)

Yenepoya deemed to be University

Grade 'A' Accredited by NAAC

Deralakatte University Road, Mangalore – 575018.

Tel: 0824 2206000 Fax: 9606044899

Email: registrar@yenepoya.edu.in | Website: www.yenepoya.edu.in

Application Form for Students to Pursue Observership / Short Term Training at Yenepoya deemed to be University

Important Instruction: Completed application form with all enclosures must be submitted as a hard copy at least one month in advance from the expected date of joining to Registrar Office.

Name of the Observer / Visiting clinician/academician/trainee applicant (Mr./Mrs./Ms./Dr.)	
Date of Birth (D D M M Y Y Y Y)	
Age in completed yrs & months	
Communication Address with landmark and pin code (Attach address proof)	
Permanent Address with landmark and pin code (Attach address proof)	
Name of School / College / Institution /Organization currently studying / working with address and telephone no. : Mobile No. : Landline Telephone No. with STD Code	
Email Address (write legibly)	
Nature of Observership (Write in short or attach a separate sheet to this Form if space allotted is insufficient.	
Time Frame of observership/internship	
Reason for Observership (in brief. If space is insufficient, attach separate sheet)	
Degree earned / pursuing	
Specialties of interest	
Whether you are Citizen of India	
If not a citizen of India, the following details may please be furnished (applicable for foreign students / Persons of Indian Origin settled abroad)	
Do you hold a current visa and passport, if yes, the details of passport no. and validity may be.	

YU/International Student Cell
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka

Page 4
Registrar
YENEPOYA
(Deemed to be University)

YENEPOYA (DEEMED TO BE UNIVERSITY)

mentioned. (Attach Passport Copy)	
Sponsoring Institution details	
Name of the Sponsoring Institution	
Address of Sponsoring Institution	
Telephone No.	
Contact Person Details of the sponsoring Institution with name and Mobile No	
Name of the Constituent college /department of Yenepoya University where the Observer/Visiting Student intends to pursue Observership / Short Term Training	

Signature of the Observer:
Signature of Supervisor / Mentor:
Signature of HOD
Signature of Institute Head
Approved by Registrar
Yenepoya deemed to be University Seal:

Date: _____
Date: _____
Date: _____
Date: _____
Date : _____

Enclosures:

1. Identity and Address Proof
2. Observers' Confidentiality and Non-Disclosure Statement & Waiver of Liability
3. NOC from Mentor/Relieving Institute
4. Police Verification, Passport and Valid Visa Details (for foreign students only)
6. Curriculum Vitae' / Bio-Data / Resume

ATTESTED

Dr. Gangadhara Somayaji K.S.
Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka

YENEPOYA (DEEMED TO BE UNIVERSITY)

Yenepoya deemed to be University

Grade 'A' Accredited by NAAC

Deralakatte University Road, Mangalore – 575018.

Tel: 0824 2206000 Fax: 9606044899

Email: registrar@yenepoya.edu.in | Website: www.yenepoya.edu.in

Observers Confidentiality and Non-Disclosure Statement & Waiver of Liability

I, _____, wish to observe the activities of the _____ in furtherance of my personal, educational goals. I understand that I will be under the supervision of _____

I understand that if I breach this agreement, it will result in immediate termination of my observership. I understand that even though I will only be observing activities in _____, I may be exposed to certain risk of bodily injury and other dangers, including but not limited to, exposure to blood borne pathogens, biological waste and dangerous chemicals.

I am aware of these risks and voluntarily assume these risks. For and in consideration of Yenepoya deemed to be University allowing me to observe the activities of the _____ to further my educational goals, I hereby release and forever discharge Yenepoya deemed to be University it's officers and employees from all claims, demands, rights and causes of action of whatever kind or nature arising from any by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, death, or damage to property arising out of my observation activities, including but not limited to, these specific risks enumerated above.

I have read this document carefully and voluntarily choose to participate in the activities described herein. I hereby certify that I am at least 18 years of age, I am legally competent, and I am signing this document with full knowledge of its significance.

Contd..

ATTESTED


Dr. Gangadhara Somayaji K.S.
Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore - 575 018, Karnataka

YENEPOYA (DEEMED TO BE UNIVERSITY)

I am also aware of the Hospital's and University Department's Regulations and Policies as follows:-

- I understand that all patient information, including medical records, other medical information, billing and financial data is confidential.
- I agree to keep all patient information confidential.
- I agree to comply with all Hospital Privacy Policies and Procedures.
- I understand that patient record cannot be permitted for publications
- I understand that if I violate patient confidentiality by using or disclosing patient information improperly, I may be subject to disciplinary action including having my observership immediately terminated.
- I understand that if I have any questions or concerns about the Privacy Rules and/or the proper use or disclosure of patient information, I shall ask my Supervisor / Sponsor, the Hospital Privacy Officer, or the Hospital Compliance Officer or the Medical Superintendent.
- I understand and agree that the Hospital Privacy Policies and Procedures will apply to all patient information even after my observership has been completed.
- I have read the Rules and Guidelines for Observership.

Observer Name: _____

Date: _____ Signature: _____

Name of Witness in Full: _____

Address of Witness: _____

Signature of Witness: _____ Date: _____

ATTESTED


Dr. Gannadhara Somayaji K.S.
Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka

YENEPOYA (DEEMED TO BE UNIVERSITY)

Yenepoya deemed to be University

Grade 'A' Accredited by NAAC

Deralakatte University Road, Mangalore – 575018.

Tel: 0824 2206000 Fax: 9606044899

Email: registrar@yenepoya.edu.in | Website: www.yenepoya.edu.in

Rules & Guidelines for Observerships/Visiting Student

1. Yenepoya deemed to be University/ colleges / Departments may, at its sole discretion, terminate the observership without recourse to due process or appeal process by the observer.
2. Stipend, Compensation, Insurance coverage, benefits will not be provided, accommodation / housing or boarding will be provided with charge on availabilities at Yenepoya deemed to be University/ colleges /Departments.
3. Suitable observation charges/fee and cost towards Laboratory use / other expenses may be charged.
4. The observership will not be a part of medical education, Dental education, or training leading to licensure or board certification
5. If required by the certificate for training program, the observer/visiting student must complete an evaluation / feedback after completion of the observership.
6. Upon satisfactory completion of the observership, Yenepoya deemed to be University will provide the observer a certificate of completion.
7. In case of foreign students, valid passport / visa / police clearance to be submitted at the time of joining.
8. The students need to maintain the logbook which can be submitted to the physician / Head of the Department / Institutional Head based on which Observership Certificate can be issued by the University.
9. Identity Card / Dress Code / Working Hours / duration with 80% attendance must be adhered to strictly.
10. The above rules and guidelines will be applicable to the Observer.

In case of any complaint disciplinary action including expulsion and stoppage of work will be applicable.

11. The initial sanction for observership will be a maximum period of 3 months only. Based on requirement and necessity, extension may be granted for which necessary permission will have to be obtained in advanced.

Dr. Gangadhara Somayaji
Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore, Karnataka

YU/International Student Cell

Page 8

Registrar
YENEPOYA
(Deemed to be University)


YENEPOYA (DEEMED TO BE UNIVERSITY)

12. Institution will not be responsible for any damage caused to the students during the internship period due to his or her action either at the work place or at his/her residence

ATTESTED



Dr. Gangadhara Somayaji K.S.
Registrar
Yenepoya (Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka



Registrar
YENEPOYA
(Deemed to be University)