AN INTERNATIONAL STUDENTS CELL
Department of Computer Science and Engineering

POLICIES

Department of Computer Science and Engineering, Faculty of Engineering, CHRIST (Deemed to be University) is known for its diversity in student culture and tradition. We believe diversity can cause innovation .Housing more than 1000 students from across the globe, Christ University attains a culture of true Internationalisation. The department has a separate cell for International students for ensuring reliable support in their academics as well as in their personal affairs.

1.1 Function of International Cell

The cell assists and guides the students on the matters related to:

- Maintaining international student Information
- Admission formalities
- Availing bona fide certificates
- Guidance to register with Foreign Regional Registration Office (FRRO)
- Maintaining lawful status
- Extension of stay
- Addressing grievances of International students
- Running English language proficiency program
- Formalities while withdrawal of admission

1.2 Constitution of International Cell

1.2.1 Head of the Department shall be the head of International Cell and shall chair the meetings on all matters concerning international students. Members support the Chairman for smooth functioning of the cell.

1.2.2 The International student Cell takes care of all international students enrolled in our department. Mentoring for international student is also responsibility of the International Student Cell.

International Students Cell constitutes the following are the members,

Head of the department of CSE will be the chairman, Curriculum development cell (CDC) incharge will be one of the member along one female faculty member of the CDC.

1.3 Admission Formalities

Students can approach members of the cell regarding the enquiries related to admissions. Guidance through the procedures of the admission will be provided.

1.4 Grievance Redressal Committee

If the student is experiencing a crisis and need help right away, he/she can register the problems/grievances with the Grievance Redressal Committee. Department recruits all the CDC members as the members of this committee .

1.5 Counselling Centre

The Department shall appoint an International Student Counsellor who shall help the students in various ways to feel culturally appropriate. Committee will help international students in adjusting to a new culture, language, and different academic environment. The department will identify the students and help them to adjust to the new environment.

1.6 Language Proficiency Requirements

The international students are to procure the generic skills on spoken/ written English to get along and pass their professional course examinations. To take care of this aspect 'English Language Foundation Course' for one year is duly conducted in the campus. All the newly admitted International students are required to appear for English Language Pre Test'. The students will have to undergo the English Language Foundation Course if they fail to meet the cut-off score. As a technical institute, there is need of few pre-requisite knowledge of few computer science subjects, the committee will identify the students who need few technical skills and suggest them undergo few training.

1.7 Technical Skill Set

To bridge the gap of the technical skill set required, suitable mentors will be associated with the students and are monitored continuously on their progress.

1.8 Residential Obligations

If the student wants to go outside the campus for any reason, they are required to take permission from class teacher, cell member and the head of the department.

1.9 Mentoring schedule and the meeting schedule

Once in every 15days, preferably on Monday 4.00pm to 4.40pm meeting will be conducted between the Cell members in **cabin number 38, 2ⁿᵈ block, 3ʳᵈ floor**, and all the international students. Student's problems are discussed during the meeting.

Contact details:
1. **Dr. K Balachandran**
   Chairman, **Head of the Department**
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   Extn: #9846

2. **Dr. Manohar M**
   Member
   manohar.m@christuniversity.in
   Extn: #9812

ACADEMIC YEAR 2017-2018

Current academic year department is identified the following members for the smooth functioning of the International student cell.

1.2.2 The following faculty members are identified as current international student cell members.

SI No	Name	Designation	Contact Number/Extension	E-mail	Cabin no.
1	Dr K Balachandran	Chairman	9846	hod.cse@christuniversity.in	
2	Dr Manohar M	Member	7829348819/9812	manohar	#38
3	Merin Thomas	Member			

1.5 members identified are :

SI No	Name	Designation	Contact Number
1	Dr. K. Balachandran	Chairman	
2	Dr.Manohar M	Member	
3	R. Gokulapriya	Member	
4	MukeshKamath	Member	
5	Alokkumarpani	Member	
6	Merin Thomas	Member	

Head of the Department