Policy for International Student Support Cell

Category	International Student Support Cell
Objective	To provide adequate support system for the international students to adapt to the knowledge environment as well as the change in the culture, and to mature into responsible individuals by achieving their full potential both in academics and co-curricular activities.
Scope	This policy is intended to provide faculty members, course coordinators and International students with the information regarding the facilities and resources that are available to students to support them with academic, cultural, language and social requirements. The policy also outlines the responsibilities of staff to identify the international students with various needs both academic and non-academic and to provide them with appropriate guidance and adequate support.
Policy Description	
	1. Formulation of International cell The core committee shall comprise of one faculty member of the department, one alumni representative, one PG student and one UG student. Once in three years a faculty member nominated by a concerned authority of the department formulates the International cell with a maximum of ten members. • The cell members comprise of the nominated faculty member, two international alumni representatives of the department, one international representative from each department offered programme. 2. Framework to Support the Process of International Cell The committee shall the formulate the guidelines for conducting meeting: The guidelines shall specify the requirements for conducting a meeting, periodicity,

	maintaining the minutes of meeting, follow-up process etc.
	3. Programmes offered by International Cell: Orientation sessions and other activities are conducted to familiarize the International students with academic programmes, campus culture etc.
	4. Demand or Requirement Collection: The cell is entrusted with the task of assimilating all kinds of requirements and grievances that an International student may have. The cell shall put in place a system of collecting feedback from students – both formally and informally for the purpose to gather the grievance of students.
	5. Creating Dynamic Opportunities: Provide platforms to organize/participate in co-curricular/extracurricular events. Arrange lectures of career counsellors and student enrichment programs with a view to decide upon career choices.

	6. Promoting the programme at the International Level
	• The cell maintains database of information
	   a. pertaining to the International students of CS departments.
	   b. Pertaining to the International students of other programmes directly or indirectly involved in the activities of the CS department
	• Designing modes of communication, including brochure preparation and enabling wider circulation to attract International students to the campus.