



स्वामी राम हिमालयन विश्वविद्यालय Swami Rama Himalayan University

International Student Cell Standard Operating Procedures

Purpose: Help the University to address needs & challenges of existing international students, create awareness among international audiences about SRHU, and attract new international students for studies in the campus, thereby improving the quality, accessibility, and diversity of the international education environment in SRHU.

Objectives: Set up an international student's cell with the following objectives.

1. Create awareness among the international audience about SRHU and its programs.
2. Address challenges faced by international students in terms of academic, social, cultural, or legal aspects.
3. Carry out stakeholder feedback, identify gaps and suggest possible solutions.

A number of services available in the university to address the challenges of international students such as, the following:

- a. Pre arrival services- information about program, requirements, fees, scholarships, application, Visa, transition- cultural integration.
- b. Campus accommodation, Wi-Fi & other on-campus facilities.
- c. Counseling services, if needed.
- d. Language courses to help them intermix with the national students with ease.
- e. Courses such as art of living, yoga, to help them destress.
- f. Assist in operational steps such as:
 - i. Obtain/ extension of VISA.
 - ii. FRRO
 - iii. Exchange of students if there is a provision in the program.
- g. Organizing meetings among international students and monitoring the progress of the international students on a regular basis.
- h. All requisite information to be forwarded to the Ministry of External Affairs and specific embassies/ high commissions as may be applicable, so that potential candidates from different parts of the world can be informed, well in time, regarding the admission process.
- i. Help with regular health checkups.
- j. Other areas to be addressed:
 - i. Share information about international conferences.
 - ii. Accommodate foreign guests under exchange programs.



- iii. Accommodate students under exchange programs.
- iv. Support in Faculty exchange programs
- v. Provide support for initiation of Collaborative research.

International student cell

The Cell is the central drive of the institution's commitment to internationalization and acts a key unit for all global activities and initiatives responsible for advertising and mobilizing admissions from other countries. Its representatives would participate in international student fairs and international educational forums via online as well as offline mode and facilitate linkages at various levels guided by university approved guidelines. Vision is to extend specialized services international students' applicants to ensure a smooth transition and positive experience with SRHU community.

The cell seeks to promote and facilitate international student's development, provide support services, cultural integration programs and academic guidance tailored to their unique needs, as well as, enhancing the quality of life through various activities as shown in the flow-chart below:



Composition of International student Cell

1. Teaching staff- three in number who will be from different (relevant- where international students have enrolled) academic units.
2. Member from admission cell (who will be the Convenor)- one
3. International students- One from each academic unit of SRHU.
4. The Professor will be the chairperson of the cell.

Meetings

The Meeting of the cell, duly chaired by the Chairperson, shall be held at least once every quarter, or more if necessary.



Declaration

It is part of the University students' council, and the agenda will be presented to the university administration and can be acted upon only once approved by the administration.

Reporting and dissolution

1. The International Student Cell will be constituted every year and report to the competent authority.
2. The cell will share the reports/minutes of each meeting/ event to the Vice-Chancellor/ Registrar.
3. The final decision of approval of the constitution of the cell, any change therein, and dissolution rests with the Vice-Chancellor of the University.

