


ACHARYA INSTITUTES

Acharya Dr. Sarvepalli Radhakrishnan Road, Soldevanahalli, Bengaluru -560 107, India

SOP on International Student

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Date of issue: June 2020	Review date: June 2020	Applicability: Principal .International Student coordinator. Dean Student affairs and Chief Proctor Faculty & Staff of SNCN	

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15 1. Purpose

16 The purpose of this procedure is to enrol highly aspiring international students for any
17 programme and also their overall development is supported effectively and efficiently to
18 ensure that these student becomes a righteous citizen and meets his/her professional
19 aspirations in their countries.

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Principal

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1 2.Policy reference

2 This SOP compliance with Policy N^o: AI/SNCN/IS/020

3 **3.Introduction**

4 Acharya Institutes is very much proud to welcome more international students than any
 5 other institution, but our diversity offers invaluable opportunities for them to develop,
 6 grow and become globally minded, socially responsible individuals - strengthening their
 7 value to potential employers. They will socialise with students from across the globe and
 8 absorb valuable cultural lessons, while their studies will be influenced by our international
 9 scope. Along with formal academic process it is essential to develop technical/ professional
 10 skills by the international students for better opportunities of placements/ entrepreneurship
 11 in their sectors. It is the responsibility of Dean Student's affairs to make sure that at all
 12 levels the development activities are conducted in a systematic manner.

14 **4.Scope**


15 These procedures apply to the Institute, staff, faculty, students and affiliates to
 16 guarantee international students all round development to be a professional and
 17 human being with values.

18 **5.Definitions**

19 International students, or foreign students, are students who chose to undertake all or
 20 part of their tertiary education in a country other than their own and move to that
 21 country for the purpose of studying

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6.Responsibilities

Principal ,International Student coordinator,Dean Student affairs and Chief Proctor.

7.Specific Procedure

Following process is used to take care of the development activities for international students

7.1. Step 1:The candidate has to apply online through the college website by filling the details

7.2. Step 2: International students coordinator will check all the details of passport and verify the eligibility criteria.

7.3. Step 3: If the student documents satisfies RGUHS,KNC, KSDNEB and INC criteria then his admission process will be completed and informed to the concerned department

7.4.Step 4: Students will be intimated the calendar of events for each and every semester through mails to join for the classes well in advance.

7.5. Step 5: Once he join for the classes he/she will be assigned one **proctor** to submit the details as per annexure IS1, he/she will be a guardian till his/her course completion.

7.6.Step 6: Proctors will consolidate all the international students and submit the report to International student’s coordinator of each department as well as to Dean Student’s welfare as per annexure IS2.

7.8.Step 8: Every year students have to take renewal of residential permit through the

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1 7.7. Step 7: Dean Student's welfare will maintain the international student's details of all
2 years in the form of google drive as per annexure IS3.Embassy, for that students have to
3 fill the study certificate format as per annexure IS4 and submit to head of the institution
4 for which students should have valid visa and passport ,if it has to be renewed again.

5 7.8..Step 9:If any international students are interested in participating in paper
6 presentation, model making and idea presentations at various other Institutes, states etc
7 can apply for sponsorship of registration fees/ travel expenses with following steps:

8 7.9.1.HOD and faculty forum coordinator are required to guide students for participating
9 in various Technical events organised by tier -1 institutes.

10 7.9.2.Information regarding such events should be collected and documented by the
11 Forum Coordinator and shared with students through mail, posters displayed on notice
12 board.

13 7.9.3.Class teachers, subject teachers, proctors, should motivate students to choose such
14 opportunities, guide them for choice of topics, preparation of materials etc.

15 7.9.4.Student / team of students submit a letter (Annexure SA2-SD-B1) through proctor,
16 HOD to DSA requesting for sponsorship

17 7.9.5.Participating Institute should be on Par or higher in standard that SNCN

18 Attach documents with the letter like - Acceptance letter, Event details, Travel cost by
19 train/ flight, registration fee details, paper/ model prepared for presentation

20 7.9.6.Specify how student can contribute back to his fellow students/ department
21 through this sponsored activity


22 7.9.6.1.DSA will interview students for activity preparedness, readiness of participation
23 irrespective of sponsorship etc at the time of submission of request.

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1 **7.9.6.2.**From one department per semester per year two-three teams can be sponsored
2 depending on availability of funds in department Forum excluding budget.

3 **7.9.6.3.**DSA will forward this letter through Principal to Executive director for approval.

4 **7.9.6.4.**..DSA will inform the student/ proctor regarding the status of approval.

5 **7.9.6.5.**Students need to submit an account of approved funds along with bills within one
6 week of completion of the event.

7 **7.9.6.6.** If not submitted, the amount will be added as dues to the student account / Faculty
8 mentor is responsible for getting the account submitted.

10 **8.Forms/Templates to be used**

- 11 a. Annexure IS1 - Proctor Student form
- 12 b. Annexure IS2 - Foreign Student registration form
- 13 c. Annexure IS3 - Consolidated list of all semesters of all branches of foreign students
- 14 d. Annexure -3

15 **9.Internal and external references**

16 9.1.Internal References :Acharya institutes rules and regulations for international students

17 9.1.1 Student Welfare policy

18 9.2.External References : **INC , KNC and RGUH**

19 **10.Change History**


20 Where the SOP is the initial version

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