

## JSS MEDICAL COLLEGE

### **International Student Cell Committee**

#### **Objective of International Student Cell Committee**

- The International Student Cell Committee is constituted with a purpose to take utmost care of international students during their stay, from the time of their admission to completion of their study.
- To promote cordial student-student and student-teacher relationship.
- The committee would work to ensure support and integrate international students in various events of the institution.

#### **Standard Operating Procedure**

The Committee shall,

1. Shall get the details of international students admitted to B Sc, M Sc and MBBS Courses every year and coordinate with the related departments.
2. Shall sensitize the newly enrolled international students on the existence, functioning and role of the cell and share with them the mode of contact in case of grievance.
3. Conduct one/two meetings in a year in the presence of the Student Representatives to cater to their grievances.
4. Integrate International Students into the college premises and activities without any obstacles.
5. Address the grievance of international students with respect to Academics, Accommodation, Admission, Evaluation, or any other issues during their stay.
6. To provide the students with information about the local customs, language, and civic facilities.

#### **Mode of Contact in case of grievance**

- Drop boxes have been installed at various places in the campus and hospital to facilitate the students report complaints, grievances as well as their suggestions.
- International students are provided with contact numbers of the committee members to facilitate 24/7 assistance in case of emergency and encouraged to directly contact the Member Secretary in case of grievance.
- Once the grievance is received the issue will be resolved under the guidance of Principal and if necessary, relevant committees will also be involved. On redressal of the issue, the information will be communicated to the concerned student and University.