



SRI DEVARAJ URS COLLEGE OF NURSING TAMAKA,  
KOLAR-563103

Doc. No.	ACD-15
Issue Status	02
Rev. Status	00
Date:	01.09.2018

**INTERNAL COMMUNICATION FORM**

Date:-10-10-2022

MASTER LIST OF ORGANIZATION COMMITTEE WITH ITS TERMS AND REFERENCES

**NOTIFICATION**

**INTERNATIONAL STUDENT CELL**

**Ref:** Curriculum and Evaluation Committee Meeting dated 10/10/2022

**Extract Agenda No.: 05-** Selection of Administrative, Academic, Student and Employee Focused committees.

This for the information of all the Teaching and Non-teaching Staff that **INTERNATIONAL STUDENT CELL** is constituted for the Academic Year 2022-2023 with following members and their roles and responsibilities as well as the term of office Terms (TOR). Kindly acknowledge the same against your name, which will be considered as your acceptance.

**Composition of the committee:**

Sl. No.	Names	Designation	Position in the committee
1	Mrs. Sumana Yesu Priya	Asst. Professor	Chairperson
2	Mrs. Sumalatha C V	Asst. Professor	Member
3.	Mr. Monappa	Tutor	Member Secretary

**Purpose**

The International Students' Cell would strive for the welfare of the international student community; organize interactive discussions, seminars, program on the themes of cultural integration, generating awareness about unity in diversity.

**Roles and Responsibilities**

1. It is the duty of the Cell to refer the UGC guidelines for International Students – Generic guidelines of admission of international students and to follow it up in coordination with the Registrar's office.
2. The Cell shall get the details from the Registrar's office for every academic year viz. No. of International students enrolled for each course, Name of the student, Name of the country to which he/she belongs, etc.
3. It is the duty of the Cell to organize familiarization sessions for freshly enrolled students prior to the commencement of the academic session.
4. The Cell have to resolve the difficulties faced by international students and to provide necessary assistance in areas such as completion of admission formalities, to help them in finding accommodation, opening of Bank accounts, counseling/orientation etc.

Principal

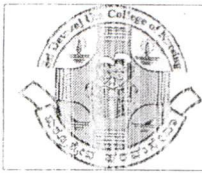
Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563103

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Sri Devaraj Urs College of Nursing  
Tamaka, Kolar-563101.



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5. It is the duty of the Cell to inform the international students about the dress code, hostel rules, rules on anti-ragging, etc.
6. It is the duty of the Cell to provide in puts on specific and relevant information about the region, city and suburbs, local customs, culture, language, civil facilities, etc.

#### Terms of Office

- The Terms of Office of all members shall be for a period of 2 years from the date of joining the committee.
- A member may be re-nominated to the committee for a maximum period of 3 terms.
- A member who has completed a total of two terms shall not be a member of the committee again.

#### Frequency

Executive meeting will be conducted as and when required.

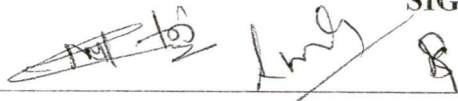
#### Quorum

60% of committee member attendance

  
MEMBER SECRETARY

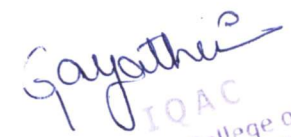
  
CHAIRPERSON

SIGN OF COMMITTEE MEMBERS



APPROVED BY CURRICULUM COMMITTEE

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Tamaka, Kolar-563101.

  
Principal  
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