



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069
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INTERNATIONAL STUDENT CELL STANDARD OPERATING PROCEDURE

1. Objective:

The International Student Cell is established to provide comprehensive support and services to international students pursuing dental education. The primary purpose of this SOP is to outline the processes and guidelines for the effective functioning of the International Student Cell.

2. Composition of the International Student Cell:

The International Student Cell is comprised of the following members:

- Chairperson (Senior faculty member)
- Secretary
- Faculty Advisors for International Students as members
- International Student members
- Administrative Staff (to assist with logistics and administrative tasks)

Committee Members:

Sno	Name	Designation/Department	Position Held
1.	Dr.T.V.Asokan	Professor, Psychiatry	Chairperson
2.	Dr.N.Sowmya	Professor, Microbiology	Secretary
3.	Dr.A.N.Prabhu	Associate Professor, Orthopedics	Member/ coordinator
4.	Dr.Girish.M	Associate Professor, Orthopedics	Member
5.	Dr. Haribalan.L	Assistant Professor, ENT	Member
6.	Dr. Leena Dhruw	Assistant Professor, OBG	Member
7.	Dr. Jayameena.J	Assistant Professor, OBG	Member



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8.	Jenema Satheesh Mathew	2019-20 Batch student	Student representative
9.	Kishore Ananth Alagar Dorai	2021-22 Batch student	Student representative

3. Responsibilities:

3.1 Chairperson:

Oversee and coordinate the activities of the International Student Cell.

Act as the main point of contact for international students regarding academic, cultural, and administrative matters.

Facilitate communication between international students and relevant departments.

3.2 Secretary

Co-ordinates the activities of the cell

Organizes meetings and records the minutes of the meetings

3.3 Faculty Advisors for International Students:

Provide academic guidance and mentorship to international students.

Assist in resolving academic or personal challenges faced by international students.

Organize cultural integration activities and events.

3.4 Administrative Staff (Optional):

Assist in visa processing, accommodation arrangements and other administrative tasks for international students.

Maintain records of international students, including academic performance and attendance.

3.5 Student members:

Ensure effective communication between the International Student Cell and international students.

4. Functions:

- It is the duty of the Cell to refer to the NMC and affiliating university guidelines for International Students. The Cell shall get the details from the Dean's office for every



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academic year viz. No. of International students/NRIs enrolled for each course, Name of the student, Name of the country to which he/she belongs, etc.

- It is the duty of the Cell to organize familiarization sessions for freshly enrolled students prior to the commencement of the academic session.
- The Cell has 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, the opening of Bank accounts, counseling/orientation etc.
- It is the duty of the Cell to inform the international students/NRI's about the dress code, hostel rules, rules on anti-ragging, etc.
- It is the duty of the Cell to provide inputs on specific and relevant information about the region, city and suburbs, local customs, culture, language, civil facilities, etc.

5. Schedule of Meetings

The Committee shall formally meet biannually to plan for the activities for the international students of the aforementioned year.

Meetings can be conducted formally/informally to review the activities in case of emergencies and minutes of the informal meetings need not be maintained

6. Admission and Enrollment:

6.1 Pre-Admission:

Provide information and guidance to prospective international students regarding admission procedures, entry requirements, and application processes.

Coordinate with the admissions office to streamline the admission process for international students.

6.2 Orientation Programs:

Conduct orientation sessions for new international students to familiarize them with the college policies, facilities, and academic expectations.

Provide information on local culture, safety, and support services.

7. Academic Support:

7.1 Academic Counseling:



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Offer academic counseling services to international students to assist them in adapting to the curriculum and academic requirements.

Facilitate communication between faculty members and international students.

7.2 Language Support:

Provide language support services, including English language proficiency programs, to enhance communication and academic success.

Offer resources for improving language skills, if necessary.

8. Cultural Integration:

8.1 Cultural Events:

Organize cultural events and activities to promote interaction and understanding among international and local students.

Celebrate international holidays and festivals to foster a sense of community.

8.2 Buddy Program:

Implement a buddy program pairing international students with local students to facilitate cultural exchange and friendship.

Encourage participation in extracurricular activities for social integration.

9. Visa and Immigration Support:

9.1 Visa Processing:

Guide international students through the visa application process, ensuring compliance with immigration regulations.

Provide necessary documentation and support for visa renewals, if applicable.

9.2 Legal Compliance:

Keep international students informed about local laws and regulations affecting their stay.

Assist international students in complying with legal requirements related to their residency.

10. Health and Wellness:

10.1 Health Services:

Provide information on local healthcare facilities and services.

Facilitate access to health insurance and medical assistance for international students.



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10.2 Mental Health Support:

Offer mental health resources and counseling services to address the emotional well-being of international students.

Raise awareness about mental health issues and available support systems.

11. Emergency Assistance:

Establish an emergency response protocol to assist international students in case of accidents, illnesses, or other emergencies.

Maintain a 24/7 emergency contact system.

12. Documentation and Reporting:

Maintain accurate records of international student data, including academic performance, attendance, and support services provided.

Prepare periodic reports on the activities and impact of the International Student Cell.

13. Review and Updates:

Periodically review and update the SOP to align with changing needs and regulations affecting international students.

14. Approval

This SOP is approved by the Dean of SMMCH&RI and will be reviewed annually or as needed.

IQAC COORDINATOR

DEAN

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