



# **SRI BALAJI VIDYAPEETH**

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402

## **SBV POLICY ON INTERNATIONAL STUDENT SUPPORT**

### **2019 (II)**

**Revised Edition of 2017,2019**

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(DEEMED -TO –BE- UNIVERSITY)

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Document Number: SBV-ISS-PL- 2019 (II)

Date of Release by IQAC: 17-12-2019

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<p><b>Date:</b> 29-10-2019</p>	<p><b>Date:</b> 21-11-2019</p>	<p><b>Date:</b> 10-12-2019</p> <p>BoM Approval: 17-12-2019</p>

### Document Revision History

Date	Version Number	Brief Description of change	Change Request Number
27-05-2017	Original	-	-
23-02-2019	First Revision	Change in Purpose, Scope of Policy, constitution. Addition of responsibilities of functionaries / supporting staff.	SBV-ISS-PL-2017: Page No 3 & 4
17-12-2019	Second Revision	<p>Additions made</p> <p>Functions of SBV-ISSC,</p> <p>International Inbound Students,</p> <p>International Outbound students,</p> <p>Categories of International Students,</p> <p>Visa and Immigration requirements</p> <p>Validation of educational requirements gained abroad.</p> <p>Terms of reference</p> <p>Salient features of Activities concerning International Students.</p> <p>Responsibilities – Chairperson, Member secretary and Student Representatives,</p> <p>Responsibilities of Other Functionaries.</p>	SBV –ISS- 2019: Pages 6,7,8

## **TITLE AND APPLICABILITY: SBV POLICY ON INTERNATIONAL STUDENT SUPPORT – 2019 (II)**

SBV Policy on International Student Support, as applicable to the overseas students enrolled at Sri Balaji Vidyapeeth would henceforth be known as **SBV POLICY ON INTERNATIONAL STUDENT SUPPORT – 2019 (II)**.

### **PREAMBLE**

International students to SBV are either overseas citizens as well as NRIs. The cell is necessitated to accommodate the interest of the students who are coming to SBV based on inbound programmes. The Cell also has under its jurisdiction the principles related to facilitation of student exchange activities enabled by both governmental and non-governmental organizations. In view of the fact that SBV has got both constituent colleges and designated centres it becomes imperative to have a policy that would take into consideration the International students and observers who pursue their academic and research programme at SBV. An inherent component of this policy is the utilization of the services available at the existing student welfare department with particular reference to Student Counseling services and interpersonal relationship.

### **PURPOSE OF THE POLICY**

Sri Balaji Vidyapeeth (Deemed to be University u/s 3 of UGC act 1956) is a health sciences higher education institution that essentially has under its ambit, medical, dental, nursing and Pharmacy institutes. Besides, school of Biological sciences, Physiotherapy and Allied Health Sciences are also in place. To augment the outputs of these institutes, SBV has seven designated centers that render their contributions in the frontiers of academics, research and health care.

In view of the fact that SBV offers diverse academic programs that are both under the purview of the regulatory and non-regulatory streams, and also because of the fact that the students are drawn globally, the need arises to prepare a generic policy that would comply with the support of the students from overseas countries who are pursuing academic programs at the constituent colleges/Centres of SBV.

The current trend of globalisation depicts the focus on issues related to international students, their support and progression. The inherent tenets as well as benefits of international Teaching

learning experiences and research collaboration enhance the visibility and credence of SBV, besides contributing to the holistic perception of a Health Sciences Higher Education Institution.

### **SCOPE OF THE POLICY**

The immediate and long-time academic needs attract international students to SBV. The concept of studying abroad has acquired greater relevance and dimensions in the millennium. Academic Courses and programs in the realms of health sciences Universities presently include global perspectives. Meaningful and productive collaborations with campuses and research networks around the world are flourishing and taking cognizance of the fact, SBV has embarked on a policy that would highlight the support provided to the International students pursuing academics and research at SBV.

An exclusive office in the name and style of SBV International students Support Cell at SBV has been established that would deal with the various procedures related to admissions and guidance/support provided to the international students and to help them take advantage of the opportunities and challenges in line with these trends. It provides enhanced visibility to international initiatives in the following perspectives:

- Study abroad
- International cooperation
- Inter-university partnerships
- International research collaboration in IPR including Technology Transfer
- Promotion of the concept of global citizens
- Provision of nexus to the utilisation of resources and focused programming for students through their mentors
- Promotion of holistic health among the international students including psychological support

### **TERMS OF REFERENCE**

SBV has initiated a functional ISSC to cater to the holistic requirement of international students including the NRI. The main objective of the cell is to enable cordial relation with International

students that would embrace holistic perspectives including overall health, general welfare; conflicts besides the development of inter personal skills. The term of reference also points out to the cell handling the visit of international student under designated exchange programs, besides catering to the needs of all logistics including provision of assistants for obtaining visa, facilitating travel and providing cosy accommodation in the hostel .The policy would also include in its term of reference various endeavours concerned with the promotion of friendship and cultural activities in the form of interactive sessions.

### **SALIENT FEATURES OF ACTIVITIES CONCERNING INTERNATIONAL STUDENTS**

1. Provision for providing logistics support to the inbound and international students.
2. Facilitation of International Student exchange on a regular basis.
3. Campus facilities provided to the International students in line with the existing facilities available at the main and off campuses.
4. International student related activities pertaining to various aspects associated with programs including need based and value added curricular, co-curricular and extracurricular activities.
5. Activities related to Salutogenesis or wellbeing would be facilitated at two exclusive centers, namely the Center for Yoga Therapy Education and Research (CYTER), Center for Music Therapy Education and Research (CMTER) which are unique centers endowed with salutogenic focus aimed at holistic wellbeing.

### **RESPONSIBILITY**

The chairperson of the SBV-ISSC would have allegiance towards all scholastic and non-scholastic activities undertaken by the International students.

The member secretary would be in charge of notifying meetings. Circulation of the approved agenda, compilation of the minutes of the meetings and initiating action are the responsibilities of the member secretary. The member secretary in consultation with the chairperson would ensure that the holistic wellbeing of International students during their tenure at SBV receives the highest priority.

Student representatives should act as the effective liaison between the local and international students. They would strive to contribute towards the maintenance of an

environment in a manner that would facilitate a salubrious work place for the international students.

### COMPOSITION OF SBV-ISSC

Unless specified otherwise, the following is the composition of the International Students Support Cell. The cell will function for two years, following which it would be reconstituted. Not more than **two thirds** can figure in the reconstituted cell.

Not below the rank of Professor and Head (MGMCRI/SSSMCRI)	<b>Chairperson</b>
Not below the rank of Associate Professor Senior most Professor on <i>inter se</i> basis	<b>Member Secretary</b>
Associate Professor/Deputy Director of Centre	<b>Joint secretary/ Treasurer -</b>
Deputy Registrar (Academics)/ Public Relations Officer	<b>Members</b>
Vice Principal- Students (Maximum two) drawn from the constituent colleges	<b>Members</b>
Student representatives – <b>Five</b> in total ( <b>One</b> each from medicine, dentistry, Nursing and <b>two</b> from Centres /AHS/ Pharmacy/ Physiotherapy/ School of Biological sciences)	<b>Members</b>
<b>Two</b> alumni	<b>Members</b>
General Manager (Admin.), SBV Head HR and Legal Officer, SBV	<b>Members (Representatives of the Administration)</b>

**Special invitees**, as deemed necessary and appropriate.

**Monthly meetings** to be held mandatorily. Online meetings are allowed so as to facilitate the participation of the alumni, in particular.

The quorum will be **six**.

The right to exercise franchise/vote will not be applicable to the special invitees.



The Chairperson possesses the necessary rights to expel members, including Secretary, Jt. Secretary for non-performance or indiscipline. The information to this effect should be brought to the notice of the Vice Chancellor through proper channel and the new member to be inducted prior to the next meeting.

#### **RESPONSIBILITIES OF THE OTHER FUNCTIONARIES/SUPPORT STAFF**

- Vice-Principal ( Curriculum/Students) of the constituent colleges other than the members of the cell, senior most Assistant Professor in the institute, senior most faculty/ staff at the Centers (excluding the Director and Deputy Director of the centre) will be jointly responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure.
- The Registrar, SBV is responsible for maintaining the content of this policy, in terms of viability and would periodically advise the chair person to make suitable amendments in the policy as deemed appropriate from time to time The Director – Accreditation, SBV who also heads IQAC would plays a leading role in ensuring support to the International students by virtue of the fact that student support and progression is an important prerogative of the IQAC.
- The Academic Officer/ Secretary to the Dean/Principal/Director is responsible for the administrative support and logistics regarding the sustenance of this policy, as directed by the Head of the Institute/Director of the Centre, for onward transmission to SBV-ISSC.

#### **FUNCTIONS OF SBV-ISSC**

- This cell also promotes friendship and cultural understanding through interactive events between the students. We also assist the International students to go through the online registration (C Form & S Form, etc. as notified by the Government of India) process as well facilitate their visit to the local FRRO office and guide them through the FRRO formalities and requirements.
- Sri Balaji Vidyapeeth, Deemed to be University, Pondicherry caters to the needs of NRI/ Foreign students through SBV International Student Support Cell (ISSC). This cell extends meet and greet service for international students, health and

welfare provisions, conflict of resolution, counseling services, etc. for facilitating their stay a memorable one.

- SBV International Student Support Cell (ISSC) also handles incoming visit by international students including students under exchange programs, prepares a guide for foreign students and provides reception, visas assistance, travel and hostel accommodation for them. It also assists international students to apply for or extend their visas.

## **INTERNATIONAL INBOUND STUDENTS**

International Inbound Students are those students who are citizens of other countries than India, OCI candidates, NRI candidates and NRI sponsored candidates.

## **INTERNATIONAL OUTBOUND STUDENTS**

At Sri Balaji Vidyapeeth, we believe in helping students of the constituent colleges and centres of SBV to become global citizens with a wide-range of opportunities to help them succeed in the international and inter-cultural employment market after graduation, by facilitating the students for post-graduation abroad.

## **CATEGORIES OF INTERNATIONAL STUDENTS**

**Foreign Nationals:** Citizens of all countries except Nepal and Bhutan require a Student Visa for the duration of their study. They are requested to contact the nearest Indian Mission / Embassy/ High Commission for obtaining their student / research / internship visa.

**Foreign Nationals with Overseas Citizenship of India (OCI) status:** The students with OCI status do not require a visa or any other formality.

**NRI / NRI Sponsored Indian Nationals:** NRI / NRI sponsored students do not require any other formalities including visa.

**NRI Sponsored Category:** A 'Non – NRI' candidate may also apply under 'NRI Sponsored category', if the candidate fulfils the clause and conditions notified by the Hon'ble Supreme Court of India vide its order passed in W.P. (C ) No.689 of 2017 dated 22/08/2017.

### **Eligibility of the sponsors:**

- If the Father or Mother of the candidate is a NRI and resides abroad ordinarily; or
- If the first degree relation of the candidate is a NRI and resides abroad ordinarily and it will include real brother or sister; or

- If any of the “nearest relation” is a NRI and resides ordinarily. Nearest relation will include
  - a. Real brother or sister of the candidate’s father, i.e – real uncle or real aunt;
  - b. Real brother or sister of the candidate’s mother, i.e- real maternal uncle or maternal aunt.
  - c. Father or Mother of Father; i.e Grandfather or Grandmother;
  - d. Father or Mother of Mother; i.e Maternal Grandfather or Maternal Grandmother; and
  - e. First degree – Paternal and Maternal cousins.

#### **DOCUMENTS TO BE ENCLOSED**

All candidates applying for admissions to UG – Allied Health Science / BPT programmes under NRI/ NRI – Sponsored / International category should enclose self-attested photocopy of the following (Originals to be produced at the time of final admission),

- a. 10<sup>th</sup> and 12<sup>th</sup> Grade mark statement / transcripts
- b. 12<sup>th</sup> Grade Diploma Certificate (For Diploma / GCE Level)
- c. Transfer Certificate
- d. Conduct Certificate
- e. Migration Certificate
- f. Birth Certificate
- g. Certificate from the appropriate authority to show that the High school (in which the candidate has studied) has been accredited by the state / country concerned.
- h. Numerical Conversion of Grade attested by the authority concerned.
- i. First page of the Passport containing the photograph of the candidate and also the VISA / OCI Card, if any.

#### **ADDITIONAL DOCUMENTS TO BE SUBMITTED BY NRI SPONSORED CANDIDATES**

- a. Notarized affidavit of the Sponsor who is a NRI stating that the candidate is his or her relative (Mention the true / exact) relationship and that the sponsor has

already extended financial support to the candidate to pursue his / her studies and the sponsor agrees to sponsor the entire fees for the programme / course / training to which the candidate has now applied for.

- b. A certificate issued by the Indian Embassy to the Sponsor certifying the Sponsor's status as a NRI and indicating his / her employment / occupation details including annual income.
- c. A copy of the Passport and Visa of the Sponsor.
- d. A certificate issued by any Gazetted Officer of the State / Central Government of India stating the relationship of the NRI sponsor with the candidate.

## **VISA AND IMMIGRATION REQUIREMENTS**

The shortlisted International / NRI / NRI Sponsored candidates will be issued a 'Provisional Admission Letter' upon the payment of initial / partial fees notified by SBV. The International students should approach the Indian Mission/ Embassy / High Commission in their country for their student / research / internship visa. NRI students are requested to obtain OCI cards as this has lot of benefits related to the number of visit in and out of India.

The International / NRI / NRI Sponsored / OCI candidates are required to adhere to all the immigration norms as notified by the authorities of the Government of India with regards to admissions / stay in India. They are advised to visit [www.indianfrro.gov.in](http://www.indianfrro.gov.in) for the norms and the

latest updates to be followed starting from the entry into India until their final exit after the completion of the course. The SBV International Student Support Cell will assist the above mentioned students in this regard.

SBV ISSC also will assist the International students to go through the online registration ( C Form & S Form, etc. as notified by the Government of India) process as well facilitate their visit to the local FRRO office and guide them through the FRRO formalities and requirements.

## **VALIDATION OF THEIR EDUCATIONAL QUALIFICATIONS GAINED ABROAD**

SBV adopts and aligns with the Policies and Procedure for equivalence of qualification / degrees of The Association of Indian Universities. Foreign Qualifications will be accepted based on the latest policies and procedures updated as on 30<sup>th</sup> June 2015, to ensure maximum mobility of students with minimum procedural hurdles.

Further credits awarded by foreign universities can be transferred and / or considered for exemptions as per SBV CBCS policies and procedure.

## **INVOLVEMENT OF MEDIA, IF ANY**

Vital advertisements and nodal information on admission, to the various programs, of the international students will be displayed prominently in the print and social media.

## **INVOLVEMENT, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES**

Would be dealt with, as deemed appropriate by the competent authority, from time to time and on a case to case basis.

## **EXCEPTIONS, IF ANY**

NIL

## **ANY OTHER PERTINENT DETAILS**

- The objectivised coordination of international activities, through this cell, across the constituent colleges and centres of SBV university is central to this policy .
- The selection of international partners/ collaborators will be based on the unanimous decision taken at the designated meeting and following the approval of the Vice Chancellor, with due consent from / information to the Board of Management
- Wherever and whenever deemed appropriate, student support endeavours including psychological counselling, administration of yoga and music etc. should be enabled
- The cell would also be responsible for promulgating thorough assessment of the risks and responsibilities involved in international engagement


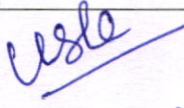
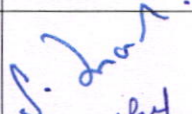
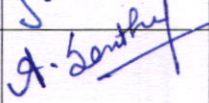
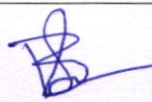
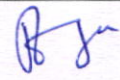

## **ENQUIRIES**

All enquiries related to this policy should be addressed to the Chairperson of the SBV-ISSC with copies marked to Head HR and Registrar, SBV

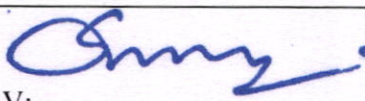
**APPELLATE AUTHORITY**

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor, who is the Patron of the SBV-ISSC.



Sl.No	Role	Name	Designation	Signature
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		Mr. Joseph Naresh	Dy. Registrar (Academics), SBV	
		Dr. Santha Devy	Vice Principal – IGIDS	
		Ms. Bhuvaneswari	Tutor, CMTER	
		Mrs. R.Ramya	Assistant Registrar, SBV	
2	Reviewed by	Mr. Ralph Alexander Matthews	Legal Officer & Head HR, SBV	

Approved by: Dr. Subhash Chandra Parija, Vice Chancellor, SBV:

  
S.C. Parija