

BIRLA INSTITUTE OF TECHNOLOGY

MESRA : RANCHI

Ref. No. GO/Estb/CIS/20-21/263

Date: 09 April 2021

OFFICE ORDER

INTERNATIONAL STUDENT ADVISORY COMMITTEE

A Standing Committee is being hereby constituted as under:

1. Dean Admission Accreditation and Coordination	Chairperson
2. Dean of Student Affairs	Member
3. Associate Dean of Post-Graduate Studies	Member
4. Associate Dean of Under-Graduate Studies	Member
5. Head, Department of Mechanical Engineering	Member
6. Head, Department of Computer Science & Engineering	Member
7. Two Senior Foreign Student (to be nominated by the Member Secretary)	Member
8. Assistant Registrar (A&AC)	Member Secretary

Scope of the Committee.

The Committee is dedicated for considering perspectives of international student and increasing international student engagement with the campus. The Committee should allow international student to voice their concerns and give feedback on on-campus resources, supports and systems.

The Committee shall consider all issue related to International/Foreign student, which may include VISA, travel, fund transfer, security/safety, health, food, hostel, access/outreach, counselling services, academic success, career development, student ombudsman, discipline, qualification verification and equivalence certificate, requirements for e-FRRO certificate, general grievances, miscommunication between professors/student, language barrier, improving English, issue with courses, off campus and on campus issues etc.

Any other relevant matters referred by the Vice Chancellor, for consideration, from time to time.

Tenure: Till further orders.

Meetings and Quorum: The Committee shall meet as often as may be necessary but at least once in three months. The attendance of at least six members shall constitute the quorum for the meeting.

Role of Member Secretary:

- Scheduling and administration of meeting, record-keeping, and governance requirements
- Making sure meetings are regularly organized and minutes recorded efficiently
- Thorough communication and correspondence with all stakeholders
- Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.


This is issued with the approval of the Competent Authority, and it supersedes all previous Orders on the subject.

To,
The Chairman
All Members

Copy to:


Registrar

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. File

 09/01/21