



Ref. No. RIMT/2023/R/24

Dated: 24-4-2023

International Student Cell Committee

Composition of committee:

S.No.	Name	Position	Contact Number
1.	Mr. Gurkirpal Singh	Associate Director (Admission Cell)- Convener	6283099725
2.	Mr. Ravinder Singh Mann	Coordinator Nodal officer, Member	9781297548
3.	Ms. Monica Sandhu	Head, Training and Placement -Member	8427242783
4.	Ms. Navjot Kaur	Office Coordinator -Member	9855700624

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-teacher relationship.
- The committee would work to ensure support and integrate international students in various events of the institution.

Functions:

The Committee shall,

- Refer to the updated University circular/notification for Admission of International Students periodically.
- Shall get the details of International students admitted to the various Courses every year and coordinate with the related departments.
- Shall sensitize the newly enrolled international students on the existence, functioning and role of the cell and also share with them the mode of contact in case of grievance.
- Conduct monthly meeting to cater to their grievances.
- Address the grievance of International students with respect to Academics, Accommodation, Admission, Evaluation or any other issues during their stay.
- To provide the Students with information about the local customs, language and civic facilities.

Mode of Contact:

- Single window system has been provided in the International cell to resolve all type of grievance/complaints.
- A written complaint is necessary before proceeding for any action.
- Grievance/Complaint will be resolved as per Grievance redressal mechanism of the University.

- Any international student wants to initiate a grievance may in the first instance bring the issue to the notice of the above mentioned nodal officer , who will address the issue and try to resolve it within 3 working days or immediately as the case may be of the receipt of the grievance. If, there is no response within the stipulated time or grievant is dissatisfied with response/resolution to his/her grievance, then the grievant is free to represent his/her grievance to the University Grievance Redressal Committee.

The committee will report to the Registrar.

(Signature)
Registrar 29/4/23

Cc:

1. Directors/Deans/Principals / HODs/ All concerned above
2. Deputy Controller of Exams, TPO Cell, Admission Cell, Students Section
3. Supdt. Workshops and H.R .Manager
4. Accounts Branch & Sports Deptt., Chief Warden and Chief Estate Officer
5. Transport In-charge, Central Stores.
6. All Notice boards