

INTERNATIONAL AFFAIRS CELL POLICY

The Key Objectives of The International Affairs Cell

- 1) To promote relationships with foreign institutes and organizations through strategic partnerships.
- 2) To foster and coordinate academic and research collaborations through a Memorandum of Understanding (MOU)
- 3) To facilitate and coordinate Outbound Mobility Programs
- 4) To provide our students and faculties with enriching global exposure
- 5) To provide international students with the most enriching learning and cultural diversities of India.

CRITERIA TO EXPEDITE FACULTY AND STUDENT EXCHANGE PROGRAM

Faculty Exchange Program:

- 1) The Faculty Exchange program's minimum duration will be of 2 weeks.
- 2) Faculties are welcomed who have experience of more than 3 years after the completion of Ph.D.
- 3) Faculty must be from the University with which the MOU has been signed.

Responsibilities of PPSU:

- 1) The Nominated faculty will be provided with boarding and lodging for a period of stay.
- 2) The stay includes A/C accommodation on the University campus with vegetarian meals only (3 meals a day).
- 3) Pick up and drop from Surat International Airport, Surat.
- 4) To arrange sightseeing and accommodation (Other expenses to be borne by the faculty).
- 5) To prepare and give a schedule in advance.
- 6) Faculty will be provided with the Experience letter and Remuneration for taking the lectures.
- 7) The remuneration of Nominated faculty will be according to the Post for a period of a month.

POST	INDIAN RUPEES	US DOLLAR
1. Assistant professor	Rs. 50,000	\$ 600
2. Associate professor	Rs. 70,000	\$ 850
3. Professor	Rs. 1,00,000	\$ 1200



Responsibilities of Partner University and Faculty:

- 1) Nominate the faculty as per the criteria mentioned above.
- 2) Airfare and visa fees will be borne by the Partner University or Faculty.
- 3) Arrange the VISA and any Government regular formalities of your respective faculty.
- 4) Execute the session as per the schedule.

Student Exchange Program:

- 1) The program's duration should be of minimum 15 days.
- 2) Students must belong to a university with an existing Memorandum of Understanding (MOU).
- 3) Courses will be allocated and determined collaboratively by both universities.
- 4) A minimum of 30 students should enrol in a particular course.
- 5) One faculty member can accompany 30 students, and two faculty members can accompany 40 students.

Host University Responsibilities:

- 1) Provide boarding and lodging for the duration of the stay.
- 2) Shared accommodation includes comfortable AC or non-AC rooms (subject to availability) on our campus along with vegetarian meals (three meals daily).
- 3) Ensure Airport pickup and Drop-off at the nearest International Airport.
- 4) Arrange sightseeing transportation and accommodations (other expenses covered by the students/faculty).
- 5) Furnish a detailed exchange schedule program in advance.
- 6) Award certificates of attendance to students.
- 7) Conduct sessions according to the agreed-upon schedule.
- 8) Manage faculty accommodation and meals.

Partner University and Student Responsibilities:

- 1) Manage airfare and visa fees (if applicable) through Partner Universities or students/faculties.
- 2) Handle other application fees and necessary government formalities for your students/faculties.

Beyond Academia: Collaboration and Exploration

In addition to fostering academic exchange, we invite the students to allow dynamic learning and explore different cultures for social development. Furthermore, we express our eagerness to engage in collaborative research endeavours across various specialized fields. This



mutual collaboration promises to propel both our universities toward greater heights of research and academic advancement.

ROLES AND RESPONSIBILITIES OF THE INTERNATIONAL AFFAIRS CELL

Role of International Affairs Cell Coordinator

- 1) Coordinate with all the members from various departments of PPSU to establish, strengthen, and sustain Academic collaborations with internationally prestigious universities.
- 2) By offering chances for global learning, we hope to expand the boundaries of education and improve students' experiences in the humanities, science, technology, management, and journalism.
- 3) To collaborate with foreign universities on faculty and student research projects to advance superior research.
- 4) Focuses on cultural exchange programs.
- 5) To encourage faculty members to participate in faculty exchange programs by teaching in different environments and interacting with colleagues in various institutions.

Role of International Affairs Cell Members

- 1) Initiates and communicates with known esteemed Universities regarding MOU by mail to approach Faculty exchange programs, Student exchange programs, and Research collaboration and sharing international affairs cell brochure for the information.
- 2) Planning activities with existing MOUs at the departmental level.
- 3) Members of particular departments will collaborate with the Exchange programs of their departments and assist international faculty and international students further in transportation, accommodation, academic planning, etc.
- 4) The initiative will be taken for Exchange programs and communication with international Universities for the smooth conduction of the program.

Meeting Guidelines

- 1) Agenda and any other documents related to meeting (if any) must be sent with the invitation to the meeting. Pre-meeting work can also be given to the members.
- 2) Each participant will have to come with the preparation mentioned in the meeting invitation.
- 3) Meeting should start at a given time. It will be the responsibility of the convener or coordinator of the committee.
- 4) Any member who does not attend a meeting consecutively 3 times, then that member will be automatically removed from the committee, and the committee convener can request the respective principal to replace him/her with a new member from the same department.

The convener or coordinator will send the minutes of the meeting within 3 days of the



meeting. It will be mandatory to mention work given to committee members with the deadline to complete it.

- 6) The convener or coordinator will maintain the file of all MOM, event reports, and other document files.
- 7) If any member is not attending the meeting, then automatically he/she will agree with the points finalized in the meeting and he/she will be bound to perform the task finalized in the meeting.

Other Guidelines

- 1) If any member wants to leave the committee, then he/she must have to give an application to their respective department Principals. Then if Principals find it appropriate, permission can be granted to leave the committee. Principals from the same department will nominate one more faculty for the same committee. Member will have to submit the approved application to the convener or coordinator of the committee for record purposes.
- 2) If any committee member is not able to complete the given task, then the convener or coordinator can request Principals to change the member with proper documentation.
- 3) Each committee convener/coordinator will share MOM and workload distributed among committee members to respective department Principals for their information. It is mandatory.
- 4) If any committee coordinator wants to leave the committee, then he will have to give an application to the Deputy Registrar's office with appropriate reasons.

International Affairs Cell Members List:

Sr. No	Role in committee	Name	Designation
1	Chairperson	Dr. Parag Sanghani	Provost
2	Vice Chairperson	Dr. Bindesh Patel	Deputy Registrar
3	Coordinator	Dr. Ekta Mehta	Assistant Professor
4	Member	Dr. Deepak Kohli	Assistant Professor
5	Member	Dr. Balraj KrishnanTudu	Assistant Professor
6	Member	Dr. Deepak Vishwakarma	Assistant Professor
7	Member	Dr. Rajesh Kumar Jha	Assistant Professor
8	Member	Ms. Sayyeda Jatniwala	Assistant professor
9	Member	Mr. Anil Jarali	Associate Professor
10	Member	Dr. Hardik Patel	Assistant Professor
11	Member	Mr. Alpesh Golakiya	Assistant Professor



Registrar,
P P Savani University

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