



STANDARD OPERATING PROCEDURE INTERNATIONAL STUDENT CELL

Objective of International Student Cell

- The International Student Cell 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-student and student-teacher relationship.
- The committee would work to ensure support and integrate international students in various events of the institution.
- To cater to the needs of the students in terms of social adjustment, academic support (Transcript and Letter of Recommendation), admin support, language support etc.
- To form Memorandum of Understanding with foreign university

Standard Operating Procedure

The Cell shall,

- Refer to the updated UGC guidelines for Admission of International Students periodically.
- Shall get the details of International students admitted to BDS and MDS 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 meeting in a year in the presence of the Student Representatives to cater to their grievances.
- Integrate International Students into the college premises and activities without any obstacles.
- 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.
- Compiling the student's academic records, and any other relevant information and generating an official Transcript in the required format.
- Drafting personalized Letters of Recommendation based on the information gathered from the student and input from the recommenders.
- Tenure of Cell: Three years. Only student members will be changed every year.



**AHMEDABAD MUNICIPAL CORPORATION
MEDICAL EDUCATION TRUST - (A.M.C.MET)**

AMC DENTAL COLLEGE

Mode of Contact

- Students can report complaints, grievances as well as their suggestions to the Co-ordinator.
- International students are provided with contact numbers of the committee members to facilitate assistance in case of emergency and also encouraged to directly contact the Member Secretary in case of grievance.
- Once the grievance is received the issue will be resolved under the guidance of Dean and if necessary, relevant committees would also be involved. On redressal of the issue, the information will be communicated to the concerned student and University.

DPPdel

Dean

AMC Dental College

BHALAKIA MILL COMPOUND, KHOKHRA, AHMEDABAD - 380 008

PHONE:- 079 - 22932501, 22934301, 22932501 FAX:- 079- 22935078

Email:- deanamcdental@gmail.com, deandental@ahmedabadcity.gov.in

Web Site:- www.amcdentalcollege.edu.in, www.ahmedabadcity.gov.in, www.amcmet.org