



Shri Vithalrao Joshi Charities Trust's  
**SAMARTH NURSING COLLEGE**  
(NAAC ACCREDITED GRADE 'B')  
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606  
Phone : 02355-264149 / 137, 8379972264 Fax : 02355-264181  
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(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

#### 5.1.4 International Student Cell

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**PRINCIPAL**  
SVJCT's Samarth Nursing College,  
Kasarwadi, Sawarde,  
Tal: Chiplun, Dist: Ratnagiri 415606



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### INTERNATIONAL STUDENT CELL (2024-2025)

SR. NO.	NAME OF THE MEMBER	DESIGNATION	POST
1.	Mrs. Tejal Surve	Principal	Chairperson
2.	Ms. Jessey J. Jacob	Vice Principal	Member
3.	Mrs. Vaishali Dalvi	Asso. Professor	Member
4.	Mrs. Sujata Pawar	Asso. Professor	Member
5.	Mr. Jeevan Deshmukh	Assistant Professor	Member
6.	Mrs. Shweta Kshirsagar	Supportive Staff	Member

PRINCIPAL

Principal

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## **STANDARD OPERATING PROCEDURES FOR INTERNATIONAL STUDENT CELL**

### **Orientation and Pre-Arrival:**

Develop a comprehensive pre-arrival guide for international students, including information on visa requirements, travel, accommodation options, campus facilities, and local culture. Provide an online orientation session to introduce international students to the SVJCT's Samarth Nursing college's policies, academic programs, support services, and campus life.

### **Admission and Enrollment:**

Assign a dedicated admissions officer to assist international students with the admission process, document verification, and course selection. Clearly communicate admission deadlines, required documents, and application procedures through the college website and official communications.

### **Accommodation Assistance:**

Provide information about on-campus and off-campus housing options, including cost, amenities, safety, and proximity to the college. Assist students in finding suitable accommodation and addressing any housing-related concerns.

### **Cultural and Academic Integration:**

Organize orientation programs and cultural workshops to help international students adapt to the local culture, academic expectations, and classroom dynamics. Offer English language support services, including language workshops and tutoring, if necessary.

### **Academic Advising:**

Assign academic advisors or mentors to guide international students in course selection, program requirements, and academic success strategies. Provide resources for time management, study skills, and accessing academic support services.

### **Health and Wellness:**

Facilitate health insurance enrollment and explain the healthcare system to international students. Collaborate with healthcare providers to offer medical services and counseling support, ensuring students' physical and mental well-being.

### **Legal and Administrative Support:**

Assist international students with legal and administrative matters, such as document notarization, registration with local authorities, and obtaining a local SIM card. Provide guidance on opening bank accounts, obtaining a driver's license, and other practical matters.

### **Social and Cultural Activities:**

Organize cultural events, social gatherings, and outings to help international students build connections, celebrate diversity, and experience the local culture.

### **Communication and Feedback:**

Maintain regular communication channels with international students through email, social media, and online platforms. Collect feedback through surveys or focus groups to continuously improve the services and support provided.

### **Emergency Support:**

Develop an emergency response plan for international students, including procedures for medical emergencies, natural disasters, and other crises. Provide 24/7 contact information for emergency situations and establish communication protocols with relevant authorities.

### **Alumni Engagement:**

Foster a sense of community among international alumni by organizing networking events, webinars, and opportunities for continued involvement with the college.

### **Regular Review and Improvement:**

Conduct periodic reviews of the International Student Cell's operations to identify areas for improvement and make necessary adjustments to the SOPs.



  
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