



## MAHATMA GANDHI UNIVERSITY, KERALA

### Abstract

Administration: Standard Operating Procedure - In connection with the arrival/visit of foreigners to the University for study, research and other purposes - Sanctioned - Orders issued.

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### ADMINISTRATION A 1 SECTION

No. 10604/AD A1/2024/MGU

Priyadarsini Hills, Dated: 22.11.2024

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*Read:-* 1. U.O. No. 4260/ADA1/2023/MGU dated 19.04.2023.

2. Circular No. 26895/AD A1/3/A D A 1/AD A 1 dated 23.05.2023.

3. Note No. Reg.3/72/2024 dated 16.11.2024 with orders of the Vice Chancellor.

### ORDER

Guidelines had already been issued vide reference cited (1) & (2) above regarding the procedures to be followed in connection with the arrival/visit of foreigners to the University for study, research and other purposes. Based on the same and Vide paper read (3) above, sanction has been accorded by the Vice Chancellor to adopt the following standard operating procedure for effective handling of the matter and its implementation.

1. UCIC shall ensure that all the procedures related to the foreigners' arrival/visit to the University are fully complied with as per the guidelines outlined in the University Order and Circular referred to as (1) & (2) above. UCIC shall co-ordinate all matters related to the same and UCIC Director shall act as the Co-ordinator/Nodal Officer in this regard.
2. All the Schools/Departments/Centers organising various Programmes, Seminars, symposia, Workshops, Conferences etc shall give the details of foreigners participating in these programmes to the UCIC/UCIC Director at least one week prior to the programme. The details in this regard (including the period of stay, accommodation details etc) along with necessary documents like the schedule of the programme, invitation given to the foreigners etc shall be given well in advance to UCIC. The details regarding passport, visa, travel itinerary, clearance certificate (if applicable) etc in respect of the arriving foreigner shall also be made available to UCIC by the School/Centre concerned. UCIC shall verify the details/documents submitted and ascertain that they are in line with the relevant rules (check list appended in Annexure). UCIC shall also intimate the details of the arriving foreigner to FRRO by E-mail (frrococ@nic.in), (imm-kochi@mha.gov.in). On identifying defects, UCIC shall inform the School/Centre/Organizer concerned about the same and take necessary steps for getting it rectified.
3. The University Schools/Departments/Centres shall also provide to UCIC the details regarding the foreign visiting faculty invited to engage classes/deliver lectures, at least one week prior to the scheduled arrival. The details such as the invitation given, schedule of classes arranged, period of stay, accommodation details etc shall be given well in advance to UCIC. The details regarding their passport, visa & travel itinerary shall also be made available to UCIC, UCIC shall verify the documents and ascertain that they are in line with the relevant rules (check list appended in Annexure). UCIC shall also intimate the details to FRRO by E-mail (frrococ@nic.in), (imm-kochi@mha.gov.in). On identifying defects, steps shall be taken for rectification by consulting with the School/Centre concerned.

4. The details regarding the accommodation in respect of the visiting foreigner shall be informed well in advance to UCIC by the School/Department/Centre concerned. In case of accommodation requirements in the University guest house, the matter shall be informed to UCIC atleast one week before the arrival of the foreigner. In such cases, UCIC shall verify the documents related to the arriving foreigner and ascertain that they are in line with the relevant rules. Subsequently, UCIC shall submit the request for accommodation in the University guest house, to the Registrar for permission. On granting permission, it shall be ensured by UCIC that the details of the foreigner accommodated in the guest house have been entered / transmitted in Form B and Form C through the Estate Section (AD B-3 Section).
5. The details of the foreign students shall be properly maintained by UCIC as per the guidelines issued vide reference read (1) & (2) above.
6. The details of the foreigners arriving/visiting the University for various purposes shall be informed to the office of the Registrar, by UCIC.
7. UCIC shall constantly keep in touch with the FRRO Cochin by transmitting the details of the arriving foreigners in time. Also, necessary clarifications, if required, on various documents of the arriving foreigners shall also be sought/obtained by UCIC from FRRO Cochin.
8. UCIC shall maintain a record/register containing the details of all the foreign nationals visiting University for study, research, teaching, participation in various programmes etc.

Orders are issued accordingly.

Sd/-

BINOY A R

ASSISTANT REGISTRAR I (ADMIN)  
For REGISTRAR

Copy To

1. All Sections/Schools/Departments/Centers
2. PS to Vice Chancellor
3. PA to Registrar/ Controller of Examination/ Finance Officer
4. AR/ DR/ JR (Admin/ Academic/ Finance/ Exam)
5. Director UCIC, other related persons/ sections
6. Joint Director, Kerala State Audit Dept. -MG University
7. PRO/ Records/ Statistical Unit/ IQAC/ IT Cell-1
8. Stock file/ File copy/ Day file

Forwarded / By Order

Section Officer

## Annexure

### Check list

1. For foreign nationals arriving/visiting for participation in various programmes, seminar, conferences, symposia, workshops etc.

- Schedule of the Programme
- Invitation details
- Details regarding the period of stay
- Accommodation details
- Details regarding Passport and Visa
- Travel details/Itinerary
- Clearance Certificate (if applicable)

2. For foreign visiting faculty :

- U.O. sanctioning engagement
- Schedule of classes arranged
- Details of Invitation given
- Details regarding the period of stay
- Accommodation details
- Details regarding Passport and Visa
- Travel details/Itinerary