



Gujarat Technical University

# Guidelines For International Students' Mentors

by

## GTU's International Students Cell

# Road Map

- ▶ Objectives: GTU International Students Cell
- ▶ About ICCR
- ▶ GTU Regulations for Foreign Students
- ▶ Guidelines for International Students
- ▶ Benefits to ‘International Student Mentor’
- ▶ Role of Mentors (**Important**)
- ▶ Required Mentor Details
- ▶ Required Documents
- ▶ GTU International Students Mentors & Advisor

# Objectives: GTU International Students Cell

- ▶ To expand the horizons of 'Academic services' across the World
- ▶ To become a hub for International Students willing to join technical courses at Gujarat & India
- ▶ To become a largest state university catering the highest number of international students
- ▶ To enrich the international programs of GTU with the help of international students.
- ▶ Letting Indian Future Citizens to expand their horizons Globally
- ▶ The list may go on.....



**Indian Council for Cultural Relations**

**Programme**

**HORIZON SERIES**

**JULY & AUGUST - 2013**



## *About ICCR*

The Indian Council for Cultural Relations (ICCR) was founded In 1950 by Maulana Abul Kalam Azad, The First Education Minister of Independent India.

The Objectives of the Council are to Participate in the Formulation and Implementation of Policies and Programmes Relating to India's External Cultural Relations; to Foster and Strengthen Cultural Relations and Mutual Understanding between India and other Countries; to promote Cultural Exchanges with other Countries and People; to Establish and develop Relations with National and International Organizations in the Field of Culture; and to take such Measures as may be required to Further these Objectives.

ICCR is about a Communion of Cultures and a Creative Dialogue with other Nations. To Facilitate this Interaction with World Cultures, The Council has Strived to Articulate and Demonstrate the Diversity and Richness of the Cultures of India, both in and with other Countries of the World.

# GTU Regulations

- ▶ [http://www.gtu.ac.in/circulars/13Jun/GTU\\_Regulations\\_4\\_Admission\\_to\\_Foreign\\_Students\\_2013-14.pdf](http://www.gtu.ac.in/circulars/13Jun/GTU_Regulations_4_Admission_to_Foreign_Students_2013-14.pdf)

# Benefits to be International Students' Mentor

- ▶ Recognition from your Institute & GTU
- ▶ Experience to deal with international students
- ▶ Networking with international citizens
- ▶ Career advantage: Value Addition to your profile
- ▶ Privilege to be a part of GTU's International Students Cell
- ▶ Exploring & Enlarging new horizon of your academic research portfolio
- ▶ Letting to expand your horizons Globally
- ▶ The list goes on.....

# Role of Mentor

- ▶ Take care of students in homely manner.
- ▶ Daily reporting by students to Mentors at College
- ▶ Maintain Separate File for International Students
  - Attendance Record
  - Leave Record
  - Personal Information
  - Academic Progress Report
  - Police station record in case of out station leave
- ▶ Monitoring of Hostel Facilities
- ▶ Monitoring of Personal behaviour

- ▶ Try to solve their query / problem
- ▶ Help him/ her to understand Indian Culture
- ▶ Inform to GTU''s International Students Cell in case of any difficulty
- ▶ Send monthly report of students to GTU
- ▶ Authentication of reports by Mentor and Director/ Principal in all GTU correspondence



# Mentor Details

## Mentor

- ▶ Name of Mentor
- ▶ Contact Number
- ▶ Email Address
- ▶ Institute Name & GTU Code

## Co –Mentor

- ▶ Name of Co–Mentor
- ▶ Contact Number
- ▶ Email Address
- ▶ Institute Name & Code

*Note: In case of Female International Students, Co-mentor must be a lady faculty.*

# Required Documents

1. Joining Report of Scholar (taken by GTU)
2. Application Form for International Student (taken by GTU)
3. International Student's Undertaking (taken by GTU)
4. International Student's Affidavit (taken by Inst.)
5. Affidavit by Parent/Indian Guardian (taken by Inst.)
6. List of Documents to be submitted at the time of reporting (taken by GTU)
7. Leave Application form (taken by Institute & Submitted to GTU & FRRO, local in the case of leaving country)
8. International Student's Guidelines (Given to IS)
9. Institute Mentor Detail (To be submitted to GTU)
10. International Student Hand over to institute (by GTU)
11. International student Personal Record (taken by Inst.)
12. Monthly report of International Student (taken by Inst.)
13. International Student's Academic Progress Report (taken by Inst.)
14. Bonafide Certificate (given by Inst.)
15. GTU Mentor's List (Uploaded on Website)

# Communication Channel

International  
Students

- Will be in touch with Institute Mentors

Institute  
Mentors

- With the consent of Director / Principal can communicate to GTU Mentors (Country Specific)

GTU International  
Students Cell

- GTU's Mentors shall approach to GTU's ISA to resolve & enhance the matter

# Tree of GTU International Cell



# GTU's Mentors (Country Specific)

Sr. No.	Country	GTU Mentor Name
1	Bangladesh	Rajesh Ramani
2	Bangladesh	Keyur Darji
3	Bangladesh	Vikrant Vala
4	Bangladesh	Dr. Sarika Shrivastava
5	Mauritius	Dr. Sarika Shrivastava
6	Sri Lanka	Dr. Ritesh Patel
7	Sri Lanka	Krutika Raval
8	Myanmar	Krutika Raval
9	Maldives	Krutika Raval
10	Bhutan	Kaushal Bhatt
11	Congo	Dr. Mamta Singh
12	Zimbabwe	Dr. Mamta Singh
13	Nigeria	Rajesh Ramani
14	Zambia	Krishna Parmar
15	Nepal	Krishna Parmar
16	Niger	Krishna Parmar
17	Afghan	Hitesh Gujarati
18	Fiji	Hitesh Gujarati
19	Rwanda	Hitesh Gujarati
20	Uganda	Vikrant Vala
21	Mozambique	Monarch Joshi
22	Tanzania	Keyur Darji
23	Vietnam	Vikrant Vala
24	Yemen	Vikrant Vala

# GTU's Mentors (Country Specific)

Sr. No.	NAME	EXT. NO	EMAIL ADDRESS	COUNTRY
1.	Mr. RAJESH RAMANI	590	ap3_cbe@gtu.edu.in	Bangladesh, Nigeria
2.	Dr. KAUSHAL BHATT	590	ap1_cgbs@gtu.edu.in	Bhutan,
3.	Dr. RITESH PATEL	585	ap_cgs@gtu.edu.in	Sri Lanka
4.	Dr. SARIKA SRIVASTAVA	585	ap2_cgbs@gtu.edu.in	Bangladesh, Mauritius
5.	Dr. MAMTA SINGH	539	ap1_cbe@gtu.edu.in	Congo, Zimbabwe
6.	Mrs. KRISHNA PARMAR	514	ap2_cme@gtu.edu.in	Zambia, Nepal, Niger
7.	Mrs. KRUTIKA RAVAL	583	ap2_cbe@gtu.edu.in	Sri Lanka, Myanmar, Maldives
8.	Monarch Joshi	587	ap1_cme@gtu.edu.in	Mozambique
9.	Mr. Keyur Darji	525	Research.gbs@gtu.edu.in	Bangladesh, Tanzania
10.	Mr. Vikrant Vala	525	Research.cfs@gtu.edu.in	Bangladesh, Uganda, Vietnam, Yemen
11.	Mr. Hitesh Gujarati	525	Research.cfs1@gtu.edu.in	Afghan, Fiji, Rwanda

# GTU International Students Advisor (ISA)

International Students Advisor (ISA)	Email Address & Ext.
Mr. Mitesh Dadhania, Deputy Director & ISA	<a href="mailto:dd_md@gtu.edu.in">dd_md@gtu.edu.in</a> Ext.: 586

Email ID for all Communication related to international students:

[foreignstudentcell@gtu.edu.in](mailto:foreignstudentcell@gtu.edu.in) Ext.: 612