



Indian Institute of Technology Jodhpur

No. IITJ/Admin/2020-21/354

Dated: 30 December 2020

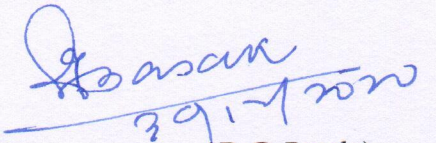
NOTIFICATION

Subject: Roles & Responsibilities in respect of International Students.

With reference to the Minutes of Meeting regarding preparation of SOP for various tasks and appointment of POC in respect of International Students held on 06 October 2020 and 11 December 2020 respectively, the following responsibilities have been assigned:

S No.	Role and Responsibility	Office/ Official
1.	<ul style="list-style-type: none">Selection of students,Generating demands of Grants from sponsoring agencies	IRO
2.	<ul style="list-style-type: none">Approval of fee structureIssue of offer letterAdmission related activityFee collection as per approved fee structureFee refund	Academic Section
3.	<ul style="list-style-type: none">Foreigners Regional Registration (FRRO)Processing of Assistantship / Scholarship / Fellowship	Student Section
4.	<ul style="list-style-type: none">Fee reconciliationPayment of Assistantship / Scholarship / FellowshipRefund of fee	Account Section
5.	Point of Contact (POC) The POC will look after all admin related issues of foreign students	Mr. Gaurav Nigam, Sr. Superintendent (Students) Assistant Registrar (Students) will take over duties of the POC In absence of Mr. Gaurav Nigam

This issues with the approval of the competent authority.


(P. G. Basak)
Advisor (Admin.) & Offg. Registrar

Distribution:

1. Director-for kind information
2. Associate Dean (IRO)/ Associate Dean (PG)/ Associate Dean (Students)
3. Office of IRO/ Office of Academics/ Office of Accounts
4. Mr. Himmat Singh, Assistant Registrar (Office of Students)
5. Mr. Gaurav Nigam, Sr. Superintendent (Office of Students)
6. Office of Administration