



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering
Sector No. 26, Pradhikaran,
Nigdi, Pune – 411 044



Standard Operating Procedure (SOP) for Inbound Foreign Students at PCCOE

Standard Operating Procedure (SOP) for Inbound Foreign Students at PCCOE

1. Introduction: This SOP outlines the process for managing inbound foreign students at PCCOE, ensuring their smooth transition, stay, and completion of their internship programs. The document defines the roles and responsibilities of the International Relations (IR) Dean's Office, the Department Coordinator, and other relevant stakeholders.

2. Pre-Arrival Process:

- The IR Dean's Office will be the primary point of contact for foreign students before their arrival.
- All inbound students must apply through the PCCOE International Relations (IR) Dean's Office.
- Required documents include:
 - Passport copy, Visa details
 - Passport Photo
 - Offer letter from PCCOE/ Letter from home University/Sponsoring Agency
 - Academic transcripts (If required)

3. Arrival and Orientation:

- Upon arrival, students will report to the IR Dean's Office for document verification and initial briefing.
- A formal orientation session will be conducted covering:
 - Campus facilities and resources
 - Safety and security protocols
 - Code of conduct and movement regulations
 - Introduction to mentors and department coordinators
- Students will be introduced to their respective Department Coordinators.

4. Stay Regulations:

- Students must adhere to hostel or external accommodation regulations.
- Local movement must be registered with the IR Dean's Office.
- Any travel outside the city must be approved in advance.
- Compliance with institute code of conduct is mandatory.
- Attendance in scheduled meetings, activities, and academic sessions is compulsory.

5. Internship Process:

- The Department Coordinator will assign mentors and guide students through their internship.
- A detailed plan of tasks, expectations, and timelines will be provided.
- Students must submit weekly progress reports to their mentors.
- Mid-term and final evaluations will be conducted by faculty and industry partners (if applicable).
- Certificates of completion will be issued upon successful completion of the program.

6. Responsibilities of the IR Dean's Office:

- Maintain a centralized database of all inbound students.
- Act as the liaison between students, departments, and external agencies.
- Address any grievances and ensure student well-being.
- Ensure visa and compliance regulations are met.

7. Responsibilities of the Department Coordinator:

- Facilitate academic and internship guidance.
- Assign mentors and oversee student progress.
- Coordinate with the IR Dean's Office for any concerns or requirements.
- Organize periodic review meetings with students and faculty.

8. Departure and Post-Completion Formalities:

- Students must complete an exit interview with the IR Dean's Office.
- Submission of final internship report and clearance from all departments.
- Feedback collection to improve future inbound student experiences.
- Issuance of a completion certificate and transcript (if applicable).

9. General Regulations:

- Students must abide by the laws of India and PCCOE policies.
- Any misconduct or violation of rules will be reported to the IR Dean's Office and appropriate action will be taken.
- Emergency protocols will be in place, with designated faculty contacts for assistance.

This SOP ensures a structured and efficient approach to managing inbound foreign students, fostering an enriching academic and cultural experience at PCCOE.