



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/FSC/2025/CIRCULAR/176

Date : 27th Feb, 2025

CIRCULAR

Department of International Relations — Foreign Student Cell

Inviting Expression of Interest (EOI) for admitting foreign students in A.Y. 2025-26

To,
The Principals/Directors
PG Schools, Constituent college, and Affiliated Colleges of GTU

Dear Sir/Madam,

The Foreign Student Cell (FSC) of Department of International Relations, GTU receives the applications from Foreign Students applying under various scholarship schemes of Indian Council for Cultural Relations (ICCR), Study In India & Direct Basis every year. The eligible students are admitted amongst the GTU PG School & Constituent College as well as affiliated colleges as per the available branches and required infrastructure at the institutes. GTU's Foreign Students Cell has enrolled more than 1400 International students from 66 countries in various UG, PG and PhD programmes of university since 2013.

With an objective to admit the foreign students in AY 2025-26, FSC is inviting Expression of Interest (EOI) from interested institutes especially for foreign students applying under ICCR scholarships.

Institutes which wish to admit foreign students under GCAS or any other approval mechanism also must submit the EOI and adhere to the international student admission process prescribed by GTU.

Institutes are supposed to follow below mentioned process for the same.

1. Institutes willing to admit foreign students shall submit the EOI via online mode on <https://www.fsc.gtu.ac.in/Institute/Instlogin> by using the same credentials of institute admin panel from **1st March, 2025 to 31st March, 2025**.
2. A separate EOI is required for each of institute code and course code in which the institute is interested to admit foreign student.
3. In the EOI Institutes need to submit the following information with the required proofs for each EOI (Branch wise information to get ready before applying):
 - Details of final year result of specific branch (% of fully pass students out of total number of

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Students appeared in last semester exam of summer 2024 session.

- Details of accreditation NAAC / NBA / NIRF Ranking (whichever is applicable). If available need to provide proof of the same.
- Details about Faculty Ratio (Cadre Ratio) at institutes — branch wise.
- Details about % of actual seats filled in last Academic Year (% of actual student admitted on approved Intake for last AY i.e AY 2024-25 in respective branch)
- Facility Infrastructure (Hostel with required amenities, Hostel Location, and the overall condition of the hostel campus) (With photographs)

NOTE:

1. If the institute is willing to admit students in more than one branch, you may add the branches after logging to the portal and add above mentioned information for each branch.
2. Institutes are advised to thoroughly go through the application guide attached herewith before filling the EOI on FSC website.
3. Once the institute has submitted the EOI, institute is bound to accept foreign students if the students are allocated by University with the student count w.r.t. the maximum limit of the supernumerary seats.

Selection of Institutes for allocation of Foreign Students:

1. Applications of foreign students received from ICCR / SII / Other Portals / Direct Admission received on FSC Portal will be scrutinized by FSC — DIR as per the eligibility criteria prescribed by AICTE/PCI/Other such regulatory body. The eligible candidates shall be allocated in respective institutes which are found eligible after the scrutiny process.
2. The foreign students shall be allocated on 15% supernumerary seats as provided by university over and above the approved intake in respective branch in a particular AY.
3. Selection of institutes for allocation of foreign students will be done as per the SOP defined by university with quantitative parameters and qualitative parameters.
4. Tuition fees of foreign students will be disbursed to institutes per annum from GTU after receiving the same from ICCR. An additional amount of 5 % over and above the fees defined by the FRC will be paid to SFI's. Tuition fees of foreign students allocated in Government and GIA institutions will be paid as per the norms defined under foreign students' regulations of GTU.
5. The Tuition fee will be disbursed to the institute from the fees paid by ICCR to GTU. So, the disbursement of the fees shall be done only after the funds received by GTU from ICCR.

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6. Institutes which do not have the hostel facility can also receive foreign students. However, institutes must help the students to find an appropriate private accommodation in nearby location. Such students may receive the HRA by ICCR as per the norms. In such cases, the institute may either provide the transit accommodation to the student at institute guest house or any other facility or arrange for private accommodation where students can stay immediately after reaching to the city of institute.
7. The ICCR sponsored foreign students NEED NOT to pay any charges pertaining to Enrolment fees, PRC Fees, Regular Examination fees and Post-Degree Documentation (1 Set of Document(s)) to the university.
8. In case of the application of foreign students for the branches /courses available at GTU PG Schools/Constituent college of GTU, the Priority shall be given to GTU PG Schools / Constituent institutes for allocation of foreign students.
9. The decision regarding admission and allocation of foreign students in any institute will be the sole discretion of university.

IMPORTANT RESPONSIBILITIES OF INSTITUTES WHERE FOREIGN STUDENTS ARE ALLOCATED

1. Institute are supposed to appoint 2 faculties (having excellent English communication and interpersonal skills) as a foreign student mentor and co-mentor. The mentor should be gregarious in nature and will be responsible to help foreign students in their academic and personal level issues. In case of girl student allocated to institute; the institutes require to appoint female mentor/co-mentor.
2. Institute Principal and Mentor are required to ensure all the formal requirements of foreign students like:
 - Receiving the students at Airport at the time of reporting.
 - Proper orientation on academic structure of program, exam related guidelines, attendance norms, socio-cultural norms wrt Gujarat/India (formal/informal) etc. once student arrive at institute.
 - Providing suitable hostel facility or private accommodation facility.
 - Making them aware about the necessary services in local area.
 - Observing the behavioral aspects of foreign students and report to GTU/ICCR in case any unusual behaviour is observed.
 - Registration with Foreigners Regional Registration Officer (FRRO) and local police station and timely updating the student information with FRRO. (Form —C / Form —S).
 - Carry out necessary process for enrolment generation of foreign students.

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- Ensuring that the lectures and discussion in the class is done in English language only.
- Counselling through institute/external counsellor as and when it is required.
- Submitting reports like Joining reports, progress reports, attendance reports, leave reports of Students as per directives of DIR time by time.
- Dealing with embassies in case of any emergencies.
- Dealing with ICCR regional office and GTU as and when required.
- Dealing with any other state, national or international agencies as and when required.

3. In case of matter related to foreign students, the principal and foreign student mentor shall work as per directives of Department of International Relations and should be Proactive in responding all the correspondence received from DIR time by time.

4. Mentor should regularly furnish Joining reports, progress reports, attendance reports, and leave reports of students as per norms and instruction of GTU time by time.

5. The institute also needs to monitor the personal behaviour and academic progress of foreign students and report to GTU time by time.

6. Institute need to ensure an excellent academic delivery, a comfortable stay and strong support system for day-to-day activities of foreign students.

7. Institute will work as per the directives of Department of International Relations — GTU for activities pertaining to foreign students.

8. Number of students allocated at institute and actual number of students reporting to institute may vary.

9. Communication regarding arrival/other matter may be given on short notice and institute has to cooperate in the same.

All the interested institutes shall submit the EOI on FSC website by **31st March, 2025**.

In case of any query please mail us on foreignstudentcell@gtu.edu.in or contact us on **079-23267618** or **+91 7069007920**


Registrar

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