

**PROCEEDINGS OF THE DIRECTOR OF ACADEMICS AND RESEARCH  
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY  
Pookode, Wayanad – 673576**

**(Abstract)**

KVASU- DAR- Research– Guidelines regarding the protocols to be maintained when a foreign student arrives at KVASU campuses and the comprehensive checklist for the students to fill up - Approved- Orders issued.

**DIRECTORATE OF ACADEMICS AND RESEARCH**

No. KVASU/DAR/R3-30226/2023(8)

Dated, Pookode, 26/09/2024

Read: 1) Letter No. KVASU/VCO/A/60/2024(12) dtd. 24/07/2024 of PS to VC, KVASU.  
2) Email dated 06/08/2024 of Dr. Ajith Y., Assistant Professor, Department of Veterinary Clinical Medicine, Ethics and Jurisprudence, CVAS, Mannuthy.  
3) Order dated 14/08/2024 of the Hon'ble Vice Chancellor, KVASU.

**ORDER**

The **guidelines** regarding the protocols to be maintained when a foreign student arrives at campuses under the university are hereby approved for strict compliance by the student as well as responsible officers concerned and are detailed below, along with the **checklist** (appended as annexure) to be filled by the international student while joining for any programme in the departments/ stations/ centres of the University.

1. The University permission received through proper channel with regard to the course/training programme under which the foreign student is admitted to the University campus shall be available with the student for undertaking any programme in the campuses of the University.
2. The Dean/Special Officer of the college shall facilitate foreign students for smooth integration into the academic/cultural/social activities of the campus by providing on-campus liaisons support and prioritizing the welfare and safety of the student. The concerned officer supervising the programme shall regularly update all matters related to the conduct of the programme to the dean/special officer of the college and nodal officer of international collaboration of the University.
3. The foreign research intern/ student shall be accommodated in a FRRO approved guest house or hotel well in advance. The University guest houses may be booked based on the availability by paying the guest house charges, as applicable from time to time. The subsidized charges for the University students are not applicable for foreign students. The guest house in charge must ensure the e- FRRO registration arrival/ departure (C- form) on time.

The room rent shall be paid in Indian rupees at the guest house and a receipt in this regard may be issued. Efforts shall be made to ensure a favourable environment during the period of stay on the University campus.

4. The foreign student shall hold a valid passport from his/her country of origin and an appropriate VISA shall be secured from the Ministry of External Affairs, Government of India for undertaking the programme in the University. The documents shall be verified and a copy of the same may be filed for future references in this regard.
5. The arrival/departure of the foreign student on the University campus shall be reported to the Foreigners Regional Registration Office (e-FRRO), Ministry of Home Affairs, Government of India within 14 days of arrival by submitting a C-form. The details of the programme undertaken by the student shall be submitted to FSIS (Foreign Students Information System), Government of India by generating an S-form. Necessary guidance and support in this regard can be obtained from the Office of the District Commissioner of Police.
6. The concerned officers have to facilitate any inspection/verifications, if insisted by the officials of Intelligence Bureau or any other governmental agencies, by providing explicit information and access to the available records about the programme.
7. The concerned officer shall provide an orientation on the facilities available in the University campus, safety guidelines and other essential information on the social/cultural/academic integration of the foreign student into the campus. The details on nearby health facilities, emergency aid facilities like the police station, student common amenities like canteen, etc. can be made aware of. Necessary support shall be provided to the student for availing such facilities, if required.
8. Efforts shall be made by all staff and students of the University to ensure that the University campuses are transformed into the centre of global integration emphasising the core values of Indian culture/heritage and developing into a preferred destination for international scholars.

**//By the order of Vice Chancellor//**

**Prof. (Dr.) C. Latha  
DIRECTOR (ACADEMICS & RESEARCH)**

To :1) All the Deans/ Special Officers/ Head of stations of KVASU.  
2) All faculty (through Deans/ Special Officers/ Head of stations)

Copy To: PS to VC/ PA to Registrar



## KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

### Proforma to be filled by the international student while joining for any programme in the departments/stations/centers of the University

[To be submitted in triplicate - one copy each to DAR, Station head and the Student Advisor]

#### 1. Personal details of the student

- i. Name :
- ii. Nationality :
- iii. Date of Birth :
- iv. Gender :
- v. Marital status :
- vi. Residential address :

- vii. Official address and Designation :

- viii. Contact No. (Home) :
- ix. Mobile No. (India) :
- x. E-mail id :

#### 2. Passport and Visa details

- i. Passport No. :
- ii. Place of issue :
- iii. Date of issue :
- iv. Expiry date :
- v. Visa number :
- vi. Date of issue of visa :
- vii. Place of issue of visa :
- viii. Visa valid till :
- ix. Visa type :
- x. Visa subtype :
- xi. C-form number and date :
- xii. S-form number and date :

#### 3. Accommodation details

- i. Name of guest house/hotel :
- ii. Address :
- iii. City/District :
- iv. State :

- v. Phone/Mobile Number :
- vi. Email id :

**4. Programme details**

- i. Name of programme :
- ii. Type of programme : Course/Training/Internship/Others
- iii. Funding source details : Self-funded/External aided (
- iv. Name and official address of the Mentor/Advisor :
  
- v. University permission order number and date :
- vi. Duration of programme : From ..../..../..... to ..../..../.....
- vii. Orientation on the programme and campus given by & on date :

**5. Details of contact person, in case of emergency.**

- i. Name and address of guardian with relationship to you :
- ii. Contact Number and email id of guardian/parent :
- iii. Name and address of the local guardian :
- iv. Contact number and email id of the local guardian :

**6. Disclosures on medical conditions**

- i. Do you have any pre-existing medical conditions or chronic illnesses? If yes, please specify
- ii. Are you currently taking any medication or undergoing any treatment? If yes, please provide details
- iii. Do you have any allergies (e.g., to medications, food, environmental factors)? If yes, please list them.
- iv. Do you have a primary care physician or specialist who should be contacted in case of an emergency? If yes, provide contact number and email id.
- v. Do you have health insurance coverage that is valid in India? If yes, please provide details of your insurance provider and policy number:

- vi. Do you consent to the university sharing relevant medical information with appropriate staff or services if necessary for your well-being? Yes/No

**7. Declaration**

I/We hereby declare that the above information is true to the best of my knowledge and as per the documents available.

**Signature of the student**

**Date:**

**Signature of the advisor/mentor**

**Date:**