

STANDARD OPERATING PROCEDURE FOR INTERNATIONAL RELATION (IR) CELL AT ARMY INSTITUTE OF TECHNOLOGY, PUNE

INTRODUCTION

1. An International Relations Cell is a dedicated unit within an institute which will manage, promote, coordinate internationalization activity, including collaborations, partnerships, student/ faculty exchanges and enhancing global networking to increase visibility of college.
2. The IRC is crucial in making an institute globally connected, culturally diverse, and academically vibrant. It is for benefits of students, faculty, and the institution itself by fostering collaborative learning, research, and cultural exchange.

AIM

3. The aim of this SOP is to lay down the procedure to be followed for functioning IR Cell at AIT Pune.

COMPOSITION AND FUNCTION OF IR CELL

4. Constitution of IR Cell.

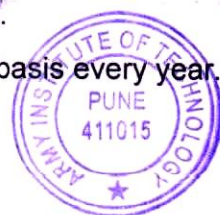
4.1	Leadership	(Post : 01)	Director
4.2	Operational Support	(Post : 01)	Joint Director
4.3	Institutional Support	(Post : 01)	Principal
4.4	Dean (IR)	(Post : 01)	Faculty of Professor level
4.5	Associate Dean (IR)	(Post :01)	Faculty of Assoc Prof level
4.6	Coordinator (IR)	(Post :01)	Faculty of Asst Prof level
4.7	Members	(Post :03 to 04)	Preferably one each Dept Asst Prof level

5. Tenure of Members.

- 5.1 Generally the tenure will be for 03 years and can be extended upto 05 years. It is kept to longer period to maintain continuity.
- 5.2 Dean (IR) positions will be on rotation basis among Professor level faculty.
- 5.3 Members in IR Cell can be added/ deleted as and when required on functional requests.

6. Date of Establishment of IR Cell.

- 6.1 The IR Cell started functioning w.e.f. 02 June 2025.
- 6.2 The function of IR Cell will be revised on quarterly basis every year.



Role and Function of an International Relations (IR) Cell

7. As Facilitator of International Collaborations.

7.1 To build and maintain partnership with foreign universities, research institutions, and organizations.

7.2 To Facilitate Memoranda of Understanding (MoU) or agreements for academic and research collaborations for mutual benefit.

8. Coordinator of Exchange Programs.

8.1 To provide information and assistance on eligibility, application processes, and scholarships.

8.2 To organize student and faculty exchange programs, internships, study-abroad opportunities, and summer schools.

9. Resource Hub for International Students.

9.1 To assist international students with admissions to AIT, help in obtaining Visas, orientation and integration into the institute's community.

9.2 To acts as a support system for cultural, academic and administrative needs.

10. Promoter of Global Learning.

10.1 To encourage international exposure through guest lectures, workshops, webinars and international conferences.

10.2 To help in integrating global perspectives into curricula and academic activities.

11. Advisor for Funding and Scholarships.

11.1 To share information about scholarships, fellowships, and funding opportunities for students and faculty without compromising security.

11.2 To recommend applications for international grants, research funding, and fellowships for processing by the BOA, AIT.

12. **Organizer of International Events.** To coordinate international seminars, conferences, cultural exchange events and networking opportunities.

13. **Liaison with Embassies and Consulates.** To maintain contact with foreign embassies and consulates for visas, student support and collaborations.

14. Functions of the International Relations Cell.

14.1 **Developing and Implementing Internationalization Strategy.** Crafting policies to make the institute globally competitive and culturally inclusive.

14.2 **Networking and Outreach.** Engaging with global universities, research centers, industries, and government agencies.

14.3 **Monitoring and Reporting.** Collecting data and preparing reports on international engagements, partnerships and outcomes.

14.4 **Compliance and Ethics.** Ensuring that all international activities comply with local and international regulations and standards.



15. Major duties of Dean (IR) is attached at Appx.

16. **Frequency of Meetings.**

16.1 Preferably once in three months.

16.2 Participation of HODs, All Deans, IQAC coordinator, Principal, Joint Director and Director is expected.

CONCLUSION

17. The above procedure will be strictly adhered for functioning of IR Cell. In case of any dispute the point will be referred to the Director for his decision.

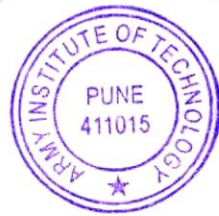
File No : AIT/0351/SOP/PRIN

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 20 Aug 2025

Distribution :

HOD Mech
HOD E&TC
HOD Comp
HOD IT
All Deans
Registrar Office
Main Office
HOD IT




(MK Prasad)
Col
Offg Director

- Please upload the SOP on AIT website.

Appx 'A'

(Ref Para 15 of SOP No AIT/0351/
SOP/PRIN dated 20 Aug 2025)

ARMY INSTITUTE OF TECHNOLOGY**DUTIES OF DEAN (INTERNATIONAL RELATIONS)****1. Strategic Planning and Leadership.**

- 1.1 Develop and implement strategies to expand the institute's global reach.
- 1.2 Foster international partnerships, alliances, and collaborations.
- 1.3 Promote internationalization within the institution's academic and research programs.

2. Partnership Development.

- 2.1 Identify, negotiate, and formalize partnerships with foreign universities, research institutions, industry, and government bodies.
- 2.2 Oversee Memoranda of Understanding (MoUs), exchange agreements, and collaborative research initiatives.

3. Student and Faculty Mobility.

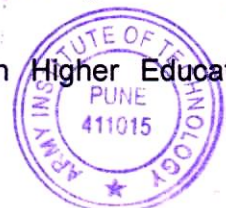
- 3.1 Promote and manage student and faculty exchange programs.
- 3.2 Support incoming international students and visiting scholars.
- 3.3 Coordinate outbound mobility programs (study abroad, internships, joint degrees).

4. Cultural Integration and Support.

- 4.1 Foster an inclusive and supportive environment for international students.
- 4.2 Oversee orientation programs, cultural events, and support services tailored to international needs.

5. Global Branding and Visibility. Enhance the institution's global reputation through strategic communications.**6. Policy and Compliance.**

- 6.1 Ensure compliance with international education regulations, visa requirements, and quality assurance standards.
- 6.2 To make AIT an attractive study destination for foreign students.
- 6.3 To foster international competencies in our faculty and students.
- 6.4 To develop a global mindset of our learners and shape them as global citizens with deep rooted pride in being AITian.
- 6.5 To promote active linkage between AIT and Foreign Higher Education Institutions.



6.6 To improve global ranking in internationalization indicators.

7. **Resource Management.**

7.1 Manage budgets related to international activities.

7.2 Seek external funding or grants to support internationalization efforts.

8. **Reporting and Evaluation.**

8.1 Monitor and evaluate the effectiveness of international programs.

8.2 Prepare annual reports on internationalization efforts and outcomes.

9. **Faculty exchange program.** To develop faculty exchange programs.

