	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel	No.	AIKTC/SOP/FCIA/01
		Rev.	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR FOREIGN COLLABORATION AND INTERNATIONAL AFFAIRS (FCIA)	Date	14/08/2023
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1. **PURPOSE:** To establish partnerships with foreign universities and researchers to enhance the research landscape, foster global education, and facilitate cultural exchange through student and faculty exchange programs.

2. **SCOPE:** All the Schools, Departments, and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** All concerned members of constituted FCIA.

4. **DEFINITION:** MoU: Memorandum of Understanding.

5. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, FCIA Foreign Collaboration and International Affairs

6. PROCEDURE

1. The Director establishes the Foreign Collaboration and International Affairs (FCIA) committee, tasked with forging partnerships with foreign universities and researchers.
2. The FCIA committee proactively engages with relevant foreign universities to initiate discussions on potential collaborations.
3. The FCIA committee conducts comprehensive discussions with interested universities to determine the nature and scope of potential collaborations.
4. The FCIA committee prioritizes the establishment of broad Memorandum of Understanding (MoU) agreements that enable a wide range of collaborations, including research projects and short-term exchange programs for students and faculty.
5. The FCIA committee reaches out to prominent researchers in the fields of medicine, engineering, and architecture to secure their participation in the annual lecture series.
6. The FCIA committee maintains consistent communication with various stakeholders to gather valuable insights and guidance on the aforementioned activities.

7. TARGET


- 7.1. Yearly ONE active MoU with a foreign university
- 7.2. Yearly ONE activity per each school of AIKTC on student/faculty exchange

8. REFERENCES:

- 8.1. AICTE/NAAC/NBA manuals

9. RECORDS

- 9.1. Minutes of the meetings
- 9.2. List of MoU



Center Controller




Director