



MANIPAL
UNIVERSITY

Office of International Affairs & Collaborations



Information Booklet



OFFICE OF INTERNATIONAL AFFAIRS & COLLABORATIONS (OIAC)

Overview of OIAC

OIAC is headed by a team of dedicated staff and supported by an advisory council comprising of faculty and administrators representing each of the University's 17 colleges plus other key academic units.

Located on the 3rd floor of the EDU building, the office primarily serves as:

- The Office of International Partnerships and Agreements
- The Office of International Programs, which facilitates study abroad opportunities for students of Manipal University as well as for incoming international students
- The liaison office both for outbound and inbound international students

In summary, this office provides a comprehensive and unified framework within which all work in the international arena can seamlessly be achieved.

Synchronize and Provide Direction

The Office is primarily responsible for providing direction, assistance and synchronizing all of the University's international work with overseas Institutions and Governments. While providing this leadership role, the office does recognize the importance of individual initiatives, needs and innovativeness of faculty and students across the University. Thus, its primary role is to coordinate the individual activities through a central location,

within the context of a well thought out international strategic plan and to facilitate the interrelated and concomitant activities. The key focus is to provide a centralized location for helping the faculty, staff and students, affording the needed assistance for all of their international work. Schools and departments within the University will still continue to pursue their individual interests although they will be required to coordinate their work through this central location.

The office will also help align international opportunities with each college's curriculum enabling student mobility across institutions, enroll transnational students for both short and long term, facilitate institutional grants and contracts, while pursuing value creating projects for the University in general.

Serve as a General Resource Center

The OIAC also serves as the primary liaison and resource center for the University's vital international linkages, by supporting the development of all memorandum of agreements and partnerships with overseas universities, foreign governments and international organizations abroad. It will help promote the involvement of Manipal's faculty members, staff and students in international research and development projects, facilitating access to international funding opportunities and in general enrich Manipal University's engagement with global cultures by sharing our physical and intellectual resources with other societies across the world.





Resource Centre for International Education

It is not uncommon these days for students to traverse the globe to spend a few weeks or a semester engaging themselves in studying, co-opting or interning, conducting research or partaking in other academic pursuits, in countries around the world. These experiences advance and impact positively their attitudes, skill sets and knowledge base, which will be of immense benefit to the students and enable them to be competitive and resourceful in the future. Thus, OIAC will be the University's comprehensive resource for study abroad, research abroad, intern abroad, and other educational experiences worldwide. The pivotal goal is to help students and faculty stretch across borders, perhaps farther than they thought possible. By promoting intercultural competence, meticulous erudition and acquisition of foreign languages, OIAC should provide opportunities for academically sound international experiences. It will also administer student exchange programs with partner institutions around the globe, in conjunction with other bodies on campus.

Ancillary Student Services

OIAC will also provide the necessary expertise in the advising of various aspects of settling in on campus and compliance with immigration requirements for all international students, international faculty and staff, and short-term exchange visitors. Similar assistance will be extended to Manipal students aspiring to travel

overseas to facilitate a safe and pleasant experience. In addition, in the long run, the OIAC will ensure the university complying with the myriad of evolving regulations in conjunction with the office of quality and compliance, support the University by managing global student and scholar interactions and facilitate in general, the well-being of all international students, faculty, and staff.

LIFE AT MANIPAL

Manipal (maṇipāl) is a university town located in the state of Karnataka in India. It is a suburb within Udupi city and is administered by the Udupi City Municipality. It is located on the rocky hinterland of the Malabar Coast of south-west India, about 8 km (5.0 mi) east of the Arabian Sea. From its location on a plateau, it commands a panoramic view of the Arabian Sea to the west and the Western Ghats to the east. Home to Manipal University, the town attracts over twenty five thousand students every year.

Weather: From September - February, the weather in Manipal is tropical with daily temperatures averaging 27 °C (81 °F). From June - August, Manipal witnesses one of the most extreme monsoons in the world, with the annual precipitation ranging from 500–560 cm (200–220 in). The months of March - May are hot and humid, with the daily temperatures typically peaking at 35 °C (95 °F).





How to Reach: Manipal is well connected by road, rail and air. There are two main cities close to Manipal that serve as entry points- Udupi and Mangalore. Udupi is 5 kms from Manipal and Mangalore 65 kms away.

By air: The nearest airport is at Mangalore which is an hour and half drive by road. There are daily domestic flights from Mumbai and Bangalore. Indian Airlines and Jet Airways fly to Mangalore. There are direct international flights to Mangalore from Dubai, Abu Dhabi, Muscat, Doha-Qatar, Bahrain and Kuwait. Prepaid taxis are available at the Mangalore airport, for local transportation.

By road: Manipal is well connected with the major cities in Karnataka, Kerala, Goa, etc. Buses run between Mangalore and Manipal frequently. Direct buses are also available from Bangalore, Goa, Hyderabad, Mumbai and other cities.

By train: The nearest railway stations are also at Udupi (2kms from Manipal) and at Mangalore (65 kms from Manipal). These railway stations lie on the Konkan route connecting the North and the South along with West Coast. Delhi and Mumbai (to the North) and Ernakulum (to the South) are linked to Udupi station. Mangalore station is connected to Bangalore, Chennai, Delhi, Goa, Calicut, Trivandrum, Mumbai and other major cities.

Campus Life: Campuses at Manipal and Mangalore provide a cosmopolitan and congenial atmosphere

in which students from over 60 countries create a relationship for life. Manipal, a classic mix of cultures, provides a wonderful opportunity for dialogue and understanding of cultures. Students can join clubs for music and fine arts, literary pursuits, meditation, yoga, swimming, debating and photography

There are a lot of experiential facilities to supplement classroom teaching. These facilities encourage and aid students in innovative thinking and to pursue careers of their choice.

The University is a green campus with eco-friendly practices. Extensive use of rain-water harvesting structures, solid-waste and waste water management systems, and constant monitoring of pollution levels ensure that 'Green Manipal' is a way of life for one and all.

Dress Code

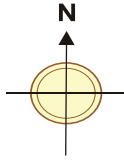
While we respect the dressing norms of different societies and culture, we also expect the students to adhere to a befitting dress code while visiting the University offices, attending the college for lectures/practical's/library/labs/examinations and at the University's formal functions. The dress code is applicable to all students on campus and hence we seek your cooperation in abiding by these regulations. While on the campus premises, formal/semi-formal wear with shoes/formal footwear is recommended.



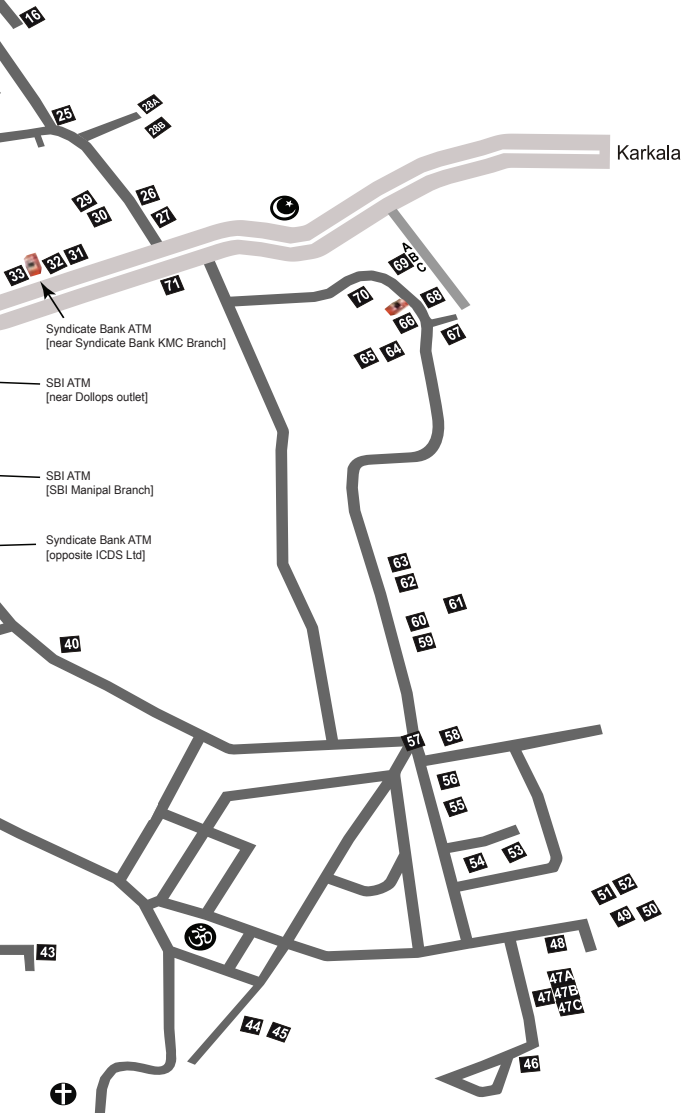
A faint, light-colored circular graphic resembling a map or a large letter 'C' is overlaid on the green lawn in the middle ground.

CAMPUS MAP





Not to Scale



1. Basic Science Building
2. Interact Lecture Hall
3. School of Allied Health Sciences
4. Food Court (KMC campus)
5. UNIVERSITY BUILDING & Health Sciences Library
6. Indira Block
7. Sonia Block
8. PG Block
9. New Sarojini Hostel
10. New International Hostel
11. Melaka Manipal Medical College
12. Manipal College of Pharmaceutical Sciences
13. Sharada Hostel
14. New BQ / MU Guest House
15. Khurana Block / RKHS mess
16. Valley Flat
17. Sharada Basket Ball Court
18. Day Care Centre
19. Rajaji Block
20. Kamaraj Block
21. KMC Greens
22. Dr TMA Pai Hall
23. Old Sarojini Block
24. Manipal College of Nursing
25. MARENA sports complex
26. Fortune Inn Valley View
27. Welcomgroup Graduate School of Hotel Administration (WGSHA)
- 28A. Dept. of Culinary Arts
- 28B. WGSHA Hostels
29. Manipal College of Dental Sciences
30. Kasturba Hospital - OPD
31. Trauma and Emergency
32. Syndicate Bank - KMC Branch
33. ICICI - Manipal Branch
34. Shirdi Sai Baba Cancer Hospital
35. Kasturba Medical College
36. Smriti Bhavan - Dr TMA Pai Museum
37. State Bank of India - Manipal Branch
38. Manipal Amphitheater
39. Syndicate Bank Golden Jubilee Hall
40. School of Communication
41. Dr TMA Pai Planetarium and Manipal Centre for Natural Sciences
42. School of Life Sciences
43. Manipal Centre for Philosophy & Humanities
44. MIT Hostel - 12th Block
45. MIT Hostel - 11th Block
46. MIT Hostel - 10th Block
47. New Management Block
- 47A. School of Management
- 47B. Department of Commerce
48. MIT Hostel - 9th Block
49. MIT Hostel - 14th Block
50. MIT Hostel - 15th Block
51. MIT Hostel - 16th Block
52. MIT Hostel - 17th Block
53. MIT Hostel - 7th Block
54. MIT Hostel - 8th Block
55. MIT Hostel - 6th Block
56. MIT Hostel - 5th Block
57. Kamath Circle
58. Food Court - MIT campus
59. MIT Hostel - 4th Block
60. MIT Hostel - 3rd Block
61. MIT Hostel - 13th Block
62. MIT Hostel - 2nd Block
63. MIT Hostel - 1st Block
64. New Lecture Hall (Academic Block 3) - MIT
65. Innovation Centre (Academic Block 4) -MIT
66. Library - MIT
67. Dr TMA Pai Polytechnic
68. Faculty of Architecture
69. Academic Block 5 - MIT
- 69A. International Centre for Applied Science
- 69B. School of Information Science
- 69C. Dept. of Atomic & Molecular Physics
70. MIT administrative block (Academic Block 1)
71. Hotel Green Park
72. Chandrashekar Hostel
73. Dept. of Virus Research
74. New Chandrashekar Hostel
75. New AC - Ladies Hostel
76. Amartya Sen Hostel
77. Nehru Block
78. Charaka Block
79. RT Block
80. Raman Block
81. Dept. of European Studies, Geopolitics and Public Health
82. & 83. Police Station & Post Office



Security on Campus

Manipal is a secure campus and security is ensured by the Block Supervisors, Warden and Chief Warden inside the residence halls and by the Security Staff and Chief Security Officer in and around the Campus.

Any act within the campus that may violate or inconsistent with the academic atmosphere in the University will not be appreciated and any student found guilty of such offence will be dismissed and sent back to their country of origin, without any cost to the University.

For complaints/suggestions pertaining to security, please contact -

Dr Prabhudev Mane

Chief Operating Officer - Campus Safety

Office: Room no. 107, I floor, University Building, Manipal. Phone: 0820 2922848

Housing/Accommodation

Generally, the incoming students are placed at the New International Hostel which provides

- a. Air conditioned single occupancy with attached bathroom@ \$15 USD per person, per day + service taxes as applicable by Govt. of India.
- b. The hostel provides a bed with mattress, a study table, a chair and a cupboard for each student. Every hostel has uninterrupted electricity, solar heated water facility, water cooler with aqua

guard filters, common telephone, common TV Room, common reading room, etc. soft furnishings and linen.

- c. *Hostel payment should be received in full and is non-refundable.* Once confirmed, the university will require the payment to be made in USD/Euros via wire transfer to the university bank address.
- d. When in hostel, students must adhere to the hostel rules and regulations and return to hostel before 12am.
- e. No student should stay away from his/her room during the night except with the prior written permission of the Warden.
- f. Students are requested to avoid singing aloud, shouting or making all types of noises that is likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- g. Pets of any kind are prohibited inside the hostel. Any damage caused to the hostel property will be charged to the occupants of the room/block with a fine.
- h. Cooking in hostel rooms is not permitted.

Transportation

Arrangements for pick up and drop from Mangalore airport to the campus shall be made based on prior request.





Libraries

Manipal University has some of the best libraries in Asia. There are six major central libraries - Health Sciences Library Manipal, Health Sciences Library Mangalore, MIT Library, MIC Library, WGSMA Library and MIM Library. The University always strives to provide the latest and best collection of books, journals, online sources, dissertations, etc to the students for course work and research.

Students Affairs

The Department of Student Affairs looks after the welfare of the students. The department's activities encompass a wide range of activities such as guidance, wellness, health and counselling and constantly evolves ways to support and foster students' interest in the university.

Student Clinics

Student Health Clinics are made available to students for Non-Accident and Non-emergency cases.

With prior appointment (+91 820 2922057) students can avail medical aid at this clinic located at the first floor of New Out-Patient block, Kasturba Hospital.

Contact information:

Dr Suma Nair

Director Student Affairs

Office: Room no. 108, 1 floor, University building, Manipal. Phone: 91 820 2922035

Food Court

University Food Courts are located on campus with wide variety of food and beverages made available on campus. We have two food courts on campus – one, located near the University and the other in the engineering campus. Besides these, students have plenty of options to relish different cuisines available at the food court stalls and hotels in the campus vicinity.

Marena

Welcome to the Marena, the six-level, centrally-cooled sports complex at Manipal University. With a built up area of 1,42,042 sq feet, it is one of the largest and best-equipped sports centres in the country, aimed at ensuring that the six long months of monsoon in the region do not disrupt the fitness regimen of students and staff. The complex is open for students and staff (charges applicable) from 5:30am to 12pm | 4pm to 9:30pm, and on all days of the year, except on national holidays when it is open only until noon.

Study-Buddy Program

The Study-Buddy Program is an initiative launched by the Office of International Affairs and Collaborations to provide information to international newcomers and to assist them adjust to the new environment. Every international student gets a “Buddy” (a Manipal University student who is familiar with the university’s/institute’s structures and the local area), who will give a helping hand during their stay at Manipal.

Registration at Foreigner Regional Registration Offices (FRRO)

- Foreign students can come to Manipal only on a student visa/ Entry (X) visa and may be required to register with the FRRO within 14 days of their arrival in India. Tourist visa is not acceptable.
- To know if a student need to register at the FRRO kindly visit <http://boi.gov.in/content/registration-requirements-foreign-national>

- After arriving in India, students are required to register with the FRRO, may do so online (<https://indianfrro.gov.in/frro/>) and then personally visit the FRRO to collect the documents based on the Unique ID number generated online. The FRRO is located at the Office of Superintendent of Police at Udupi (5 kms from Manipal).
- Where necessary, the OIAC will assist you through the online registration process as well as facilitate your visit to the FRRO. Please bring your original passport and 4 passport size photographs to our office.

The 14-day rule by FRRO is mandatorily implemented with no exceptions and any failure to comply will result in penalties being imposed to the student. Additionally, our office will require at least 3-4 working days to process the students paper work. Hence, the students after arriving in the country should ensure that they present themselves at OIAC in a timely manner to avoid these penalties of this directive by the Government of India.

S form and C form

If the visa requires students to register at the FRRO, the concerned college/ department unit to which students are attached will enter their details online through an S form. This generates a bonafide letter with the unique S form ID. This bonafide letter is required as a part of the documentation for the registration at the FRRO.

C form needs to be filled online by the owner of the place who has rented the same to students. If students are staying at our residential premises on campus, this formality will be taken care of by us. If students are staying off campus, the owner is on the lessor to fill the same and give a copy to the students. Kindly note the non-issuance of a C form would prevent students from registration with the FRRO. Therefore, this must be cleared with the lessor before students lease their apartment.

GENERAL INSTRUCTIONS

- Make sure to have a checklist of things-to-do.
- OIAC coordinator will be in touch with the students all through the program.
- Hostel details and contact information at Manipal will be provided well in advance to the student coming down to Manipal
- Manipal is 90-minute drive by road from Mangalore airport. As stated earlier, airport transfers can be arranged with a prior request. Students can take a cab and drive down on their own

Before leaving the home country

Checklist before departure to find the following important things-

- Passport
- Valid Visa
- 10 passport size photographs
- Letter of Invitation from host university
- Health Insurance from home university (if applicable)
- Medicines with appropriate prescriptions
- Mobile phone
- Universal power plug adapters
- White coat*- if a medical elective student
- Non-marking shoes*- If students wish to subscribe for MARENA (sports complex on campus) membership

** Students can bring their own white coat and non-marking shoes as applicable. They may as well buy them at any local store in here. Please contact our office for further details.*

After arrival at Manipal

Once in Manipal, students first destination is the University hostel. OIAC is just five minutes ahead to the hostel. Please report to OIAC after arrival. For directions, please refer campus map.

Students should bring with them their original passport and 6 passport size photographs. After the application formalities at the office, students are taken to their respective departments of internships and will be in contact with their mentor/s thereafter.

Internet

Manipal Campus is equipped with excellent IT infrastructure. The campus is completely wired through optic fibre cable with Wi-Fi at most of the locations including hostels. This facility can be opted at our office with applicable charges.

Local Phone Connection

Need a local sim for conversing? Based on students' requirement, the service providers will be called at our office to offer the best possible tariffs.

Identity Card

Each student is issued an ID card/Combo card. This card will also function as Access Control card. If the access card is lost, duplicate/replacement card will be issued with applicable charges.

Before departure

Students are requested to visit OIAC a day before their departure for formalities as below –

- Confirm airport drop request, if needed. If leaving on a Monday, students request should reach us latest by Thursday before 3 pm either in person/call/email.
- Return the building Access Card if issued to them.
- Feedback form to fill: Review of the elective experience at Manipal University.
- Carry the Registration Certificate/Residential Permit if any issued by the FRRO office. This document needs to be produced at the immigration/passport control offices at the airport, to exit the country.



Important Contacts on Campus

Emergency (Hospital - Help Desk)	0820 2922761
Ambulance Service (Help Desk)	0820 2922761
PBX (Enquiry – 24x7)	0820 2571201-10
Director Student Affairs	0820 2922035
Chief Operating Officer and Campus Safety	0820 2922848
Manipal Police Station	0820 2570328
Chief Warden Office, MU	0820 29 22413
Chief Warden Office, MIT	0820 2925226
New International Hostel 'A' Block (Girls)	0820 2931610
New International Hostel 'B' Block (Boys)	0820 2931611
New International Hostel 'B' Block (Girls)	0820 2931611
Chandrashekar Hostel	0820 2949001
New Chandrashekar Hostel	0820 2949005
ION Office (For Wi-fi)	0820 2922187
Airtel Office, Manipal	99453 03254
MARENA Sports complex	0820 2923183
Siddhi Travels, Tiger Circle, Manipal	0820 2570470 / 2575509
Trade Wings, Hotel Valley View, Manipal	0820 2571599



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