

Prof. Furqan Qamar

Ph.D.

Secretary General

प्रो० फुरकान क़मर

पीएचडी

महासचिव



Association of Indian Universities

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भारतीय विश्वविद्यालय संघ

ए०आई०यू० हाउस, 16, कॉमरेड इंद्रजीत गुप्ता मार्ग
(कोटला मार्ग), नई दिल्ली-110 002

MEET/92-AM/2016/
October 10, 2016

Dear Vice Chancellor/Director,

The Annual Meet of the Association of Indian Universities (AIU) is held by rotation in each zone at one of the Universities of that particular zone. The 92nd Annual Meeting of the Association is scheduled to be held in East Zone in February-May 2018.

At the Annual Meeting usually around 200-225 Vice Chancellors/Directors of member Universities/Institution participate. Besides that 25-30 officials from Heads of Apex Central Bodies, Representatives of Inter-University Organizations of other countries, the Educational Planners and Administrators and special invitees also attend the Annual Meet. Apart from above from 4-5 UGC Officials, 4-5 AIU Officials also join the Annual Meet of the Vice Chancellors. The Annual Meeting is of three days duration which commences with Inaugural, inter-action with Heads of Apex bodies, interaction with Heads of foreign delegates, AIU National Seminar, General Session and Valedictory functions. (A copy of office note detailing the programme and arrangements to be made is enclosed).

The Host University is expected to provide boarding, lodging and local transport to the delegates. In addition to the logistical support the Association also give financial assistance of Rs.15.00 lakh for organization of the Annual Meet. There are other sponsors available from Industry, software sector, publishers who also contribute significantly now to the Vice Chancellors' Meet. All this usually pursued by the host University at their end.

In this context, it is requested to kindly consider hosting of this prestigious Annual Vice Chancellors' Meet at your esteemed University and convey consent by **December 31, 2016** to enable us place it before the Governing Council for consideration.

With regards,

Yours sincerely,

(Prof. Furqan Qamar)

All Vice Chancellors/Directors of
Member Universities/Institutions (East Zone)

Association of Indian Universities

Arrangements to be made for the Annual Meeting of the Association of Indian Universities

01. Attendance Around 100-120 Indian participants, belonging to member Universities/Institutions.

5-6 Foreign participants from neighboring countries like Nepal, Bangladesh, Pakistan, Sri Lanka, Association of Commonwealth Universities, Head of Inter University Organisations in foreign Countries

8-10 eminent educationists, educational planners, heads of State Councils of Higher Education

02. Programme AIU Standing Committee meeting will be held on the evening of Inaugural Function.

15-18 Vice Chancellors/Directors will attend the Standing Committee

First Day

Inauguration of the Annual Meeting To be decided by the host University in consultation with AIU.

Group Photograph of Members of the Association participating in the Inauguration function/programme.

Second Day

AIU National Seminar About 130 members Vice Chancellors/Directors of member Universities/Institutions, special invitees members of the UGC, Planning Commission, Ministry of Human Resource Development will participate.

[With break of tea/coffee/lunch]

Third Day

General Session

Break for Lunch

Business Session [Restricted to Members only]

Cultural Programme

Fourth Day Interaction of Heads of various apex bodies with the Vice Chancellors/Directors of Universities/Institutions

Note:

All banners/invitation Cards to be issued for inviting members/others for lunch/dinner etc. should invariably mention that the Annual Meeting is being hosted by the University under the auspices of the Association of Indian Universities. All AIU meeting(s) will be presided over by the President of the Association.

Detail of arrangements to be made for the Annual Meeting of the Association of Indian Universities (AIU)
Accommodation

for 100-120 Vice Chancellors + 5-6 Foreign participants and 4 AIU Staff members be arranged.

2. Transport

Arrangements may be made for providing one car each for AIU President and Secretary General; two deluxe buses for members Vice Chancellors/Directors; and two cars for foreign participants.

[Further details will be discussed by the Secretary General AIU during his visit to the University]

3. Reception

Arrangements for receiving the members and invitees at the airport/railway station be made. The consolidated list of member Vice Chancellors/Directors and other invitees attending the Annual Meeting will be prepared by the AIU also and sent to the University in due course of time.

4. Local Hospitality

University shall provide tea, breakfast, lunch, dinner etc. to members and other guests.

5. Chief Guest.

The Chief Guest and other special invitees may be decided in consultation with the President and Secretary General, AIU.

6. Conference/Committee rooms

Function	Venue	Attendance
First Day		
Standing Committee Meeting	To be decided by the University	15-18 Vice Chancellors/ Directors of Universities/ Institutions
Inaugural Function	To be decided by the University	175 +local invitees
Group photograph	To be decided by the University	175 Approx.
Inter-action with Heads of Apex Bodies		175 + Local invitees
Second Day		
AIU National Seminar	To be decided by the University	175 Approx.
Third Day		
AIU General Session	To be decided by the University	175 Approx.
AIU Business Session [For Members Only]	To be decided by the University	150 Approx.

7. Photographs

The University will make arrangements for group photograph and snaps to be taken on various occasions.

8. Flags

The Universities participating in the Annual Meeting will be requested by AIU to send their University Flag for display at the venue of the meeting. The flag of AIU will also be sent.

9. Banners and Indicators

The locations where banners and indicators are to be displayed are to be decided by the University.

10. Travel Arrangements

The University will arrange for the services of a travel agent during the Annual Meeting for booking/ confirmation/cancellation of air/train tickets.

11. Cultural Programme

The University may organise a cultural programme on one evening and sight seeing tour on one or two days according to their convenience. This may be intimated to AIU in advance.

12. Liaison

The University may set up various sub-committee such as Accommodation, Transport, Hospitality, Reception, Cultural programme etc. for looking after various arrangements.

13. University News (Special Number)

AIU will bring out a special number of 'University News' on this occasion. Your University should send special write up and other important events, plans, goals achieved by the University for publication. Your Librarian may also arrange for a few advertisements from the local books sellers for this special number.