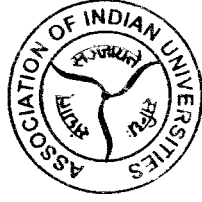


Prof. Furqan Qamar
Ph.D.
Secretary General

प्रो० फुरकान क़मर
पीएचडी
महासचिव



Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110 002

भारतीय विश्वविद्यालय संघ

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

Meet/WZM/2018-19/
June 11, 2018

Dear Vice Chancellor/Director,

The Association of Indian Universities (AIU) organizes Zonal Meets of Vice Chancellors every year wherein issues relating to higher education with specific reference to University system of the concerned Zone are discussed threadbare. Recommendations of the Zonal Vice Chancellors' Meets are considered in the Annual Meeting of the Association.

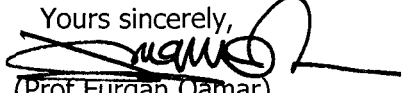
At the Zonal Vice Chancellors' Meet approximately 60-70 Vice Chancellors/Directors of member Universities/Institutions apart from some educationists, representatives of UGC, MHRD and apex bodies are expected to participate. The Zonal Meet starts with inaugural function on the first day morning followed by academic sessions and ends on 2nd day with valedictory function. The detailed programme will be finalized by the Association in consultation with mutual discussion with the host University. The theme for discussion is to be decided by the Host University on the basis of problems and issues of higher education of the concerned Zone, in consultation with AIU. The host University is expected to provide boarding, lodging and local transport facility to participating members. The Association will provide advisory support for organization of the Meet. An office note detailing arrangements to be made and tentative programme is enclosed for your information.

The Association provides financial assistance of Rs.5.0 lakh for organization of the Zonal Meet. The details of arrangements and other logistics requirements for organizing the event are enclosed for your reference.

I, on behalf of the Association, invite you to send your proposal to host the West Zone Vice Chancellors' Meet 2018-19 during August -December 2018 at your esteemed University and shall appreciate receiving your proposal at an early date to enable us finalise the venue.

With kind regards,

Encl: As above.

Yours sincerely,

(Prof Furqan Qamar)

All Vice Chancellors/Directors of
Universities/Institutions in West Zone

ASSOCIATION OF INDIA UNIVERSITIES

Arrangements for AIU Zonal Vice Chancellors' Meeting

Reception

To receive/see off the Vice Chancellors/Directors of member Universities/Institutions of the Zone at airport/railway station on their arrival/departure by different flights/trains.

A responsible officer may be entrusted with this job with a few volunteers to help him. Identification badges may be given to them. A banner may also be displayed at the reception counter at the airport/railway station.

Transport

A car for the President/Secretary General.

A Mini Bus/Staff car for Vice Chancellors/Directors of member Universities/Institutions attending the Conference

Accommodation

Single room with attached bath for about 40-45 Vice Chancellors/Directors of member Universities/Institutions of the Zone.

Venue

A Committee/Conference hall equipped with public address system, with adequate lighting and cooling facilities.

LCD Projector, Computer, OHP, etc. may also be provided for making presentation.

Computers

2-3 Computer terminal with internet connectivity be also available at the Venue of the Conference for use of the delegates.

Programme for the Zonal Meeting

Day I	Inauguration	10:00	11:30 am
	Tea break	11:30 am	12:00 noon
	Session I	12:30 pm	01:30 pm
	Lunch	01:30 pm	02:30 pm
	Session II	02:30 pm	05:00 pm Business Session
	Cultural Programme	06:30 pm	08:00 pm
	Dinner	08:00 pm	Onwards
Day II	Session III	09:30 am	11:00 am
	Tea Break	11:00 am	11:30 am
	Session IV	11:30 am	01:30 pm
	Lunch	01:30 pm	02:30 pm
	Valedictory	02:30 pm	03:30 pm
	Local Visit	03:45 pm	06:30 pm
	Dinner	08:00 on	

The Scientific Session will cover all presentations, papers, key note address and discussions. The Business Session will cover various programmes and activities of AIU.

Agenda for Zonal Meet

Agenda for the Meeting will be prepared by the host University/Institute in consultation with AIU and circulated to zonal members.

Member Universities in the Zone will be requested to send proposals /Item(s) for discussion at the Zonal Conference to the host University and to AIU.

Rapporteurs

Two senior faculty; members be nominated to note down proceedings of the Zonal Meet.

Hospitality

Morning tea/coffee may preferably be served in the rooms.

Breakfast and lunch could be arranged at a central place. Dinner as per the convenience of host may be arranged.

Media

Press Conference may be convened. A press release may be issued by the host Vice chancellor well before the Zonal Meeting, to act as a curtain raiser.

Photographs be taken on different occasion and a group photograph may be arranged. A set of photographs may be sent to AIU.

Cultural Programme

The details of cultural programme, preferably by students of the host University/Institution may be worked out by the University,

University News (Special Number)

AIU will bring out a special number of "University News" on this occasion. The host University should send a write-up about the University covering its important activities, events, plans, goals achieved, etc. Host University Librarian may also arrange advertisements from local book-sellers for inclusion in the special issue. A copy of the tariff for the advertisement is enclosed.

All banners/invitation Cards to be issued for inviting members/others for lunch/dinner etc should invariably mention that the Meet is being hosted by the University/Institute under the auspices of the Association of Indian Universities.

All AIU meeting(s) will be presided over by the President of the Association.

AIU logo should invariably be printed/displayed in all banners/invitation Cards, Souvenir, Conference Material etc.
