

प्रो. फुरकान कमार  
पीएचडी  
महासचिव

Prof. Furqan Qamar  
Ph.D

Secretary General



भारतीय विश्वविद्यालय संघ

ए० आई० यू० हाउस, 16, कॉमरेड इंद्रजीत गुप्ता मार्ग, नई दिल्ली-110 002

ASSOCIATION OF INDIAN UNIVERSITIES

AIU HOUSE, 16, Comrade Indrajit Gupta Marg, New Delhi 110 002

Meet/Zonal/East/2014-15/  
August 29, 2014

Dear Vice chancellor/Director,

The Association of Indian Universities organizes Zonal Meets of Vice Chancellors every year wherein issues relating to higher education with specific reference to University system in the zone are discussed threadbare. Final recommendations of the Zonal Vice Chancellors' Meetings are considered in the Annual Meeting of the Association.

At the Zonal Vice Chancellors' Meets about 50-60 Vice Chancellors/ Directors of member Universities/Institutions are expected to participate. The Meet starts with inaugural function on the first day morning and ends on second day evening with valedictory function. The detailed scientific programme will be finalized by the Association in consultation with the host University. The theme of the Meet is to be decided by the host University on the basis of problems and issues of higher education confronted in the particular zone, in consultation with AIU. The host University is expected to provide boarding, lodging and local transport facility to delegates attending the Zonal Meets. The Association provides advisory support for organizing the Zonal Meets.

The Association provides financial assistance of ₹.2.00 lakhs for organizing the Zonal Meet. The details of arrangements and other logistics required for organizing the event are attached for your reference.

I, on behalf of the Association, request you to consider hosting the East Zone Vice Chancellors' Meet of the Association in first half of October, 2014 at your esteemed University and shall appreciate receiving your acceptance for hosting the same latest by 10.09.2014 to enable us take appropriate action in this regard.

With kind regards,

Yours sincerely,

(Prof Furqan Qamar)

All Vice Chancellors/Directors of  
Member Universities/Institutions in East Zone

# ASSOCIATION OF INDIA UNIVERSITIES

Arrangement for AIU Zonal Vice Chancellors'

## Reception

To receive and 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 each for the President and 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 50-60 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.

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

## Computers

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

## Programme for the Zonal

Day I	Inauguration	10:00 am -	11:30 am
	Tea break	11:30 am	12:00 noon
	Session I	12:00 noon	01.30 pm
	Lunch	01:30pm	02:30 pm
	Session II	02:30pm	05:00 pm AIU Business session
	Cultural Programme	06.30pm	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 pm	

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

Agenda for the 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.

### **Hospitality**

Morning tea 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, plans, events, 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 Conference 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.**

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