

डॉ. (श्रीमती) पंकज मित्तल

(पूर्व कुलपति, बीपीएस महिला विश्वविद्यालय, हरियाणा)
महासचिव

Dr. (Mrs.) Pankaj Mittal

(Former Vice Chancellor, BPS Women University, Haryana)
Secretary General



भारतीय विश्वविद्यालय संघ

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

Association of Indian Universities

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

AIU/Meet/WZM/2022-23

July 20, 2022

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 more than 150 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 the host University.

The proposals are invited from the AIU member universities for hosting the **AIU West Zone Vice Chancellors' Meet 2022-23** tentatively scheduled to be held during **September 2022 to February 2023**. The exact date and theme will be intimated in due course. The host University is expected to provide boarding, lodging and local transport facility for members participating in the meet. The Association will provide advisory and knowledge support for organization of the Meet. The details of arrangements and other logistics requirements for organizing the event are enclosed for your reference.

On behalf of the Association, I invite your expression of interest for hosting the **West Zone Vice Chancellors' Meet 2022-23** at your esteemed University. I shall appreciate receiving your interest at an early date but not later than **August 19, 2022** to enable us to finalize the venue for the **West Zone Vice Chancellors' Meet 2022-23**.

With kind regards,

Yours sincerely,


(Pankaj Mittal)

Encl: As above.

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

ASSOCIATION OF INDIA UNIVERSITIES

Arrangements for AIU Zonal Vice Chancellors' Meet 2022-23

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, Vice 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 100 Vice Chancellors/Directors of member Universities/ Institutions of the respective Zone.

Venue

A Committee/Conference Hall equipped with public address system, with adequate lighting and air conditioning facilities, with the facilities for screen, Wi-Fi.

LCD Projector, Computer, LED/ LCDs, etc. may also be provided for making presentation.

Computers

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

Tentative Programme for the Zonal Vice Chancellors' Meet 2022-23:

Day I	Inauguration	10:00 am	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 pm	Onwards

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 selected by the host University/Institute in consultation with AIU.

Member Universities of the particular 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 record 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 Vice Chancellors' Meet, to act as a curtain raiser.

Photographs be taken on different occasion and a group photograph by a professional photographer may be arranged. A set of photographs may be sent to AIU in digital and physical form.

Video recording of the entire event may be done through a professional and video files may be sent to AIU in a Pen Drive.

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 contain AIU logo and should clearly 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.
