

ASSOCIATION OF INDIA UNIVERSITIES

Arrangements for AIU Zonal Vice Chancellors' Meet 2023-24

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 AIU Zonal Vice Chancellors' Meet 2023-24:

Day I	Inauguration	10:00 am	11:30 am
	Tea break	11:30 am	12:00 noon
	Session with Heads of Apex Bodies	12:00 noon	01:30 pm
	Lunch	01:30 pm	02:30 pm
	Technical Session I	02:30 pm	04:00 pm
	Tea Break	04:00 pm	04:15 pm
	Technical Session II	04:15 pm	05:45 pm
	Cultural Programme/Sight Seeing	06:30 pm	08:00 pm
	Dinner	08:00 pm onwards	
Day II	Technical Session III	10:00 am	11:30 am
	Tea Break	11:30 am	12:00 noon
	AIU Business Session	12:00 noon	01:30 pm
	Valedictory Session	01:30 pm	02:30 pm
	Lunch and Bid adieu	02:30 pm onwards	

The Technical 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.
