



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

Admin Block Chelah Campus Muzaffarabad
Establishment-II

ORDER

The Vice Chancellor, in anticipation to Syndicate, has approved "Policy for Foreign Delegation Visit to University of AJ&K". The same is enclosed herewith for information and compliance.

Enclosed: 04 pages

(Hassan Zaka)
Assistant Registrar
Establishment-II

No. F. 9-46 / Establishment-II/ 4682-96 /2023

Dated: 07-08-2023

Copy to:-

1. Senior Private Secretary to the Vice Chancellor
2. The Registrar
3. All Deans of Faculties
4. The Director, Finance and Planning
5. The Resident Director, KAC
6. The Controller of Examination
7. The Chief Librarian
8. All Chairmen / Coordinators (Academics Departments)
9. All Directors (Academic & Administrative Departments)
10. The Director Neelum Campus & Jhelum Valley Campus
11. The Deputy Registrars (Estb-I), (R&A)
12. The Assistant Registrar (A&M) to place the same before next meeting of Syndicate.
13. The Audit Officer
14. The Public Relations Officer
15. Master File.


Assistant Registrar
(Establishment-II)

07-08-23

Policy for Foreign Delegation Visit to UAJ&K

The University regularly hosts inbound visits of foreign delegations to promote internationalization. Benefits, such as mobilization of students and faculty, knowledge transfer and participation in research and creation of opportunities are a direct result of such visits. The policy defines the procedure to host foreign delegations at UAJ&K. The policy is applicable to all foreign inbound visits to all campuses of UAJ&K.

Visit Requests from Foreign Institutions / Organizations / Individuals

1. These visits primarily include pre-planned visits from international institutions / organizations/individuals with sufficient advance time. Visit requests for such cases are required to be initiated on enclosed Form at “**Annex I**”, to be filled by the visiting delegation and submitted directly by them or hosting Department/Institute at least 2-3 weeks in advance to obtain approval of competent authority (Vice-Chancellor) for the visit.
2. Registrar office will process to seek approvals from the Vice chancellor before sending confirmation to the visiting delegation. For preparation of the case, following information is normally required from the guests, at least one week before the visit, (if not already submitted via form at Annex I):
 - 1 List of delegates; Name, Designation, University / Organization
 - 2 Name and Designation of Head of Delegation (brief profile required)
 - 3 Proposed Date and Time of visit to UAJ&K
 - 4 Purpose of visit / Areas of Interest
 - 5 Contact details of coordinating officer accompanying the delegation.
- b. A draft program is prepared depending on the stature of the Head of Delegation, meeting is either Chaired by Vice Chancellor or any official designated by the Vice Chancellor.
- c. Venue of the briefing / meeting will be decided keeping in view level and strength of delegation.

Emergency Cases

- a. This category will include all cases where visit is not pre-planned, and the coordination has to be made relatively at short notice. Visitors in such cases may not require invitation letters and subsequent visa processing. Such cases can be processed for approval using Form at “**Annex II**”. Host institution / Directorate will have the primary responsibility for smooth conduct of the visit. It will coordinate activities / engagements of visitors with all relevant agencies (Security Staff for entry of visitor). After the approval by competent authority, The PRO office will issue written instructions.

5. There may be situations where reaction time is so short that processing of approval on Form (**Annex II**) may not be possible. In all such cases Heads of the institutions/directorates are allowed to get approval for visit and coordinate with relevant offices of university including security officer. In such situation, the host will be required to process the post visit approval on Form at “**Annex II**”, giving justification about emergent situation.

6. **Duties, Arrangements and Responsibilities:**

6.1. Program schedule, briefing, media coverage and souvenirs

- I. After approval, **PRO office** will coordinate with the guests/host department for confirmation of date and time of the visit. After the confirmation, PRO will issue instructions along with visit program to all concerned institutions / directorates / individuals.
- II. For briefings/visits that are centrally arranged, Liaison officer will be informed. The presentations to the delegation are to be delivered by the PRO, unless otherwise advised by Vice chancellor or Senior Management of the University. The briefing / slides will be shown to the Vice Chancellor by the presenting officer prior to the visit.
- III. Public Relation Office will provide photo / media coverage as appropriate. As per scheduled program of the visit, the HoD of the institution, PRO or a nominated team will conduct the visit to their respective institution. **Souvenirs** (if required) will be arranged by the PRO office / Finance department seeking consent from Vice chancellor office.

6.2 Refreshment and Transportation

- I. The Director Finance office will be responsible for arranging in campus transport and refreshments (by relevant offices) during briefings and lunch / dinner (if applicable).
- II. The department / institutes being visited in the campus will not arrange refreshment unless otherwise instructed.

6.3. Security

- I. The approved program with details of the guests will be shared with SO for smooth entry and movement of guests to UAJ&K.
- II. To plan for security, the Registrar office on the request of PRO office will send a request for the deployment of security personals from relevant district administration.



The University of Azad Jammu & Kashmir

Muzaffarabad ☎: 05822-960418 📠: 05822-960437

Annexure-I

Visit Application Form UAJ&K

Proposed date of visit (dd/mm/yyyy)		Proposed timing of visit (from – to)				
Head of delegation	Title:	First Name:	Last Name:			
Designation (Brief Visitor's profile if possible):						
Department:		Organization/University:				
Phone	Fax	Email:				
Total Number of Visitors	Officer / Faculty	Drivers and Support Staff				
Specific objectives of visit and areas/topics of interest for discussion						
Detail of Visitors						
Names of delegation / visitors (If the visitors are students, only the group leader name(s) and job titles are needed) *Note: Be sure to include all companions , so that sufficient seating arrangements are made.	Name	Passport No.	Designation	Institution	Country	Gender
Contact details in Pakistan (if known)	Hotel Name:		Tel/Mobile No:		Fax No:	

Please return completed form to host department/institute by email.



Foreign Visitor's Form

1. Name of Host Department/Institute _____

2. Details of the Visitor(s)

Sr. #	Full Name	Designation	Passport Number

Organization: _____ Country: _____

Telephone/Mobile of Visitor(s): _____

Email of Visitor(s): _____

Visit Date: _____ Time: _____ Venue: _____

3. Brief Introduction of Delegate/Visitor(s): _____

4. Purpose of Visit/Specific Areas/Topic of Interest for Discussion: _____

5. Would the visitor like to have a campus tour? Yes No

6. Would visitor be staying at UAJ&K? Yes No

If yes, who will fund accommodation/food? University or guest, please specify. _____

7. Would the visitor/delegation like to meet Vice Chancellor? Yes No

Suggested Time: _____ Venue: _____ Duration: _____

Important Note:

- a. Subject visit formalities/coordination with all concerned have been completed.
- b. Host institution will send vehicle types and registration numbers of the visitor's directly to SO for entry to UAJ&K campuses.
- c. In Emergent Cases, Head of Institutions / Directors may approve the visit and shall inform the offices of VC and Registrar but are required to process post visit approval with justification.