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विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

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Subject: **Establishment of an Office for International Affairs**

Respected Sir/Madam,

As you are aware, National Education Policy 2020 has laid emphasis on expanding the global outreach of the Indian higher education institutions in the country by promoting India as a global study destination and intensive academic and research collaboration with foreign HEIs. Establishment of an **Office for International Affairs** in each University will be an integral part of internationalisation of higher education in India. This office will be responsible for undertaking various activities such as:

1. To coordinate all matters relating to welcoming and supporting foreign students
2. To disseminate information related to admission process among prospective foreign students
3. To engage in promotional activities and brand building campaign abroad
4. Single point contact for carrying out all collaborative activities with foreign institutions
5. Act as a liaison body between the foreign students and the sponsoring agency
6. To address the grievances of foreign students in all matters
7. Single point contact for registration with FRRO/e-FRRO
8. To facilitate networking with fellow students
9. To extend all possible help to the foreign students to adapt to the new cultural environment and make their stay in India comfortable and enriching

Considering the importance of **Office for International Affairs**, you are requested to establish such an office in your university for undertaking activities as mentioned above. You are also requested to share relevant information regarding the **Office for International Affairs** with UGC by 15th February 2021 in the following link:

<https://forms.gle/h2NKa97N67in4iAq6>

Soliciting your kind cooperation in this regard.

Yours sincerely,

(Rajnish Jain)

To
The Vice Chancellors of all Universities