

**JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY  
WAKNAGHAT**

JUIT/WKG/REGR/2020-21/0759

January 14, 2021

**NOTIFICATION**

**OFFICE FOR INTERNATIONAL AFFAIRS**

1. The Composition of the Office for International Affairs of JUIT is notified as under:-
  - a) Incharge Dr. Papiya Lahiri, Dept of HSS
  - b) Members
    1. Dr. Ashok Kumar Nadda, Dept of BT/BI
    2. Mr. Arindam Das, University Division
  
2. The Charter of responsibilities shall be as under:-
  - i) To coordinate all matters relating to welcoming and supporting foreign students.
  - ii) To disseminate information related to admission process among prospective foreign students.
  - iii) To engage in promotional activities and brand building campaign abroad.
  - iv) Single point contact for carrying out all collaborative activities with foreign institutions.
  - v) Act as a liaison body between the foreign students and the sponsoring agency.
  - vi) To address the grievances of foreign students in all matters.
  - vii) Single point contact for registration with FRRO/e-FRRO.
  - viii) To facilitate networking with fellow students.
  - ix) 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.
  
2. UGC Letter No.152-8/2020(IC) dated 13 January 2020 shall be referred to by the Faculty Incharge for necessary action.



**Maj Gen Rakesh Bassi, SM (Retd)**  
**Registrar & Dean of Students**

c.c.: Vice Chancellor  
Head of Dept of BT & BI  
Head of Dept of HSS  
Dr. Papiya Lahiri  
Dr. Ashok Kumar Nadda  
Mr. Arindam Das  
Website – for uploading