

MANAV RACHNA UNIVERSITY
Estd. vide Haryana Act no.26 of 2014
(Formerly Manav Rachna College of Engineering)
Sector 43, Aravali Hills, Faridabad.

F.NO. MRU/OM-OO/Vol.IV/2021

Dated: 22.09.2021

Office Order

In pursuance to the UGC D.O. NO. 152-8/ 2020(IC) dated 13.01.2021, the Competent Authority is pleased to order establishment of an "**Office for International Affairs**" in the University with immediate effect.

Consequent upon establishment of the above office, **Prof. Meena Kapahi, Professor Chemistry**, is assigned with the responsibilities of Chairperson "**International Affairs**" with immediate effect until further orders.

Office of the International Affairs shall be responsible for undertaking the following activities:

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 sponsoring agency.
6. To address the grievance of foreign student 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 adopt to the new cultural environment and make their stay in India comfortable and enriching.

The office of the Chairperson, International Affairs shall be known as office of the International Affairs.

Chairperson, International Affairs may have her own team for smooth functioning of the office of International Affairs. For secretarial work, she may seek assistance from Ms. Neeru Malik, Sr. PA, who is attached with the office of the Dean Academics.


Registrar

F.NO. MRU/OM-OO/Vol.IV/2021

Dated: 22.09.2021

1. PS to Chancellor, for kind information of Hon'ble Chancellor.
2. PS to VP, MREI, for kind information of Hon'ble Vice President
3. PS to VC, MRU for kind information of Hon'ble Vice Chancellor
4. All the Deans/Associate Deans & HODs
5. Director (International Education centre)
6. Director (Administration) / Registrar, MREI for information
7. Chief Finance & Accounts Officer
8. GM. IT/GM. (Purchase & Audit)/ /GM (Admin)
9. Librarian/Dy. Librarian
10. Dy. Registrar, (Admin)/(Academics)
11. Sports officer cum Manager, Operation, /Accounts (MRU)
12. Sh. Nikhil Raina, Assistant Manager, Student Facilitation Centre


Registrar