



**SOPs/ Guidelines for
Inviting Foreign
Dignitaries and
Honourable Diplomatic
Personnel - 2024**

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1. Preamble

NUML's ethos is deeply rooted in embracing diversity and fostering a multilingual academic environment. Central to this ethos is the active engagement with diplomats and embassy officials, a practice that not only enriches our academic discourse but also facilitates cultural exchange on a global scale. These interactions are emblematic of NUML's unwavering commitment to advancing global connectivity and understanding. In acknowledgment of the profound significance of such engagements, NUML has embarked on a dedicated mission to enhance their quality and effectiveness. To achieve this goal, the university has formulated SOPs designed to streamline the process of inviting foreign diplomatic personnel to NUML events. These SOPs meticulously ensures adherence to protocol while also facilitating seamless coordination, thereby maximizing the mutual benefits derived from these interactions. Through this concerted effort, NUML reaffirms its dedication to promoting international cooperation and fostering a vibrant academic community that transcends borders. **Moreover, all faculties and departments of NUML must outreach for all possible useful engagements around the globe for ultimate benefit of students, faculty and NUML.**

2. Purpose

The purpose of these SOPs establish a structured and transparent framework for inviting foreign diplomatic personnel, including ambassadors, diplomats, and embassy officials, to events at NUML. By mandating pre-approval from the Rector for each invitation and requiring thorough documentation of event details, the

SOPs ensure that invitations are extended with careful consideration and aligned with the university's objectives and. Furthermore, the SOPs emphasizes the importance of timely planning and coordination to guarantee the success of these engagements and global outreach. Ultimately, NUML aims to enhance the quality and impact of interactions with foreign diplomatic representatives, thereby fostering greater international connectivity and cultural exchange within NUML's academic community, making their visits more productive.

3. **Invitation Process.** All Deans, HODs and Directors/ Managers are requested to ensure that all engagements and events involving participation of Foreign Dignitaries and Honorable Excellences' from the Diplomatic Corps must be reflected in Departmental and University Academic Calendar. Final approval process of the event and invitation of guests from Rector must take place at least **2 weeks prior to the event date.** The process of inviting and hosting guests outlines the necessary steps for obtaining pre-approval from the Rector, drafting formal invitations and ensuring meticulous event planning to facilitate productive and meaningful interactions. In accordance with directives from the Rector, the following guidelines have been formulated for all the members of the foreign diplomatic corps, including ambassadors, diplomats and embassy officials, to events at NUML.

- a. **Pre-Approval Requirement.** No official of the diplomatic corps shall be invited without prior approval from the Rector. Moreover, no event shall be planned/ executed if the Rector is engaged in any official commitments outside the university on the day of the event. (or as directed by Rector for any particular event).

- b. **Formulation Of Faculty/ Departmental Committee.** Deans, HODs, Directors and managers hosting any activity will formulate a committee to plan and ensure execution of all aspects in the best interests of students, faculty and NUML.
- c. **Invitation Preparation**
- (1) Before extending invitations to any foreign diplomatic personnel, the respective HOD must draft a one-page document outlining the event's introduction and nature, its significance, exact date and other pertinent details of engagement regarding the intended foreign guest.
 - (2) The HOD shall first brief the Dean and DG NUML, take faculty members and R&SI department on board for comprehensive preparations and engagements. Later, he will coordinate with the PSO/ SO and subsequently brief the Rector (at least 2 weeks prior to event date). Upon approval from the Rector, a formal invitation will be extended and all aspects of execution of the event will take place.
- d. **Sending Formal Invitation.** After the approval from the Rector, formal invitations may be extended to the intended guests by the concerned department.
- e. **Event Planning.** Given the requisite approval process, HODs are advised to meticulously plan events well in advance to ensure timely execution in collaboration and coordination with all faculty and administrative echelons of NUML.