

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC MANESAR GURGAON

Order No. 247

Dated:

In reference to memo no.1444/Acad./HSBTE dated 08/10/2020, it has been decided to implement one week Orientation Program for fresh students of 1st Year (2020 Batch). The detailed program to be conducted for fresh students of 1st Year 2020 batch w.e.f. 22-10-2020 is as under schedule:-

Date/Day	Timing	Activity	Room No.	Branch	Department
22-10-2020 (Day-1)	10:00-10:30AM	Inaugural Session	Online	All Branches	By the Principal Sir
	10:30-11:00AM	Key Note Address by the Principal	Online	All Branches	By the Principal Sir
	11:00-12:00PM	Address by HOD's of the respective branch highlighting the Programme Objectives, Job Opportunities, Placements, Future Scope followed by interaction with the concerned faculty	Online	All Branches	All Concerned Department HOD's
	02:00-03:00PM	Allocation of Mentors to fresh students and interaction with respective mentor	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Mentors(All Concerned Department HOD's or deputed staff by the HOD's)
23-10-2020 (Day-2)	10:00-11:00AM	Expert Lecture on Time Management / Interpersonal Skills	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Concerned Department HOD's or deputed staff by the HOD's
	11:00-12:00PM	Familiarization with Branch, Innovations and Career Opportunities in Govt. / Private Sector & Own Private Set-Up & Career Counselling	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Concerned Department HOD's or deputed staff by the HOD's and TPO/ATPO
	02:00-03:00PM	Overview of study and evaluation schemes of 1 st year Lesson Plan, Examination Rules, Attendance Rules, Discipline Rules & Hostel Rules	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	O/I Applied Science Department , O/I Exam and Boys and Girls Hostel Warden
26-10-2020 (Day-3)	10:00-11:00AM	Expert Lecture on Life Skills emphasizing self-awareness, empathy and how to cope up with stress	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Concerned Department HOD's or deputed staff by the HOD's
	11:00-12:00PM	Expert Lecture on environment conservation, disaster management and first aid	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Concerned Department HOD's or deputed staff by the HOD's
	02:00-03:00PM	Interaction with Mentees by the concerned Mentors	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Mentors(All Concerned Department HOD's or deputed staff by the HOD's)

27-10-2020 (Day-4)	10:00-11:00AM	Awareness / Orientation on Digital Learning and introduction of various resources of e-Learning	Online	All Branches	All Concerned Department HOD's or deputed staff by the HOD's
	11:00-12:00PM	Expert Lecture on Health & Nutrition / Personal Hygiene & Physical Fitness to combat COVID 19 and other infections diseases	Online	All Branches	O/I Health Committee
	02:00-3:00PM	Familiarization with Institute & Departmental websites and individual (student) E-mail account creation	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	O/I institute website
28-10-2020 (Day-5)	10:00-11:00AM	Expert lecture on Innovation and Entrepreneurship Skills	Online	All Branches	(Alumni association) O/I Alumni With his Team
	11:00-12:00PM	Success Stories of Alumni & Interaction with Alumni through Video-Conferencing	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	(Alumni association) O/I Alumni With his Team
	02:00-02:30PM	Guidance regarding the various scholarship schemes for students / Bank Accounts and procedure for applying for the same	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	O/I Scholarship
	2:00-3:00PM	Valedictory and student feedback session	Online	Mechanical Engg. Civil Engg. Automobile Engg. Electrical Engg. ECE Computer Engg.	All Concerned Department HOD's or deputed staff by the HOD's

NOTE:

- The Student Induction Programme may be conducted preferably through online mode following the prescribed protocols / guidelines related to COVID-19 pandemic.
- Elementary / Conceptual Knowledge (Physics / Chemistry / Mathematics / Communication Skills / Soft skills as per requirement of Branch in batches) for enabling the newly admitted students to easily understand the subjects of first year and smooth transition to technical education.
- The experts invited for lectures may preferably be invited from Industries or Institutions of repute to deliver lectures through Video-Conferencing
- The students may be made aware to use digital platforms like hsbte.org.in/digital-e-learning, hsbtetutor.org.in and other open education E-resources like NPTEL / NCTEL, Virtual Labs, Swayam Prabha / NDL etc.

Principal

Govt. Polytechnic,

Manesar

Endst. No. 2273

Dated: 19/10/2020 .

A copy of the above is forwarded to the following for information and n.a.

1. All HOD's/O/I (App.Sc./Auto/Civil/Comp./Elect./ECE/Mech.) (It is requested that kindly arrange or depute staff as per schedule and get it noted from all concerned faculty members)
2. TPO
3. O/I Sports(Boys and Girls)
4. O/I Alumni
5. O/I Workshop
6. O/I Scholarship
7. O/I Admission
8. O/I Exam
9. O/I NBA
10. Hostel Warden(Boys & Girls)
- ~~11. O/I Institute website~~
12. O/I Health Committee

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19/10/20