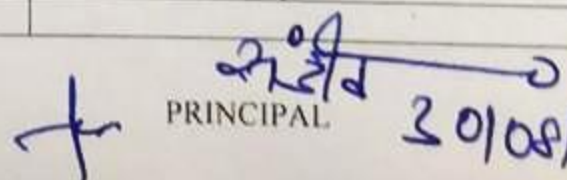


OFFICE ORDER

All the Concerned Faculty Members are hereby directed to do the preparation for the duties assigned against their names for Induction of students of 1<sup>st</sup> semester of 3-year B.Sc in H&HA in the college Auditorium on 31/08/2022. The timings for the induction is going to be from 11.00 am to 04.00 pm.

	Particulars	Name of the Faculty	Duties
31/08/2022	Academic & Anti Ragging	Sh.S.K.Puri, Academic Incharge,	<ul style="list-style-type: none"> <li>➤ Introduction of Teachers</li> <li>➤ Uniform and Grooming standards.</li> <li>➤ College timings</li> <li>➤ Timetable</li> <li>➤ Subjects</li> <li>➤ Attendance norms</li> <li>➤ Classes - Theory &amp; Practical</li> <li>➤ College website</li> <li>➤ Identity Cards</li> <li>➤ Library Cards</li> <li>➤ Mentors</li> <li>➤ Question and Answers</li> </ul>
31/08/2022	Hostel	Sh.Manoj Rana, Hostel Warden	<ul style="list-style-type: none"> <li>➤ Hostel – a) Boys &amp; b) Girls</li> <li>➤ Rules &amp; Regulations</li> <li>➤ Timings</li> <li>➤ Facilities</li> <li>➤ Procedure for gate pass, illness/ inability to attend classes etc</li> <li>➤ Sports/ Gymnasium</li> <li>➤ Question and Answers</li> </ul>
31/08/2022	College Activities	Sh.Pradeep Sharma, Activity Incharge	<ul style="list-style-type: none"> <li>➤ Fresher Party</li> <li>➤ Annual Day</li> <li>➤ Farewell Party</li> <li>➤ Various Activities</li> <li>➤ Competitions</li> </ul>
LUNCH			
31/08/2022	THIMS/ Examination	Sh.Abhishek Rajan, THIMS Coordinator/ Examination Incharge	<ul style="list-style-type: none"> <li>➤ Attendance on THIMS portal</li> <li>➤ THIMS ID &amp; Password of students</li> <li>➤ Other imp. information about THIMS</li> <li>➤ Question and Answers</li> <li>➤ Term-End Exam–Theory &amp; Practical</li> </ul>
		Smt. Sapna Tehraik Internal Examination	<ul style="list-style-type: none"> <li>➤ Internal Exams- Theory &amp; Practical</li> </ul>
31/08/2022	Industrial Training	Sh.Yatharth Chauhan IT Incharge	<ul style="list-style-type: none"> <li>➤ What is I.T tenure.</li> <li>➤ Maintaining logbook etc</li> <li>➤ College IT/Self IT</li> <li>➤ Question and Answers</li> </ul>
31/08/2022	Placement	Sh. Prashant Vijeta, Placement Coordinator	<ul style="list-style-type: none"> <li>➤ On campus placement</li> <li>➤ Off campus</li> <li>➤ Levels of hiring – M.T.,E.T.,O.T, Entry level</li> <li>➤ Packages</li> <li>➤ Stages of selection</li> <li>➤ Question and Answers</li> </ul>
31/08/2022	IGNOU	Sh. Prashant Vijeta IGNOU	<ul style="list-style-type: none"> <li>➤ IGNOU fees &amp; registration</li> <li>➤ Components</li> <li>➤ Classes</li> <li>➤ Exams</li> <li>➤ Question and Answers</li> </ul>
31/08/2022	College Administration	Sh. Deepak Parmar A. O	<ul style="list-style-type: none"> <li>➤ Fees payment</li> <li>➤ Late Fees</li> <li>➤ Caution Money</li> </ul>
31/08/2022	Address by Principal	Sh.Mukul Dimri	

  
 PRINCIPAL  
 30/08/2022

To note:

All the above Faculty Members (WhatsApp Group)/ Website (Naresh)