

K. J. SOMAIYA POLYTECHNIC, MUMBAI -77

AGENDA for ORIENTATION PROGRAM FOR FIRST YEAR **09/08/2019**

- 1. 1:00pm Anchoring by Mrs. Aanchal Lalla (In case of need by Shri S B Kasar) Welcome & invite all; Lighting Lamps by the dignitaries on the dais and Reciting Campus Prayer, by Bhide Mam & Kasar sir (5mins)**
- 2. Welcome of Students (2mins by students' drama 'Best Best Match')**
- 3. Introduction of the dignitaries on the dais (Principal & HODs) (5mins),**
- 4. Invite all the following one by one (students' drama) '2 minutes briefing'**
 1. DGS on Maths
 2. SYK on Chemistry (introduce Vikas Patil)
 3. DPK on Physics (introduce SYT)
 4. ASL on English
 5. CRK on EEG & CAD
 6. RRP on Computers
 7. SVO on Engg Mechanics & as I/C TPO
 8. Mr. Kaustubh Saptashwa (W/S Superintendent)
 9. S.N. Jawarkar on Exams Department, introduce Mr. Pravin Patil
 10. Mr. Jayant Tambve (I/C Registrar) on Office matters- fees, railway....
 11. Mrs. C.N. Pai on Library
- 5. Addresses by HODs (5 minutes each) HODCE: Discipline & Ragging, HODCO: Computer & IT, HODEE: Women Related, HODIE: Plan Studies, HODME: Stress Management, TPO: Training & Placements, Competitions, Projects, Internships.**
- 6. Address by Principal Madam(20+minutes)**
- 7. If session ends before 2:50pm then Break**
- 8. 3:00pm Invite speaker (through students' drama School to Diploma Edu.)for Special session on 'SMART PHONES to SMART STUDIES & SMART Engineering'**
- 9. 4:30pm Invite questions**
- 10. After Questions Felicitation of Speaker . Announce to return Feedback forms next day to the departmental representative/FY Staff.**
- 11. Invite SYT for Vote of Thanks**
- 12. National Anthem**

Principal