

**K.J.SOMAIYA POLYTECHNIC**  
Vidyavihar, Mumbai -77

Ref: KJSP//2020-21

Date:12-10-2021

**CO-ORDINATOR FOR THE ORIENTATION WEEK**

<b>Sr. No.</b>	<b>Date</b>	<b>Day</b>	<b>Session</b>	<b>Co-ordinator</b>
1	20/10/2021	Wednesday	Morning Evening	AanchalLalla DebrajMoulickJayesh/Akshay
2	21/10/2021	Thursday	Morning Evening	DebrajMoulick Niti Patel &Jayesh/Akshay
3	22/10/2021	Friday	Morning Evening	AanchalLalla AanchalLallaJayesh/Akshay
4	23/10/2021	Saturday	Morning	Jayesh/ Akshay& Subject Experts of the Department

(PadmajaBhanuBandaru)  
Principal

Cc to: 1. HOD's  
2. Concerned Staff

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## ORIENTATION WEEK SCHEDULE

Sr. No.	Date	Time	Speaker & Description
1.	20/10/2021 Wednesday	11 am - 1 pm	Mrs. PadmajaBhanuBandaru (Principal's Address)
		2.30pm – 3.30pm	Mrs. Kolte& Comp dept. ( How to use computer & polytechnic website)
		3.30pm – 4.30pm	Alumni member's speech (All five departments)
2	21/10/2021 Thursday	11 am - 12 pm	Mr. Kelgandre, Mr. Jayant& Stud. Sec. (Mrs. Rajshree& Mrs. Seema) – (Scholarship & Office information)
		12 pm – 1 pm	Mrs. Pai (Book bank, how to issue books, etc)
		2.00pm – 4.30 pm	<b>HOD's Speech</b>
		2.00pm – 2.30 pm	Head Civil – Discipline, Departmental information
		2.30 pm – 3.00pm	HeadElectrical- Girls, Anti-ragging, Departmental Information
		3.00pm – 3.30pm	HeadIndustrial Electronics – Uniform, Departmental Information
		3.30 pm - 4.00pm	HeadMechanical – How to use Website, Departmental Information
		4.00 pm - 4.30 pm	HeadComputer – RIDL, other activities of Campus, Departmental Information
		4.30 pm – 5.00 pm	Exam Section - ( Mr. Jawarkar& Mr. PravinPatil)
3	22/10/2021 Friday	11 am – 12.30 pm	<b>Introduction to common courses of First Year</b>
			Mrs. AanchalLalla( English language & its importance in Technical / Engg. Career)
			Mr. Kasar (Regarding importance of Maths)
			Mr. DPKaluse (Regarding importance of Physics)
			Mr. VikasPatil (Regarding importance of Chemistry)
		Mr. KASapthwa (Regarding Workshop)	
		2.30 pm – 5.00 pm	<b>Orientation to Training and Placement Cell</b> Mr. SVOzarkar <b>Orientation to CDC Cell</b>

			<p>Mr. NDChavan  <b>Orientation to Non Credit Courses</b>  Sports– Mr. AshutoshRathod  Dance – Mrs. Vidya  Yoga – Mrs. Niharika</p>
4.	23/10/2021 Saturday	11.00am – 12.30 pm	<p><b>Introduction to core courses of the department</b></p> <p>Engineering Drawing, Applied Mechanics, Workshop (Civil)  Web Design, ICT, C Programming, CPM (Computer)  EE material, ACF, BEE, Workshop (Electrical)  EngineeringGraphics,Mechanics,Drawing,Workshop  (Mechanical)  C Programming, Engg Graphics, FEE, Electronics  CAD,Workshop (Industrial Electronics)</p> <p>These lectures will be conducted by the subject experts of the respective departments.</p>

(PadmajaBhanuBandaru)  
Principal

Cc to:1. HOD's for circulation among their department  
2. Concerned Staff