

Subject: - Induction Program for New Batch PG Courses (2019-20)

An Induction program, to familiarize all students joining NIFTEM in various programs with procedures and academic requirements, has been planned. There are three levels of induction Program:

Venue: Auditorium/Seminar Hall / Functional Areas as Guided by activity in Charge

Date: 31st July 2019 (Wednesday)

(To be attended by All Students of M. Tech, Ph. D and M.B.A Programs joining in 2019-20)

Part-A (Coordinator Dr. Sarika Yadav)			
Sr. No	Time (Hrs)	Activity Matrix	Interface
01	10:00- 10:05	Lighting of Lamp Welcome Note	Dean-PG
02	10:05-10:15	Introduction of Dean & Associate Dean & HOD's	Registrar
03	10:15-10:30	Address by Hon'ble Vice Chancellor	Hon'ble Vice Chancellor
04	10:31-10:50	Interaction with Alumni Students	Dr. Sarika Yadav & Dr. Vijay Kumar
05	10:51-10:55	Vote of thanks	
Part-B (Coordinator Dr. Vijay Kumar)			
06	11:00-11:15	Introduction of Administrative Team (DC, F&A, All Assistant Registrar), Engg. Team	Registrar
07	11:16-11:25	Library Session on On line journal and resource available	Assistant Librarian
08	11:26-11:45	Session by Academic office on Rules, Regulations & Attendance	Dean –A
09	11:45-12:00	Examination Rules & Regulations	COE
10	12:00-12:15	Finance Rules & Regulations	DC F&A)
11	12:16-12:30	Session of Research & Innovation, Student Innovation Fund	Dean-R
12	12:46-13:00	Introduction of IT Team and Session by IT Cell (to cover facilities and their rules as well as Cyber Integrity)	AR-IT
Part - C			
13	14:00-14:45	Interaction with Parents of Newly admitted batch/ Session by Students Welfare Office:- Campus Etiquettes, Discipline, Do's & Don'ts, Students Facilities, Future Development, NIFTEM Student GYMKHANA / Societies	Dean (SW), Assistant Dean- SW
14	14:46-15:00	Corporate Resource Division	Sh. Aditya Kumar
15	15:01-On words	The Students should report in each department separately. Each department must make arrange for introduction with faculty, staffs and visit in campus for their respective students.	All HOD's (HOD's may nominate faculty and inform the place of meeting so that students can be take at right place)
16	16:16-16:30	Closing Remarks	Dean-SW

- All faculty Members who do not have classes are to attend till 10:45

(Dr. Vijendra Mishra)
Dean (PGS)
Dated 23.07.2019