

OFFICE OF THE PRINCIPAL CBL GOVT. COLLEGE BALSAMAND (HISAR)

Duty Order

Memo No GCR/2024/1103

Date 24/07/2024

Orientation programme for fresh students 2024-25

In compliance with memo no. Sp./8/32-2024-NPE dated 23.07.2024 of worthy C&S Govt. of Haryana Higher Education, Panchkula an Orientation programme for fresh students 2024-25 will be organized in the college on dated 26.07.2024. The following staff members will perform duties assigned against their names as below:-

Sr No	Name	Duty	Signature
1	Dr. Suman Devi	Over all In-charge/Chief Mentor	
2	Smt. Meenakshi	Co In-charge/University works like Exams/Results/Admissions and other queries & Library	
3	Sh. Pankaj Solanki	Welcome Speech	
4	Dr. Pramila Devi	Introduction about NEP & New Courses Scheme	
5	Sh. Dulichand	Information about Sports activities & Building	
6	Sh. Subhash Chander	Information about NSS & Various Scholarships	
7	Smt. Neelam	Information about Regular Attendance Absentee and Fine Rules for students	
8	Sh. Manoj Kumar	Introduction to campus life & Involvement in Campus Activities and Social Interaction	Please provide guidance about this


Note:-

1. Besides these duties all Teaching Staff members will also provide information related to their respective cells/clubs/labs to the students.
2. All Non-Teaching faculty members will perform disciplinary duties.
3. All Staff members (Teaching & Non-teaching) shall remain present on date 26.07.2024.

24/7/24
Over all In-charge

Principal

To Dr. Suman Devi & Smt. Meenakshi
for n.o.


PPL
24/07/24

From Commissioner and Secretary to Government of Haryana
Higher Education Department, Panchkula.

To Principals of all Government Colleges in the State of Haryana

Memo No:- Spl./8/32-2024-NPE
Dated: 23-7-2024

Subject: **Regarding Orientation Program for Fresh Students.**

Kindly refer to the subject cited above.

In Haryana, approximately 1,50,000 students annually embark on their collegiate journeys. They come from diverse socio-economic backgrounds and often possess limited knowledge about their new educational environment. To facilitate a smoother transition for these freshmen, a comprehensive Orientation Program will be implemented across all colleges in the state. This initiative aims to acquaint incoming students with their peers, campus facilities, faculty members, and the myriad rules and regulations that govern college life, effectively preparing them for the academic challenges ahead.

The primary objective of this orientation is to introduce students to the essentials of college life. Through a series of informative and advisory sessions, students will gain in-depth knowledge of the college's policies, ethical codes, and academic expectations. The program is designed to condense a vast array of crucial information into an engaging and manageable format, ensuring that students are well-equipped from the onset of their college experience. By participating in the orientation, students will not only have the opportunity to forge new friendships and establish connections with potential class-mates but also to acquire textbooks and familiarize themselves with navigating the campus layout. The goal is for students to fully immerse themselves in the college culture, enabling them to commence their studies with confidence and enthusiasm.

Recognizing the significant role that parents play in this transitional phase, parents may be requested to attend the orientation. Parents often experience a mix of relief and concern as their children enter higher education, and many seek guidance during this critical period. Parental orientation sessions are designed to provide support and insights, helping parents form a clearer and more accurate understanding of what their child's new academic life entails. As the program

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evolves, further development to these sessions will continue to support parents in adjusting to and supporting their child's educational journey.

During the Orientation Program, students may be engaged in a comprehensive suite of activities designed to equip them with the necessary tools and knowledge for a successful start to their college careers. Here's a list of broader areas on which information may be imparted:

1. **Academic Advising and Registration:** Students will receive detailed academic advising, aiding them in registering for semester classes. This includes crucial information about the National Education Policy (NEP) 2020 and their upcoming timetable. Faculty members will outline key academic requirements such as attendance criteria and the university examination system.
2. **Understanding the Academic Environment:** An introduction to the essentials of classroom education, fostering reading habits, and effectively utilizing library resources will be provided. This segment is designed to enhance students' academic engagement and learning strategies.
3. **Learning Outcomes Awareness:** Students will be briefed on the expected learning outcomes of their chosen courses. This understanding will help them align their academic efforts with the objectives of their curriculum.
4. **Campus Tour:** A guided tour around the campus will help students familiarize themselves with key locations such as lecture halls, administrative offices, recreational areas, and essential student services.
5. **Involvement in Campus Activities:** Opportunities to engage in extracurricular and co-curricular activities will be showcased. Students will explore various clubs, societies, and student organizations that resonate with their interests and aspirations.
6. **Networking with Campus Community:** Students will have the opportunity to meet and interact with faculty, staff, and administrators. These interactions are aimed at building a supportive network and facilitating a smoother integration into college life.
7. **Discussion on College Issues:** Important issues relevant to new students will be addressed, providing insights into the dynamics of college interactions and the expectations from the student community.

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8. **Introduction to Campus Life:** An overview of campus life will be provided to give students a sense of the vibrant community and the lifestyle they can anticipate.
 9. **Social Integration:** Ample opportunities to meet fellow new students and initiate friendships will be part of the orientation, encouraging a sense of belonging and community from the very beginning.
 10. **Q & A Sessions:** To ensure that all students feel confident about their transition to college, sessions will be held where they can ask any questions they have about coming to campus, covering everything from academic concerns to daily life logistics.

Below is a detailed breakdown of the First-Year Student Orientation Program schedule, ensuring all components are included for a comprehensive overview:

Compulsory Reporting of Students

- Students must arrive and register during this period. It's essential for attendance and organization of groups for the orientation sessions.

Parent and Students Welcome Speech by Principal

- The Principal will welcome students and parents, discussing the college's motto, history, recent achievements, and its esteemed reputation.

College Orientation

- Presentation of the academic calendar and lesson plans for the semester by the Orientation Leader.
- Regarding attendance, the students must be given detailed instructions that attending all classes will be mandatory. Attendance will be monitored every fortnight. In case attendance of a student is less than 50%, it shall be brought to the notice of his/her parents during fortnightly PTM.
- Parent Teacher Meeting shall be a regular event that will be organized after every 15 days. Detailed guidelines on PTMs are being sent to all colleges separately.
- Overview of student welfare/ assistance schemes and infrastructural facilities.
- Introduction to extra-curricular activities including NCC, NSS, Legal Literacy and Cultural activities.
- Details about various clubs and subject societies.
- Information on student tools such as the Grievance Redressal Mechanism, College and DHE Portal, and e-Content for digital learning.
- An inventory of library resources including books and e-books.

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- Technology resources available such as Wi-Fi, smart class-rooms, language labs, EDC Cell, and the Incubation Centre.
 - Overview of the Placement Cell and Women Cell.

Major Advising/ Mentoring Session

- Students will learn about the Student Mentorship Program, opportunities for parental involvement through PTM, and the support and guidance available from the mentor-mentee team.

Session on Miscellaneous Affairs of the Institute

- Discussion of Scholarships, Student welfare, the Code of Conduct, Anti-Ragging policies, and Sexual Harassment rules.

Brief Session on the Importance of Sports

- This session will cover the role of sports in student life, its relevance in organizational acceptance, and the sports curriculum of the institute.

Awards

- Information on various functions, ceremonies, and the annual award function.

Student Panel

- A panel of Orientation Leaders will answer new students' questions, providing first-hand insights into campus life and student experiences.

Above mentioned list of topics is broadly suggestive. Principals may add to the list as per the requirement of the colleges. The college should align the orientation program with peak admission times to maximize student and parent participation. After the event, a brief report summarizing the orientation's outcomes and feedback should be sent to the department of higher education. The Orientation Programme will be monitored by the officers designated for the purpose by the Department.

Hemant Ah
Deputy Director NEP
for Commissioner and Secretary Higher Education,
Government of Haryana