



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA
Mail : principalgitam@yahoo.com Mob.:7978380513, 8144861715

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STANDARD OPERATING PROCEDURE FOR ORGANIZING AND CONDUCTING ORIENTATION PROGRAM

Objective:

To elaborate the procedure for organizing first year's orientation program

Responsibility:

- Principal of the institution.
- All the Heads of the Departments.
- Heads of the various organizing committees
- Mentor of First year classes.
- All the teaching/non-teaching staff members.

Procedure:

S.No	Activities	Responsibility	Target Dates/Days
1	Orientation program date to be finalized	Principal	1st week of October
2	Chief Guest to be finalized	Coordinator and Principal	2 nd week of October
3	Formation of Committees-Seating ,Stage, Reception ,Transport ,Food and Information Committee	Principal	3 rd week of October
4	Road map pamphlets (department wise)	Heads of respective department	3 rd week of October
5	To inform newly admitted students and their parents about orientation Program	Communication Committee ,Faculty in charges	3 rd week of October
6	Invitation and Agenda Finalization & Principal	Organizing Committee head.	15 days before orientation
7	Meeting of committee members with the Organizing Committee head to discuss about their roles and responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation
8	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee members	15 days before orientation

9	Meeting with the seating committee to finalize the Seating arrangements for students , parents ,guests and for the press.	Committee Head and Seating committee members	15 days before orientation
10	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11	Meeting with the Food Committee to finalize <ul style="list-style-type: none"> • The menu for lunch and the list of volunteers. • Number of participants 	Committee Head and Food Committee members	15 days before orientation
12	Meeting with the stage committee to finalize the flow of events on stage Stage decoration, Arrangement of design of stage back drop and the Introduction videos.	Committee Head and Stage Committee members	15 days before orientation
13	Finalization of academic schedule for academic year	Principal & HoDs	1 week before orientation
14	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
15	Sending Timetable, Academic schedule, Syllabus and course information to students through telegram messenger	Principal and HoDs	2 days before orientation
16	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 day before orientation

[Handwritten Signature]
02/07/2023

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