



No. 1717 Date. 2.8.23
SCTE(O) 38/18

From

Reghu G, IAS
VICE CHAIRMAN

To

The Principals of All Polytechnics

Sub: Activities of Induction Programme

Sir/Madam,

With reference to the above subject, I am to say that following activities are to be taken up during the Induction Programme at the time of entry into of 1st semester students in the polytechnics.

1. E-Mail id creation of all students and maintenance of database of students
2. Proctor list finalization and communication to the students
3. *Anti Ragging measures* and reporting mechanism to be informed
4. Mobile Number of Faculties to be intimated to the students
5. Exams. Rules, attendance rules, Library rules etc. are to be explained in detail
6. Various Facilities provided in the Institute are to be intimated
7. Career prospects of the course/branches of study in the institution to be explained
8. Different Scholarship provision and requisites such as eligibility criteria, required documents, timing of applications etc. are to be communicated
9. Arrangement of Guest lecture by Industry experts, DEO of the District and others
10. Club concepts available in the Institutes to be informed
11. Dissemination of Information on Dress code and other norms of the Institutions.
12. Moving around the different departments, Labs etc. to be arranged

The above are indicative activities. Institutions are free to implement any other additional activities as felt appropriate to make the Induction programme effective and interesting for the newly entered students.

You are requested to implement the Induction Programme stated above in proactive manner.

Yours faithfully


VICE CHAIRMAN