No. GLAU/ IQAC/ May18 – 2

Internal Quality Assurance Cell

GLA University, Mathura

May 31, 2018

Notice for Meeting

A meeting of Heads of all Engineering Departments is scheduled to be held on Monday, June 4, 2018 at 11:00 am in Room no. 302, AB – I. The agenda for the meeting is **Orientation Programme for Freshers ─ 2018**. You are requested to make it convenient to attend the same.

Prof. Charul Bhatnagar
Director, IQAC

Copy to:

1. The Hon'ble Chancellor, for kind information

2. The Hon'ble Vice Chancellor, for kind information

3. Pro Vice Chancellor

4. All the Directors

5. All the Head of Engineering Departments.

No. GLAU/ IQAC/ June18 – 1

Internal Quality Assurance Cell

GLA University, Mathura

June 4, 2018

<u>Minutes of Meeting held on June 4, 2018</u>

A meeting was held on Monday June 4, 2018 at 11:00 am in Room no. 302, AB – I to discuss about the **Orientation Programme for Freshers – 2018**. The following faculty were present:

- Prof. Sudhir Goyal
- Prof. A.S Jalal
- Prof. V.K Deolia

- Dr. R.P Singh
- Mr. Subhash Chandra
- Prof. Charul Bhatnagar

The following points were discussed.

[1]   Objective of Orientation Program
- Introduce GLA University to the Freshers and their parents
- **Create a feeling of excitement and pride in the Freshers for being part of GLA**
- Ignite their dreams, urging them to think big and look forward to a life of achievements.
- Smooth induction of the Freshers into GLA University
- Tell the Freshers about the major Systems – CBCS, Exam, etc
- Inform Freshers about the Facilities available – Sports, Dean (Student Welfare), Counsellor, Internal Complaints Committee, Student Grievance Cell etc
- Give the Freshers a peep into the Campus Life – Hostels, Clubs
- Interaction with the Faculty of the Department

[2]   Steps to make the Orientation Program Impactful
- Helpdesks to assist parents in understanding what to do
  - Each Department could set up its Helpdesk
  - Each Department identifies its Student Volunteers to assist Freshers and show them around
- Comfortable waiting hall with GLA Video playing

- Drinking water to be freely available at all locations
- Document verification to be managed in such a way that there is no long waiting period
- Information Booklet for freshers – made in a creative way which makes for a good & interesting read
- Registration areas to be well decorated
  - Canopies for Departmental Societies
  - Display of Student Projects
- Hostel allotment also to be done centrally so that parents spend minimum time in hostels
- Cars to be parked in the parking
- E rickshaws available in campus to transport luggage
- Vibrant Campus
  - Drishti & Braj Tulika Exhibitions
  - Soft music playing
  - Volunteers interviewing freshers
  - Flash mob / Lucky Draw
  - Eating joints to be set up for two days
  - Sports matches to show case our sports facilities
  - Outlet for mattresses, pillows, bed sheets, buckets, mugs etc
  - Tailor with dress material
  - Lighting of the Campus in the night

[3]   Orientation Program

- Day 1 (Saturday)
  - Morning: Registration Process, Settling in the Hostel
  - **Bus visit around University**
  - Evening (6:00 – 8:00 pm): Common Orientation – Speeches and a Cultural Program
  - Packed Snacks
- Day 2 (Sunday, so that Faculty, Labs & Rooms are free)
  - **Departmental Orientation**
  - Ice-breaking activities
  - Introduction to Senior Faculty members
  - Cold drink break where new students interact with each other
  - Interaction of Groups with Faculty Advisors
  - Department Visit
  - Alumni Talk
  - **English Proficiency Test**

- ▪ **Bus visit around University**
- Mon to Friday
  - ▪ Remedial Classes in Eng & Maths for Slow learners
  - ▪ Special Classes in Eng, Projects etc for Advanced Learners
  - ▪ Motivational Talks
  - ▪ Introduction to
    - o Examination System
    - o CBCS
  - ▪ Visit to Library
- Sat – Sun
  - ▪ Visit to Big Bazaar / Krishna Nagar

[4]   Keeping Students busy in the Evenings in Hostel
- Yoga
- Sports
- Games
- Movies
- Talks
- Activities
- Introduction to Clubs