

# Sant Longowal Institute of Engineering and Technology, Longowal

## ACTIVITY SCHEDULE OF INDUCTION PROGRAMME

For UG 1<sup>st</sup> year students

17 – 30 August, 2023

Overall Coordinators: Prof. H.R. Ghatak, Dr. Manmohan Singh, Mr. Pankaj Kumar Das and Dr. Barasha Mali

Week 1						
Date/Day	7:00-8:00	9:30-11:30	11:30-1:00	1:00-2:00	2:30-4:00	4:30-5:30
Monday 21/08/23	Meditation / Yoga / PT	Address by Director, Deans. and by HODs	About academic structure of UG programme	Lunch Break	About ERP system, campus wide network, and Central computing facility	Sports & Refreshments
Tuesday 22/08/23		Escorted tour of Institute (ME, ChE, FET)			About Central Library and learning resources	
Wednesday 23/08/23		About the Department. Introduction with Department Faculty and staff (EIE, ECE, CSE)	Tour of Department (Classrooms/ Labs/ other infrastructure) (EIE, ECE, CSE)		About Health Centre. Hygiene, and preventive healthcare	
Thursday 24/08/23		About Training and Placement	About Central Workshop		About Counselling and Tutor-Guardian Scheme	
Friday 25/08/23		About Hostel System	About sports and recreational activities		About Technical Clubs and cultural activities	
		Escorted tour of Institute (EIE, ECE, CSE)				
Saturday 26/08/23		About the Department. Introduction with Department Faculty and staff (ME, ChE, FET)	Tour of Department (Classrooms/ Labs/ other infrastructure) (ME, ChE, FET)		Rest and introspection	
	Sports activities					
Week 2						
Date/Day	7:00-8:00	8:30-1:30	1:30-2:30	2:30-4:30	4:45-5:45	
Monday 28/08/23	Meditation / Yoga / PT	Classes as per time table	Lunch Break	Classes as per time table	Communication skill and personality development	
Tuesday 29/08/23		Classes as per time table		Classes as per time table	About NCC and NSS	
Wednesday 30/08/23		Classes as per time table		Classes as per time table	About human values and ethics	

### Activity schedule for 17 – 19 August 2023:

- 17 August 2023.** Meeting with concerned warden and hostel supporting staff. Students will familiarize with hostel layout, timings to follow, functioning of mess, internet access, and use of common facilities. Immediate hostel related difficulties to be sorted out or conveyed to concerned officials. Concerned warden along with his team will conduct this activity.
- 18 August 2023.** Meeting with concerned Class Counsellor. Students will familiarize themselves with the Class Counsellor who will explain them the process of semester wise registration. Any immediate academic issues faced by the students to be sorted out or conveyed to concerned officials. Concerned Class Counsellor will conduct this activity at a suitable venue in the respective departments.
- 19 August 2023.** Sports activities in the forenoon.

Activities	Resource Persons / coordinators	Venue
Meditation / Yoga / PT Session	Dr. Manoj Sachan / Faculty Advisor (Health & Yoga Club) / Sr. Physical Instructor	Sports complex
Address by Director, Deans. and by HODs	Overall Coordinators	Main Auditorium
About academic structure of UG programme	Dean (Acad) / Assoc. Dean (Acad)	Main Auditorium
ERP system, campus wide network, and Central computing facility	AR (Acad), HOD (ME), and FI (ACSS)	Main Auditorium
Escorted tour of Institute	Respective HODs, Class Counsellors, and few senior student volunteers	Students to assemble at the respective departments
About Central Library and learning resources	Librarian and Administrative Head, Central Library	Main Auditorium
About Training and Placement	HOD (T&P)	Main Auditorium
About Central Workshop	Workshop Superintendent and team	Main Auditorium
About Health Centre. Hygiene, and preventive healthcare	FI (Health Center) and MO (SLIET). Short expert talk may be arranged if need be.	Main Auditorium
About Hostel System	Chief Warden (Boys) and Chief Warden (Girls)	Main Auditorium
About sports and recreational activities	Chairman Sports Committee and Senior Physical Instructor	Main Auditorium

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About Counselling and Tutor-Guardian Scheme	Chief Student Counsellor and TGSMS Coordinator	Main Auditorium
About the Department. Introduction with Department Faculty and staff	Respective HoD	Respective Department
Tour of Department (Classrooms/ Labs/ other infrastructure)	Respective HoD	Respective Department
About Technical Clubs and cultural activities	Respective Faculty Advisors, and Convenor (Cultural Committee)	Main Auditorium
Sports activities	Sr. Physical Instructor	Sports complex
About NCC and NSS	Associate NCC Officer and Coordinator (NSS)	Main Auditorium
About human values and ethics	Coordinator, Universal Human Value Cell. Short expert talk may be arranged if need be.	Main Auditorium
Communication skill and personality development	Faculty Advisor (Communication & Personality Development cell). Short expert talk may be arranged if need be.	Main Auditorium

Note:

1. On 21/08/2023, the students to assemble at the Main Auditorium by 9:00 am and occupy the seats allocated class wise. Class Counsellors to mark their attendance.
2. For all activities the students to assemble at the venue 15 min before the commencement of the activity and mark their attendance with the concerned Class Counsellor.
3. For Meditation / Yoga / PT Session / Sports activities, students to mark their attendance with Sr. Physical Instructor.
4. Venue and refreshment arrangements at the Sports Complex to be coordinated by Sr. Physical Instructor.
5. All Resource Persons are requested to present the subject matter preferably in ppt form.
6. Venue arrangement at the Main Auditorium to be coordinated by Estate Officer and AE (Electrical).
7. For Escorted tour of Institute, Respective HoDs may plan and coordinate accordingly.
8. For the activities "Introduction with Department Faculty and staff", and "Tour of Department", respective HoDs may plan and coordinate accordingly.
9. Light refreshment to be served to the students between sessions in the forenoon. All refreshments to be arranged on party payment basis.

*[Handwritten Signature]*  
 Director  
 7/8/23  
*[Handwritten Initials]*

Copy to:

1. All Deans
2. All HODs
3. Overall Coordinators
4. All Resource Persons / Coordinators
5. DR (Acad) – For information and necessary action
6. DR (A&A) – For information and necessary action
7. Estate Officer – For information and necessary action
8. AE (Electrical) – For information and necessary action
9. F.I. (ACSS) – For uploading on Institute website and providing system and networking support during the programme
10. Concerned Class Counsellors

SLIET/Dean(S. W)/Dispatch  
 No. 777-848-Dt. 10/08/23