



Savitribai Phule Pune University
Placement and Corporate Relations Cell

9th July 2018

‘Three-day Induction & Orientation Program’
for incoming students at SPPU Campus
(To be mandatorily conducted by all departments)

Induction & Orientation Programs are essential stepping stones for successful commencement of any degree/diploma course. Some of the departments on SPPU Campus have already been following this healthy practice and have benefited from the same. To ensure consistency across the departments on SPPU campus, following guidelines are being issued with approval of the Hon’ble Vice Chancellor.

- With effect from AY 2018-19, it is mandatory for all departments to conduct Induction & Orientation Program for minimum 3 days; 8 hours each day.
- Induction & Orientation Program shall be conducted on 1st, 2nd & 3rd day of the semester 1 for all incoming students.
- Attendance for all students shall be mandatory and should be counted towards regular attendance of the students.
- SPPU Placement & Corporate Relations Cell has provided the format for the 3-day Induction & Orientation Program, which is to be followed, in principle and spirit but can be suitably modified to suit the specific needs of the department, without compromising on the objectives and outcomes.
- Any, department which feels that more than 3 days are essential may do so subject to the limit of 6 days.

| Proposed format for the 3-day Induction & Orientation Program | | | |
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| Date | Time | Activity | Objective & Outcomes Expected |
| Day 1 | 9.00 – 9.30 AM | Registration(Attendance) | <ul style="list-style-type: none">• Welcoming the incoming students and introduction with the Department team and making them feel at home and comfortable.• Establishing a platform for a two-way interaction with the Industry (relevant to the department). Multiple Industry leaders should be invited. This shall lead to students be more pragmatic |
| | 9.30 – 12.30 PM | Introduction of Department Team, Welcome Speeches & Presentations by HOD, dignitaries from the Industry | |

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| | | | <p>in their approach while pursuing their academics at the department.</p> <ul style="list-style-type: none"> • Showcasing the strengths of the department to the Industry for strengthening the Industry-Academia partnership. • Lay foundation of frequent interaction between Industry & students during the academic sessions. |
| | 12.30 – 1.00 PM | Department Tour | <ul style="list-style-type: none"> • Helping the students become familiar with department facilities and infrastructure. |
| | 1.00-2.00 PM | Lunch Break | |
| | 2.00- 2.30 PM | About-Department infrastructure (IT & Lab etc) | <ul style="list-style-type: none"> • Helping the students 'fully understand' the 'soft and the hard aspects' of the department's facilities and infrastructure, including do's and don'ts etc. so that they can make best use of these. |
| | 2.30 – 3.00 PM | About-Department Library | |
| | 3.00 – 3.30 PM | About – Academics, Choice Based Curriculum | |
| | 3.30 – 4.00 PM | About-Exams | |
| | 4.00 – 4.30 PM | About-Hostel/Canteen/other department facilities etc. | |
| | 4.30 – 5. 00 PM | About-Career Enhancement | |
| | 5.00 – 5.45 PM | About Jaykar Library, SPPU Central Facilities- Placement & Corporate Relations Cell, Centre for Innovation Incubation & Entrepreneurship, Skill Development Centre, Competitive Examination Centre, Program for Improving English Communication Skills, other non-teaching departments etc | |
| | 5.45 – 6.00 PM | Glimpse Activity of next day's program | |

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| Day 2 | 9.00 – 9.30 AM | Registration(Attendance) | |
| | 9.30 – 1.00 PM | Welcome Speeches & Presentations, Panel Discussions by notable Alumni & free flowing interaction with them | <ul style="list-style-type: none"> • Establishing a platform for a two-way interaction with the notable Alumni. Multiple notable alumni should be invited. This shall lead to students be more pragmatic in their approach while pursuing their academics at the department. • Lay foundation of frequent interaction between noted alumni & students during the academic sessions. |
| | 1.00-2.00 PM | Lunch Break | |
| | 2.00 – 5.45 PM | About- Brief Overview of Subjects by respective teachers | |
| | 5.45 – 6.00 PM | Glimpse Activity of next day's program | |
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| Day 3 | 8.30 – 10.00 AM | Registration(Attendance) | |
| | 10.00 – 1.00 PM | Welcome Speeches & Presentations, Panel Discussions by various recruiters & free flowing interaction with them | <ul style="list-style-type: none"> • Establishing a platform for a two-way interaction with potential recruiters. Multiple recruiters should be invited. This shall lead to students be more pragmatic in their approach while pursuing |

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| | | | <ul style="list-style-type: none"> • their academics at the department. • Showcasing the strengths of the department to the potential recruiters for strengthening partnership with multiple potential recruiters. • Lay foundation of frequent interaction between noted potential recruiters&students during the academic sessions. |
| | 1.00-2.00 PM | Lunch Break | |
| | 2.00-3.00 PM | Practice & Preparation for Cultural Evening by Freshers | <ul style="list-style-type: none"> • Create a platform for 'identifying and furthering' non-academic talent of students. • Showcasing the non-academic talent of students to the industry leaders, noted alumni & potential recruiters (who should all be invited for the event) |
| | 3.00-5.00 PM | Cultural Evening by Freshers | |
| | 5.00 – 6.00 PM | Rewards & Awards Plus Felicitation of Guest of Honor & Vote of Thanks | |
| IMPORTANT: All senior students should be involved in conducting and managing the 3-Day Induction & Orientation Program along with the Department Team | | | |

For any further clarifications, please contact Mr. Sanjiv Mehta (email : sanjivmehta59@gmail.com)

Sanjiv Mehta
Mentor