

All H.O.D. Please  
Email

**Govt Polytechnic Jhajjar**  
**Student Induction Programme (2024-25)**



**05/08/2024**

10:00AM-10:30AM Inaugural Session by Principal and HODs  
10:30AM-11:00AM Address by the Principal  
11:00AM-01:00PM Address by the all HODs followed by interaction with the concerned faculty of their respective departments.  
2:00PM-04:00PM Hostel accommodation and introduction to rules of the Hostel by the Chief Hostel Warden.

**06/08/2024**

10:00AM-11:15AM Address by HODS of ECE and Electrical Engg highlighting the programme objectives, job opportunities, placements, scope followed by interaction with the concerned faculty of their respective departments.  
11:30AM-01:00PM Familiarization with branch, innovations and career opportunities in Government/Private sector and career counselling- Mr. Umesh Saroj , TPO to be assisted by ATPOS.  
02:00PM-04:00PM Overview of study and evaluation schemes of 1 year Lesson Plan, Attendance Rules, Discipline Rules by the concerned O/I Exam and O/I Academics

**07/08/2024**

10:00AM-11:15AM Address by HODS of Civil Engg and Mechanical Engg highlighting the programme objectives, job opportunities, placements, scope followed by interaction with the concerned faculty of their respective departments.  
11:30AM-01:00PM Address by O/I Applied Science Dept.  
02:00PM-04:00PM Interaction with Mentees by the concerned Mentor focusing on the core strength / interests/hobbies of the students.

**08/08/2024**

10:00AM-11:15AM Address by HODS of Ceramic Engg and Computer Engg highlighting the programme objectives, job opportunities, placements, scope followed by interaction with the concerned faculty of their respective departments.  
11:30AM-01:00PM Address by the O/I Sports  
02:00PM-04:00PM Familiarization with Institute & Departmental website and individual (Student) E-mail account creation by O/I website.

**09/08/2024**

10:00AM-11:15AM Guidance regarding the various scholarship like PMS / Saksham /Pragati for students / bank Accounts and procedure for applying for the same by Officer In-charge of Scholarship.  
11:30 AM-1:00PM Success stories of Alumni & interaction with Alumni  
2:00PM-04:00PM Visit to various depts of the institution

**12/08/2024**

10:00AM-11:15AM Address by NCC officer of the Institute.  
11:30 AM-1:00PM Expert lecture on Stress Management.  
02:00PM-04:00PM Visit of workshop.

**13/08/2024**

10:00AM-11:15AM Address by the NSS Officer.  
11:30 AM-1:00PM Expert lecture on Inter Personal Skills.  
02:00PM-04:00PM Overview of the Institute and Infrastructure.

14/08/2024

10.00 AM-10.30AM  
10.30AM-12.30PM  
02:00PM-04:00PM

Address of the O/I cultural committee  
Yoga and Meditation.  
Bus pass/ Rail Pass/ Driving License and Passport(respective incharges)

16/08/2024

10.00 AM-11.30AM  
11:30 AM-1:00PM  
02:00PM-04:00PM

Expert lecture on Health and Hygiene.  
Discussion on Environment Conservation  
Valedictory and student feedback session.

B  
21/8/24  
(O/I App. Sc.)

A  
21/07/24  
(Mrs Poonam)

Principal for approval and information  
to all H.O.D/w/stupelt through  
E-mail..