INDUCTION & ORIENTATION PROGRAM

I B.Tech 2019-20

02 August - 23 August 2019

GOKARAJU RANGARAJU

INSTITUTE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

Gokaraju Rangaraju Institute of Engineering & Technology (Autonomous)

Induction and Orientation Program: I B.Tech 2019-20

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About GRIET

Gokaraju Rangaraju Institute of Engineering and Technology (GRIET), Hyderabad was established by Gokaraju Rangaraju Educational Society in the year 1997 with a mission "to impart quality education with an emphasis on practical skills and social relevance". Ever since its inception it has been striving hard to impart quality higher education under the leadership of Dr. Gokaraju Gangaraju, an entrepreneur, a philanthropist and a humanitarian who is committed to cause of education and now it became one of the top institutions in the state of Telangana with 22 years of experience to its credit. It is known to strive hard to achieve its goals through conviction. It provides academically excellent temperament for under-graduates and post graduates. GRIET is known to adopt competitive teaching, learning measures and methodologies to give overall development to the young minds. It is one of most sought out technical institute for the students for admissions. At present the institute is offering six UG programmes and nine PG programmes in engineering.

GRIET is accredited with NBA and NAAC, gained Autonomous status from JNTUH and UGC, thus moving forward with strong determination be one of the best of institutions in the country to impart knowledge to the students with practical skills.

GRIET Provides the state of art infrastructure and multi- speciality faculty, who continuously review, revise and experiment teaching methodologies and learning resources and focus on research, training and consultancy through an integrated institute-industry symbiosis.

As per the guidelines of AICTE, the Department of Humanities and Basic Sciences of GRIET organised the three week Induction and Orientation programme for the students of I B.Tech 2019-20 admitted batch from 02 August to 23 August 2019.

Gokaraju Rangaraju Institute of Engineering and Technology (Autonomous)

INDUCTION AND ORIENTATION PROGRAM I B TECH 2019-20

Day	Date	Program	Remarks
1	02/08/19 Friday	HVPE-1 and proficiency module (basics of Computers & English) **[10.00 a.m. to 1.00 p.m.]**	
2	03/08/19 Saturday	HVPE-2 and proficiency module (basics of Computers & English) **[10.00 a.m. to 1.00 p.m.]**	
3	05/08/19 Monday	**Orientation Program for CSE [10.00 a.m. to 1.00 p.m.]**	HVPE-3 and proficiency module (basics of Computers & English) (ECE, EEE, IT, CE & ME) **[10.00 a.m. to 1.00 p.m.]**
4	06/08/19 Tuesday	**Orientation Program for ECE [10.00 a.m. to 1.00 p.m.]**	HVPE-4 and proficiency module (basics of Computers & English) (CSE, EEE, IT, CE & ME) **[10.00 a.m. to 1.00 p.m.]**
5	07/08/19 Wednesday	**Orientation Program for EEE+IT [10.00 a.m. to 1.00 p.m.]**	HVPE-5 and proficiency module (basics of Computers & English) (CSE, ECE, CE & ME) **[10.00 a.m. to 1.00 p.m.]**
6	08/08/19 Thursday	**Orientation Program for CE+ME [10.00 a.m. to 1.00 p.m.]**	**FN: [10.00 a.m. – 1.00 p.m.]** HVPE and proficiency module (basics of Computers & English)- Repeat : CSE, ECE, EEE & IT
7	09/08/19 Friday	**FN:[10.00 a.m. to 1.00 p.m.]** Yoga/Self defence for girls Yoga: **Mr. P. Vamshi Krishna** Self defence**: Ms. N. Lakshmi** 10 - 11 a.m. : Yoga (CSE, CE & ME) 11 - 12 noon : Yoga (ECE, IT & EEE)	**FN:[10.00 a.m. to 1.00 p.m.]** 10 - 11 a.m.: Interaction with mentors (ECE, IT & EEE) 11 - 12 noon : Interaction with mentors (CSE, CE & ME) 12 - 1 p.m. : **Self defence for girls**
8	13/08/19 Tuesday	**FN: [9.40 a.m. to 12.40 p.m.]** Lecture by **Mr. Yandamuri Veerendranath:** Motivational sessions. Full day: (ECE, EEE & IT) Class work - CSE, CE & ME	**AN: [1.10 p.m. – 4.10 p.m.]** Class work - CSE Sports - CE & ME
9	14/08/19 Wednesday	**FN: [9.40 a.m. to 12.40 p.m.]** Lecture by **Mr. Yandamuri Veerendranath:** Motivational sessions. Full day:(CSE, ME & CE) Class work - ECE, EEE & IT	**AN: [1.10 p.m. – 4.10 p.m.]** Class work - ECE Sports - IT & EEE

10	16/08/19 Friday	**FN: [9.40 a.m. to 12.40 p.m.]** Lecture by **Mr B V Pattabhiram;** Personality Development sessions. (CSE, ME & CE) Class work- (ECE, EEE & IT)	**AN: [1.10 p.m. – 4.10 p.m.]** Dept. Visit : (ECE, EEE) Class work- (ME , CE & IT) Sports for - CSE
11	17/08/19 Saturday	**FN: [9.40 a.m. to 12.40 p.m.]** **Life skills by Sri M .G. Sekharam** (ECE, EEE & IT) Class work- (CSE, ME & CE)	**AN: [1.10 p.m. – 4.10 p.m.]** **Personality development program by Dr M Seshagiri** Lecture Hall 1: (CSE, ME & CE): Class work-(EEE & IT) Sports - ECE
12	19/08/19 Monday	**FN: [9.40 a.m. to 12.40 p.m.]** Class work : (CSE, ME & CE) Lecture by **Mr B V Pattabhiram :** Personality Development session: (ECE, EEE & IT)	**AN: [1.10 p.m. – 4.10 p.m.]** **Class work**: EEE, IT - Visit to Dept. & ECE - Sports. **ICT :** (CSE , ME & CE)
13	20/08/19 Tuesday	**FN: [9.40 a.m. to 12.40 p.m.]** **Class work** : (ECE, EEE & IT) **Mr. K.V. Pradeep** : Soft skills session (CSE, ME & CE)	**AN: [1.10 p.m. – 4.10 p.m.]** **Class work**: (ME & CE), CSE - Sports **Mr. K.V. Pradeep** : Soft skills session **:** (ECE, EEE & IT)
14	21/08/19 Wednesday	**FN: [9.40 a.m. to 12.40 p.m.]** **Life skills by Sri M .G. Sekharam**: (CSE, ME & CE) Tree Plantation: (ECE, EEE & IT)	**AN: [1.10 p.m. – 4.10 p.m.]** **ICT**: (ECE, EEE & IT) Tree Plantation**:** (CSE, ME & CE)
15	22/08/19 Thursday	**FN: [9.40 a.m. to 12.40 p.m.]** **Class work** : (ECE, EEE & IT) Invited talk: **Swami Bodhamayananda** : (CSE, ME & CE)	**AN: [1.10 p.m. – 4.10 p.m.]** **Class work** : (CSE, ME & CE) Invited talk: **Swami Bodhamayananda :** (ECE, EEE & IT)
16	23/08/19 Friday	**FN: [9.40 a.m. to 12.40 p.m.]** Creative arts for All branches	**AN: [1.10 p.m. – 4.10 p.m.]** Creative arts for All branches

A REPORT ON ORIENTATION PROGRAM (Sankalp-2k19)
05 - 08 AUGUST 2019

Gokaraju Rangaraju Institute of Engineering and Technology organized Orientation program for parents and students of I B.Tech admitted during the year 2019-20. It was decided to have exclusive orientation sessions for different branches on different days to make the sessions relevant to each engineering program. Accordingly, orientation program for CSE branch students and their parents was held on 05-08-2019, for ECE branch students and their parents on 06-08-2019, for students and parents of IT and EEE branches on 07-08-2019 and for students and parents of CE and ME branches on 08-08-2019. The first year administration under Dr. B. Srinivasa Rao, HOD - HBS along with the Convenor of the program, Dr. M. Sridhar, Professor of Physics was entrusted with the task of conducting the program. A committee of senior faculty was involved in detailed planning of the event with guidance from Director Dr. J. N. Murthy, Principal Dr. J. Praveen and Senior Administrative Officer Dr. K. S. N. Raju. The passionate support of all faculty members serving the first year is worth mentioning. The trend set on 05-08-2019 was replicated on the remaining days. Careful planning while delivering speeches by Director, Principal and HODS ensured few overlapping areas and avoided repetitiveness. Students, parents and guardians expressed deep satisfaction over the conduct of the program and the arrangements associated with the event. All queries were addressed with patience by Director and Principal.

Tea and snacks was provided on all days of orientation program before the program began and also a sumptuous lunch at the end of the program on all days of orientation program. On any given day around 800 people consisting of students, parents and guardians were present. They expressed deep satisfaction.

Principal gave a detailed presentation on the achievements of the institute, the assets of the institute and the faculty strengths. Director spoke on adapting

education to manage life and the principles that make effective engineers. HOD - HBS spoke on first year specific issues and the impact of attendance on overall professional growth.

The college student cultural group rendered the prayer song, anchoring and vote of thanks.

PROGRAM SCHEDULE OF ORIENTATION PROGRAM

10.00 AM	Welcome Address
10.02 AM	Jyothi Prajwalana and Prayer Song
10.05 AM	Presentation by Principal
10.40 AM	Presentation by HOD - HBS
11.00 AM	Presentation by HOD - Departments
11.10 AM	Address by Director
11.30 AM	Queries Session
12.30 PM	Vote of Thanks and Lunch Follows

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Class work for I B. Tech 2019-20 admitted students commences from 02-08-2019 (Friday).

Time: 10.00 AM to 1.00 PM

Branchwise Schedule of Orientation Program: I B. Tech 2019-20

Students along with Parents/Guardians are advised to attend the Orientation Program as per the schedule given below:

GOKARAJU RANGARAJU
INSTITUTE OF ENGINEERING & TECHNOLOGY
(Autonomous)

SANKALP
(Orientation Program)
I B.Tech 2019-20

5th August 2019	:	CSE
6th August 2019	:	ECE
7th August 2019	:	EEE & IT
8th August 2019	:	CE & ME

Venue: Hall-1, Near Main Gate
Time: 10 am to 1 pm

PROGRAM SCHEDULE

10:00 am	:	Welcome Address
10:02 am	:	Jyothi Pragwalana and prayer song
10:05 am	:	Presentation by Principal
10:40 am	:	Presentation by HOD-HBS
11:00 am	:	Presentation by HOD-Departments
11:10 am	:	Address by Director
11:30 am	:	Queries Session
12:30 pm	:	Vote of thanks and Lunch follows

ORIENTATION PROGRAM: 05 - 08 August 2019

STANDARD OPERATING PROCEDURE

INITIAL PLANNING OF ACTIVITIES (3 WEEKS)			
ACTIVITY	PARTICULARS	TIPS/EXAMPLES	NOTES
Form the Organizing committee	- Event coordinator - Facilities management - Constitution of sub-committees	Form teams which allows for free exchange of ideas but decision making by consensus	
Identify, venue, dates and time lines	- Identify venue - Seek necessary permissions - Fix realistic time line for the sessions	Avoid scheduling at the venue if already some event is planned	
Identify roles and responsibilities	- Create roles based on demands of the event - Ensure that the designated person in control of a segment is completely responsible for the success of that part	Discuss with Principal on the support from various departments	

EVENT MANAGEMENT-CHALLENGES-SUB COMMITTEES (3 WEEKS)			
Budget	- Estimate budget for the event - Event cost ❖ Stage preparation ❖ Seating arrangements ❖ Crowd management ❖ Tea and snacks ❖ Audio, video and LED projection ❖ Food court ❖ Hygiene at all locations connected with the event ❖ Parking facilities	- Identify a responsible person to handle all financial matters involving the event - Clearance of bills at the earliest after ensuring delivery of services	
Identify Hazards/risks	- Factor for weather - Have a realistic estimate of expected crowd for each session - Have a backup plan in case of overflow	Manage hall capacity by estimating number of attendees. Issuing passes a way out	

EVENT PROMOTION (2 WEEKS)			
Publicity	- College website - Taking support of Dean(Adm) during admission process - SMS to all students who registered with GRIET	Sustained promotion of the program by communication till the event is conducted	

EVENT LOGISTICS (2 WEEKS)			
Event planning	▪ Constitute event planning committee ▪ Event coordinator shall have an overall assessment of the magnitude of the program ▪ Form sub-committees for various segments ▪ Survey the area for identifying hotspots of trouble during execution of the plan ▪ Identify a proper menu for lunch	▪ Outsource arrangements which are not in institute's control ▪ Identify a reliable event manager to provide logistics ▪ Make provision for tea and snacks 30 minutes before start of the program ▪ Provide for live streaming of the event in the lunch area	
Certificates	▪ Identify faculty and student coordinators involved in the arrangements	▪ Generate certificates for all members in the organizing committee	

A DAY BEFORE THE EVENT			
Checklist	- Venue arrangement - Podium/audio/video arrangements - Stage preparations - Hygiene at all places connected with the event - Seating arrangement - Contingency plan in case of overflow - Placing of hoardings and banners at vantage points - Saraswathi idol - Assigning works to faculty - Assigning works to student volunteers - Drinking water arrangements - Wash room water supply and cleanliness - Guidance for vehicle parking - Power backup - Safety precautions-First aid Anchoring, prayer song, national anthem and vote of thanks	- Ensue seamless conduct of program - Keep prayer song limited to not more than 3 minutes - Have a mock drill of the entire proceedings - Nominate a faculty who has a good sense of anticipating unforeseen developments with a quick solution mechanism - Ensure that the food court will be ready to serve 15 minutes before scheduled lunch time Sense the mood of the guests by putting observers in the seating area	

ON THE DAY OF THE EVENT			
Execution	▪ Look for possible loopholes much before beginning of the event ▪ Tea and snacks for guests ▪ Ensuring all nominated persons are in control of their respective segments ▪ Ensure parents and students are well taken care of in the venue of the program as well as in the food court ▪ LED projection, camera positions and audio effectiveness	▪ Ensure adequate arrangements for tea and snacks as a good number of parents arrive early ▪ Ensure that no students and faculty are hovering around the main door while speeches are being delivered	▪ Picked up cue from Graduation Day where live streaming was adopted ▪ LED screen display a last minute addition

POST EVENT			
Report on the event	▪ Convene a meeting with all members of the organizing committee for thanks giving ▪ Submission of bills to Accounts department ▪ Photos/videos on the college website ▪ Prepare an exhaustive report right from planning and execution of the program	▪ Generate and distribute certificates of appreciation to all members of the management committee and student volunteers	

A REPORT ON INDUCTION PROGRAM: 02 - 23 AUGUST 2019

The three week induction program for first year students of engineering admitted during the academic year 2019-20 was conducted from 02 August 2019 to 23 August 2019. Dr. B. Srinivasa Rao, HOD - HBS and Dr. M. Sridhar, Professor of Physics was the convenor for the program along with their team took up the onus of conducting such an informative and educative program first of its kind to groom and nurture young engineering minds to become responsible citizens.

The main aim of the program was to give a bird's eye view about diverse dimensions of engineering and the career opportunities for the new engineering students along with the exposure to Human values. The program was conducted to draw the attention towards the challenges and problems that are to be faced at individual, family, society and nature by the young technocrats. It guided them to solve many hurdles in life by acquiring right understanding, recognising the relationships, setting goals and in due course attain success by maintaining harmony at various levels.

The facilitators for the programme were a mix of internal and external resources. Various topics were covered in the induction program: Human Values and Professional Ethics, Computer proficiency, English proficiency, invited talks by Dr. Yandamuri Veerendranath, Dr. B. V. Pattabhiram, Sri M .G. Sekharam, Dr. M. Seshagiri, Mr. K.V. Pradeep, Swami Bodhamayananda, Dr. K. Anuradha, Ms. Vaishali Malhotra, IAS officer, Harithaharam- Tree Plantation, Self defence training for girls, Yoga, Games, crafts and arts.

Human Values and Professional Ethics along with Computer and English proficiency modules were held module wise from 02 - 08 August 2019. Trained facilitators of GRIET took up the responsibility to impart these values among the emerging young graduates. This course was well received by them and bringing the positive mind set to be a change in the present world.

The modules covered under **Human Values and Professional Ethics** were:

Module 1: Introduction to value education.

Module 2: Harmony in the Human being.

Module 3: Harmony in the Family and Society.

Module 4: Harmony in the Nature.

Module 5: Implications of the Holistic understanding - a look at Professional

Ethics.

Computer and English proficiency training by eligible faculty members gave an exposure to Computer programming and English, which forms a platform to build better career. This skill gave them an outlook towards coding and other technical skills.

English Proficiency:

1. Module 1: Introduction to types of English.

2. Module 2: Techniques of Reading.

3. Module 3: Writing Skills.

Computer Proficiency:

1. Module 1: Basics of a computer and operating systems.

2. Module 2: Number systems.

3. Module 3: Introduction to Programming languages and flow chart.

The guest lectures/Invited talks/Motivational sessions for the students were conducted branch wise in Hall 1.

Mr. P. Vamshi Krishna: Yoga Session

Mr. P. Vamshi Krishna lecture developed a positive vibe for Yoga which when practiced provides a means to relax and soothe the mind and improve concentration power. The entire program was dealt with a huge zest. Programme was started by enchanting mantra and continued with few warm-up exercises. Students practised Surya Bhedana and Chandra Bhedana yoga. Students came to know the importance of yoga to maintain healthy and de-stressed life. Mr. P. Vamshi Krishna counselled students to maintain good health and insisted that health is more important than growing financially, because without health one cannot work and without working one cannot earn. He encouraged students to practice Yoga at least for 15 minutes a day which would bring activeness, increase in blood flow, concentration, flexibility and keeps the body oxygenated throughout the day.

Apart from the above breath control, simple meditation for mental peace, adoption of specific body postures is well practiced for relaxation of mind.

Ms. N. Lakshmi: Self Defence for Girl Students

Self-defence training will improve the confidence of the girls in the present society and they should learn to face sudden attacks like chain snatching, rape attempt by anti-social elements. Ms. N. Lakshmi self-defence trainer visited our college campus and organised a session on self-defence for all girls of I B.Tech. She along with her team members taught all self-defence skills that can be used during chain snatching, unnecessary shake hands, sudden anti-social attacks, repelling attacks etc. Students learnt tricks to prevent any anti moral situations on roads. Ms. N. Lakshmi shared all the toll-free numbers of SHE team and Women Protection details. She encouraged girl students to identify and share any anti moral issues and eve teasing boldly to the public so that they can prevent and avoid such situations in future. Every girl student was filled with great and immense energy within them and enjoyed the session

Dr. Yandamuri Veerendranath: Motivational Sessions

Dr. Yandamuri Veerendranaths lecture dealt with importance of lateral thinking and Success. He enlightened and inspired students to think individually and motivated them to set goals and attain success. Quizzes and games were conducted by him to bring out the abilities and knowledge of the students and make them aware of what they are. Students felt that he removed stage fear from them. He called upon the students to think positively, develop concentration and identify their core-competency which can help them to grow. He also gave general tips and techniques for writing examinations and facing job interviews. He gave tips to the students to acquire good personality and wisdom. He also encouraged students to be socially responsible.

Dr. B. V. Pattabhiram: Personality Development Program

His lecture delivered many success stories, learning life skills and counselled students to live their life with content and satisfaction. He asked students to overcome fear and achieve the desired success. His lecture was based on how to develop self-confidence, to overcome loss of memory, over confidence and inferiority feelings, assertiveness and other psychometric disorders. He made students to realize the common mistakes they practice in day to day life. Mr. B.V. Pattabhiram counselled students not to fall prey for recent movies which have more lust and arrogance. He also advised students to be good and to respect their parents. Importance of parents was also a part of his speech. Inspirational videos regarding human intelligence was shown to students to build confidence and courage.

Sri M. G. Shekaram: Life Skills Session

Life skills session of Sri. M. G. Shekaram, Retired IRS officer and Chief Administrator of GRES was motivating and his life experiences inspired the students. He advised students how a decision will change their lives and ways to solve the problems wisely. Advised students to be regular to college, concentrate on academics, prepare for examinations and counselled them regarding the importance of discipline. Requested students to have healthy

competition and to maintain good relations with friends and classmates. He emphasised the need to respect teachers.

Dr. M. Seshagiri: Personality Development Program

Dr. M. Seshagiri, Professor of Management Science, GRIET addressed students on the importance of positive attitude in life and also explained what happens if people have negative attitude. He gave inputs on how to work in groups and how group synergies the efforts of all individual members. He spoke on the role of a leader in a group to attain success.

Ms. Vaishali Malhotra, IAS Officer: Carrier Options

Ms. Vaishali Malhotra, IAS officer, Telangana state addressed the students about various carrier options available for them. She advised the students to choose civil services as one of the best carrier option for them. She also told the responsibilities of good citizen.

Dr. K. Anuradha: ICT Sessions

Dr. K. Anuradha, Professor of Computer Science and Engineering and Dean, ICT, GRIET and her team addressed the students about the importance of ICT sessions, online courses conducted by IITs, NPTEL, and Swayamprabha etc. They gave the instructions to the students on Moodle flat form operated by GRIET for the benefit of students.

Mr. K.V. Pradeep: Soft Skills Session

Removed fear and encouraged to give 100% hard work to reach goal, inspired students to become good engineers and serve the society in a beneficial way. Made students to realize the importance of parents and to be good citizen of the society. Mr. K.V. Pradeep soft skill session made students to think about their attitude, skill and knowledge. He brought awareness in time management. Students were inspired to see his small clippings on how to view the problem and not to worry in all situations and be brave to tackle the problem. Problems are very small in such a big universe, this made students to give him a big applaud.

Swami Bodhamayananda: Personality Development Session

Trained students to develop human excellence in 3-H formula of Head to Think, Head to Feel, Head to Work. He encouraged self-empowerment, made the students to inspire for knowledge channelled towards great good and enlightened to realise true potential. He inspired students to have healthy and pure self-image. **BE and MAKE** Sutra was explained by him for channelling all of us towards some great good. The talk helped students in their search for a purpose in their personal and professional life. It was a novel way to motivate them into finding creative approach to problem solving.

He encouraged students to develop self-confidence and build a strong character by reading the books of Swami Vivekananda. Swami Vivekananda books were distributed to all the students. Mr. Sekhar Goud who met a fatal accident in which he lost one leg and one hand was with Swamiji and shared his thoughts and motivation he received through Swamiji. Mr. Sekhar Goud though differently abled, reached many heights. Students were inspired to see him and were encouraged through his success story.

Harithaharam – Tree plantation:

Being environmental friendly through plantation made the technocrats realize their responsibility to save nature and protect it for the future generations. Students participated actively in planting sapling across the GRIET campus.

Creative Arts:

The students had a day dedicated to show their talents in various co-curricular and extracurricular activities. Competitions were held in various activities such as: Essay writing, Painting, Western Dance, Classical Dance, Singing, Playing of Musical Instruments, Skits etc. The students also showcased their talents in making use of waste products and the girl students presented paper quelling craft work.

Prizes were given to the meritorious students in all the activities and the prizes (Books) also selected in such a way to improve their personality and character.

1. Attitude is everything: Change Your Attitude...Change Your Life by *Jeff Keller.*
2. Life's Amazing Secrets: How to find Balance and Purpose in Your Life by *Das, Gaur Gopal*.
3. The Power of Subconscious Mind by *Dr. Joseph Murphy*.
4. How to Stop Worrying and Start Living by *Dale Carnegie.*
5. Believe in Yourself by *Dr. Joseph Murphy.*
6. Think and Grow Rich by *Napoleon Hill.*
7. How to win Friends and Influence People by *Dale Carnegie.*

Examination and Feedback:

An examination was conducted to all the students to access the knowledge gained through the three proficiency modules

1. Human Values and Professional Ethics

2. Computers

3. English.

The students of all the branches gave their formal (Written) and informal (oral) feedback on the entire program i.e. on both Induction and Orientation.

Induction Programme: 02 - 23 August 2019

Standard Operating Procedures (SOP)

Initial Planning Activities			
Activity	**Particulars**	**Tips/Examples**	**Notes/Remarks**
Identify date, Place and time slot	• Identifying the rooms with multimedia support	• Try not schedule regular class in these rooms	
Organize the planning committee	• Administration • Event coordinator • Facilities management	• Develop contact list based on the event	
Identify the roles and responsibilities	• Event coordinator • Logistics-resources • Finance/administration • Planning-collecting Evaluating and prepare alternative strategies for the event	• Discuss with the DA regarding admissions status	
Identify the facilitators	• Identify 8 to 10 facilitators	• Try to give training to the nominated facilitators	
	• Identify guest speakers for the event	• Try to communicate either on phone or email	
Event Risks-Challenges			
Budget	• Financial allocation • Event cost	• Try to get a	

	- Food/snacks - Screens/projectors - Invitations - Table and chairs - Media - others	week of the event • Try to assign financial coordinator to take care of all the purchases with bills(*GST- if any)	
Identify hazards and risks	- Weather - Gathering of students - Anti-ragging force - Overlapping of class work	• try to limit the risk by framing a time-table to ensure all sections run smoothly	
Event logistics			
Event Planning	- Identify event coordinators duties - Assignment of event time tables - Schedule committee meetings as needed - Select the classrooms for induction as well as for other academic activities	• Meet the DA to know the total strength of the students • Try to meet the time table in-charge to know the allocation of room no	

		for the event	
		• Meet the time table coordinators to know the division in-charges to know about section division	
Identifying the facilitators/Guest Speakers	• Theme of the talk and duration • Number of participants per session • Date and venue	• Arrange the sections according to the time table • Try to see parallel sessions of other academics run without any hurdle	
		• Coordinate with the event coordinator to run the guest lecture as well as	

		HVPE and other class work smoothly	

A day of before the event

Checklist	• Assigning works to faculty • Attendance sheet circulation • Receiving of guest speaker arrangements • Classrooms ready for HVPE and other academic work • Seating allocation in Hall • Time table display on notice board	• Try to paste students name list and the room no • Display schedule of the programme on the display board • circular to respective departments	

On the day of the event

Execution	• Check for logistics if anything is missing • Dias setting for speaker • Simple flower bouquets • Proceeding copies with stationary • Water bottles for guests	• Message to all faculty members • Ensure anti-ragging and discipline committee force in and around the venue	

Post Event

Draft a	• Thanks-giving letters to	• Try to	

| report | guests
• Thanks giving meeting
• Bills submission
• Photos/videos on the college website
• Local media
• Social media
• Complete report with all expenditure / advance/bills etc.. | give appreciati on letters to ------- | |

Vision :To be among the best of the institutions for engineers and technologists with attitudes,skills and knowledge and to become an epicenter for creative solutions.

Mission :To achieve and impart quality education with an emphasis on practical skills and social relevance.

GOKARAJU RANGARAJU
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