

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR ORGANIZING & CONDUCTING FIRST YEAR ORIENTATION PROGRAM**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/46

Issue Date: 01/06/2023

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Objective: To elaborate the procedure for organizing first year's orientation program**Responsibility:**

- Principal of the institution.
- All the Heads of the Departments.
- 1 year coordinators.
- Heads of the various organizing committees
- All the teaching/non-teaching staff members.

Procedure:

Sl.	Activities	Responsibility	Target Days
1.	Orientation programme date to be finalized	Principal	1 st week of July
2.	Chief Guest to be finalized	I B.Tech Coordinator and Principal	3 rd week of July
3.	Formation of Committees: Seating, Stage, Reception, Transport, Food and Information Committee	Principal	3 rd week of July
4.	Roadmap pamphlets (Department wise)	Heads of respective Department	3 rd week of July
5.	To inform newly admitted students and their parents about the orientation Programme	Senior Manager, Committee & Team, Faculty Advisors	3 rd week of July
6.	Invitation and Agenda Finalization	Principal & Organizing Committee head.	15 days before orientation
7.	Meeting of committee members with the Organizing Committee Head to discuss about their roles & responsibilities.	Principal, Organizing Committee head and Committee Members	15 days before orientation

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

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Sl.	Activities	Responsibility	Target Days
8.	Meeting with the transport committee to finalize the bus routes and timings.	Committee Head and Transport Committee Members	15 days before orientation
9	Meeting with the seating committee to finalize the seating arrangements for students, parents, guests and for the press.	Committee Head and seating committee Members	15 days before orientation
10.	Meeting with the Reception Committee	Committee Head and Reception Committee members	15 days before orientation
11.	Meeting with the Food Committee to finalize <ul style="list-style-type: none">• The menu for lunch and the list of volunteers.• Number of participants	Committee Head and Food Committee members	15 days before orientation
12.	Meeting with the stage committee to finalize <ul style="list-style-type: none">• the flow of events on stage• stage decoration,• arrangement of Design of stage backdrop and the introduction videos.	Committee Head and stage Committee members	15 days before orientation
13.	Finalization of academic schedule for academic year	Principal & HoDs I B.Tech Coordinators	1 week before orientation
14.	To check the readiness of all committee works with committee Heads and Members	Principal and Organizing Committee Head	4 days before orientation
16.	Sending Time table, Academic schedule, syllabus and course information to students.	I B.Tech Coordinators	2 days before orientation

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17.	Final meeting with all the organizing committees.	Principal, Organizing Committee head and HoDs	1 day before Orientation
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