

PROCEEDINGS OF THE PRINCIPAL PSC & KVSC GOVT.DEGREE COLLEGE, NANDYAL

Present : Dr. N.Shashikala_{M.Com., Ph.D.,}

Rc.No.3 Spl./SIP- AC/2023 Date: 12-08-2024

Sub: PSC & KVSC Govt. College, Nandyal - Conduct of Student Induction Programme for the Academic Year 2024-2025 – Orders- Issued.

Ref: Proc. CCE/Acad. Cell/ SIP Guidelines/AC- 13 12023 dated: 08-08-2023 of the Commissioner of Collegiate education, Guntur, Vijayawada.

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ORDER :

As per the reference cited above, Student Induction Program will be conducted in our college from 12-08-2024 to 10-09-2024 i.e., 21 days daily 3.00pm to 5.00pm.

For this a committee is formed for effective implementation of SIP.

SIP COMMITTEE

PRINCIPAL	Chairman
IQAC Coordinator	SIP Coordinator
All Heads of the Departments	SIP Dept. Incharges
All Staff members	
All Non teaching Staff	
Conveners of various committees	
CR of Senior Students course wise	
Parents & Alumni	

Every day after completion of the program/Activity the report (Soft & Hard Copy) should be submitted to the concerned in-charge Officer. Also Department incharges are instructed to upload the activities in the website (through your department login).

Enclosure : The SIP Schedule as follows

STUDENT INDUCTION PROGRAM SCHEDULE

FROM 12-08-2024 TO 10-09-2024

DAY	DATE	ACTIVITY PROPOSED	INCHARGE/CONVENER
1	12-08-2024	Half day workshop - Introduction to college profile, programs, staff both teaching and non teaching information, Various committees in the college. Briefing about SIP	Principal, IQAC CR, All Heads, Office Incharge, All staff members, Senior Students
2	13-08-2024	Do's & Dont's, Various policies of the college,	Principal & Dept. Incharges
3	14-08-2024	Allotment of Mentors to Mentees - Student profile collection - Interaction with the students	Teacher mentors
4	17-08-2024	Introduction to various departments through mentors. Mentors can take students to their respective departments.	All Teacher Mentors
5	19-08-2024	Explain about Office & Examination section, Fee structure, Scholarships etc	All Teacher Mentors & Office Incharge, Examination clerk, Fee clerk
6	20-08-2024	NCC, NSS, Library facilities explaining	Coordinators of NSS, NCC, Library Incharge
7	21-08-2024	Parent Teacher Meeting	PTA Convener
8	22-08-2024	WEC, Antiragging , ICC	Respective conveners
9	23-08-2024	Physical Education	Physical Director
10	24-08-2024	CSP, Internships, NAAC	Internship Coordinator /IQAC
11	27-08-2024	CIA , Internal Exams	Examination Incharge
12	28-08-2024	Bridge Course - I week shall be conducted to fill the gaps. Record should be maintained proper way. Syllabus, transaction attendance shall be maintained.	All Dept. Incharges & Mentors
13	29-08-2024		
14	30-08-2024		
15	31-08-2024		
16	03-09-2024		
17	04-09-2024		
18	05-09-2024		
19	06-09-2024	JKC, CEJP Job Portal App	JKC Coordinator
20	09-09-2024	LMS, LSC & SDC, CBCS	LMS Coordinator
21	10-09-2024	Valedictory -Awards & Certificates distribution to the winners.	All Staff members

IQAC Coordinator

PRINCIPAL

Staff Signatures: -