STANDARD OPERATING PROCEDURE FOR ORGANIZING AND CONDUCTING ORIENTATION PROGRAM

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1. Objective
To elaborate the procedure for organizing the orientation program for first-year students.

2. Scope
This SOP applies to the Principal, all Heads of Departments (HoDs), heads of various organizing committees, mentors of first-year classes, and all teaching/non-teaching staff members at Kottakkal Farook Arts and Science College.

3. Responsibilities
  - ➢ Principal of the Institution
  - ➢ All Heads of Departments
  - ➢ Heads of Various Organizing Committees
  - ➢ Mentor of First-Year Classes
  - ➢ All Teaching/Non-Teaching Staff Members

4. Procedure

S. No.	Activities	Responsibility	Target Dates/Days
1	Orientation program date to be finalized	Principal	1st week of October
2	Chief Guest to be finalized	Coordinator and Principal	2nd week of October
3	Formation of Committees: Seating, Stage, Reception, Transport, Food, and Information Committee	Principal	3rd week of October
4	Roadmap pamphlets (department wise)	Heads of Respective Departments	3rd week of October
5	Inform newly admitted students and their parents about the orientation program	Communication Committee, Faculty in Charges	3rd week of October
6	Invitation and agenda finalization	Organizing Committee Head, Principal	15 days before orientation
7	Meeting of committee members with the organizing committee head to discuss their roles and responsibilities	Principal, Organizing Committee Head, Committee Members	15 days before orientation

S. No.	Activities	Responsibility	Target Dates/Days
8	Meeting with the transport committee to finalize the bus routes and timings	Committee Head, Transport Committee Members	15 days before orientation
9	Meeting with the seating committee to finalize seating arrangements for students, parents, guests, and the press	Committee Head, Seating Committee Members	15 days before orientation
10	Meeting with the reception committee	Committee Head, Reception Committee Members	15 days before orientation
11	Meeting with the food committee to finalize the menu for lunch, the list of volunteers, and the number of participants	Committee Head, Food Committee Members	15 days before orientation
12	Meeting with the stage committee to finalize the flow of events on stage, stage decoration, arrangement of stage backdrop design, and introduction videos	Committee Head, Stage Committee Members	15 days before orientation
13	Finalization of academic schedule for the academic year	Principal, HoDs	1 week before orientation
14	Check the readiness of all committee works with committee heads and members	Principal, Organizing Committee Head	4 days before orientation
15	Sending timetable, academic schedule, syllabus, and course information to students	Principal, HoDs	2 days before orientation
16	Final meeting with all the organizing committees	Principal, Organizing Committee Head, HoDs	1 day before orientation

5. Detailed Procedure

1. Finalization of Orientation Program Date:
   - The Principal will finalize the date for the orientation program in the first week of October.
2. Finalization of Chief Guest:

- The Coordinator and Principal will finalize the chief guest for the event by the second week of October.
3. Formation of Committees:
    - The Principal will form various committees for seating, stage, reception, transport, food, and information by the third week of October.
4. Preparation of Roadmap Pamphlets:
    - The Heads of respective departments will prepare roadmap pamphlets department-wise by the third week of October.
5. Communication with New Students and Parents:
    - The Communication Committee and Faculty in Charges will inform newly admitted students and their parents about the orientation program by the third week of October.
6. Invitation and Agenda Finalization:
    - The Organizing Committee Head and Principal will finalize the invitation and agenda for the event 15 days before the orientation.
7. Committee Meetings:
    - Meetings will be held with committee members to discuss their roles and responsibilities 15 days before the orientation.
8. Transport Committee Meeting:
    - The Transport Committee Head and members will finalize bus routes and timings 15 days before the orientation.
9. Seating Committee Meeting:
    - The Seating Committee Head and members will finalize seating arrangements for students, parents, guests, and the press 15 days before the orientation.
10. Reception Committee Meeting:
    - The Reception Committee Head and members will meet to finalize their preparations 15 days before the orientation.
11. Food Committee Meeting:
    - The Food Committee Head and members will finalize the menu for lunch, the list of volunteers, and the number of participants 15 days before the orientation.
12. Stage Committee Meeting:
    - The Stage Committee Head and members will finalize the flow of events on stage, stage decoration, stage backdrop design, and introduction videos 15 days before the orientation.
13. Academic Schedule Finalization:
    - The Principal and HoDs will finalize the academic schedule for the academic year 1 week before the orientation.
14. Readiness Check:

- The Principal and Organizing Committee Head will check the readiness of all committee works with committee heads and members 4 days before the orientation.
15. Communication of Academic Information:
    - The Principal and HoDs will send the timetable, academic schedule, syllabus, and course information to students through Telegram Messenger 2 days before the orientation.
16. Final Meeting:
    - The Principal, Organizing Committee Head, and HoDs will hold a final meeting with all organizing committees 1 day before the orientation.

6. Documentation and Records
- All planning documents, invitations, agendas, and committee meeting minutes will be documented and maintained by the respective departments.

7. Review and Compliance
- The Principal and Organizing Committee Head will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all relevant staff members.

8. Approval
This SOP is approved by the Principal and the Organizing Committee Head and is effective from [Date].

Principal's Signature:

Date:

Organizing Committee Head's Signature:

Date:

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9. Distribution
This SOP will be distributed to all teaching/non-teaching staff members, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.