## **Report on New Student Reporting Management**

Date: 04-07-2020

Resource Person: Dr. Durga Prasad Padhi

No. of Participation: 14

## About the session:

A student orientation program plays an important role in a student's transition to university life. Orientation programs are aimed at familiarizing the students with an unknown campus environment, its faculties, and infrastructure. It enables them to make an essential connection with studies and develop networks among other peers. "Where will be my classroom? What will be my majors, what is the course structure?"

The student orientation work is very important and needs to be planned properly and organized well. A webinar was conducted on 04-07-2020 for the second batch of students arriving and the plan and schedule for the second batch was prepared. The responsibilities were divided into different departments.

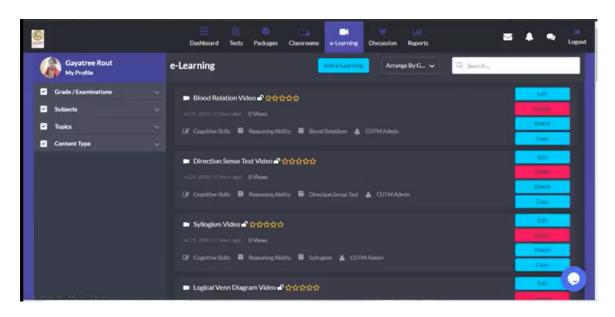
## The three basic goals of the program;

- Introducing students to their college life
- Incorporating them into the university environment
- Giving the opportunity to the university members and faculties to get connected to the new batch
- Registration and Documentation procedures of all the students to be carried out

At the beginning of the first year, students need to be made acquainted with their surroundings on the campus. This includes introductory sessions, giving them an overview of university life; the rules and regulations mandated for each student in a particular college/ faculty. It is an essential period at the beginning of the college session, which allows the students to get settled in their new environment







## LIST OF PARTICIPANTS

| 1  | Mr. Sambeet Patro         | Regional Director     |
|----|---------------------------|-----------------------|
| 2  | Mr. S. Phalguna Rao       | Admission Officer     |
| 3  | Mr. Rajani Kanta Padhi    | Admission Officer     |
| 4  | Mr. Lokanath Padhy        | Admission Officer     |
| 5  | Mr. D. Babu Rao           | Admission Officer     |
| 6  | Mr. Suman Kumar Sudhanshu | Admission Officer     |
| 7  | Mr.Manoj Kumar Biswal     | Admission Coordinator |
| 8  | Mr. V. Rajkumar           | Admission Officer     |
| 9  | Mr. Santosh Kumar Patro   | Admission Officer     |
| 10 | Mr. Budharam Patnaik      | Area Manager          |
| 11 | Mr. Padmanabha Chintala   | Tele Caller           |
| 12 | Mr. Jami Shesa Giri       | Admission Officer     |
| 13 | Ms. Srustilata Patra      | Tele Caller           |
| 14 | Ms. Muramalla Gayatri     | Tele Caller           |

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