No: 07/2020   **Date: 12/11/2020**

Circular

All Teaching departments are requested to conduct an orientation programme for the newly admitted students to the First Degree Programme under CBCS.The Programme is expected to cover the topics given below , which need to be handled by an eminent faculty either from the college or from a reputed institution. Faculty members from 1st language, 2nd language, core and complimentary course is also expected to attend the programme.

Suggested Topics to be covered:

1. About the College and University System of Higher Education
2. An Overview of CBCS
3. Career Prospects in the concerned Discipline
4. Curricular and Non Curricular Activities in the College
5. Library and learning resources

        We appreciate the completion of the programme on or before 25/11/2020

On completion of the programme, submit the following documents to IQAC.
1. Programme Schedule
2. Two Photographs/Two Screenshots
3. Participants List with signature/Attendance statement generated from Google meet
4. A Brief Report of the Programme with feedback of students (Google form may be used to collect feedback)

Soft copy of all the above documents needs to be kept in the department.

Dr.Soju.S   **Dr.K.C.Preetha**
Co ordinator, IQAC   *Chairperson, IQAC/Principal*