REPORT OF THE ORIENTATION PROGRAMME

Silver Oak College of Engineering and Technology had organized an “Orientation Programme” for the 1st year students and their parents on 28th July, 2014. Both the orientation programs were conducted simultaneously. For students it was conducted in their respective classroom. The parents were oriented at the Millennium Hall of the institute. Aim of the program was to welcome students at the institute and make them familiar about the institute.

A Class Coordinator and a speaker were appointed by the institute for every 1st year class of each department for bridge course who would be responsible for smooth running of the bridge course to facilitate the students.

STUDENT'S ORIENTATION

The Orientation program started with “SARASWATI VANDANA” followed by introduction of the class coordinator and the students.
An orientation booklet was then distributed to the students by the class coordinators which contained the information about the vision and mission of the institute, information about the important persons like Director, Principal, HODs, Student Section, Account section, Library and various committees like Anti-Ragging Committee and Women Development Committee and the place of their office along with the room numbers. It further contained the information about other important offices of the college.

The Layout of the Campus was also there in the booklet. It also contained the list of laboratories with their location. It also informed the students about the aim of bridge course, subjects and the internal evaluation and end semester examination pattern. The detailed bridge course time table was one of the important parts of the orientation booklet. It also mentioned about the discipline rules and regulations of the institute.
Then the classes were taken over by the speakers who gave detailed information about the following matters to the students –

♦ Introduction of Institute
  • Bridge Course Aim & Subject related information
  • Regular 1\textsuperscript{st} year information
    ➢ Subject offered at 1\textsuperscript{st} sem & 2\textsuperscript{nd} sem level
    ➢ Exam Pattern (Mid sem, remedial midsem, ALA, internal, external)
    ➢ Important dates (term start, midterm, fees, submission, exam form, etc.)
    ➢ GTU detention rules
  • Institute rules & regulations (discipline rules, fine, anti ragging, canteen hours, parking etc.)
  • Library facility (Utilization, book issue rules, reading hall hours)
  • Anti Ragging Cell
  • Women Development Cell
  • Attendance Rules.
  • Placement cell
  • Digital Class rooms
  • CCTV Surveillance system (whole campus)

♦ Branch Introduction

♦ Festival Celebration
  • Tech- Fest
  • Curl –Fest
  • Sports Week
  • Independence Day, Republic Day & Shahid Din
• Any other

♦ SOCET Clubs:
  • S4 Extension Centre (Aim & Activities)
  • SAE Baja Club
  • OSTC (Open Source technology club)
  • Apple Lab
  • Robotics Lab
  • IT Developer’s Club
  • Service to Community & Society

♦ TECOS: SOCET student’s News letter

♦ College Website Awareness:
  • E-notice board (Timetable, Exam Schedule, imp. Circulars & other notices)
  • Dept. Page (Syllabus, Assignments, Tutorials, question banks, other study materials)

♦ SOCET Face book official page (urge students to join via liking the page for getting updated)

♦ GTU website: Student corner, Syllabus, GTU exam schedule, result

♦ Students’ Achievements

♦ Blood Donation Camp

♦ Expert Lectures & Industrial Visit organized by the institute

♦ Introduction of the respective department: Staff Details, Expertise, Activities, List of Laboratories etc.

After the completion of the speakers’ dialogue, the higher semester students interacted with the new students and motivated them to participate in various curricular and co-curricular activities conducted by the institute and Gujarat Technological University.

The student’s orientation was concluded with the recitation of the “NATIONAL ANTHEM”.

**PARENT’S ORIENTATION**

Parent’s orientation program also commenced with “Saraswati Vandana”.

Executive Director Prof. Janak Khandwala, Director Dr. Sweta Khandwala, Principal Dr. Saurin Shah and Vice Principal Prof. Nayan Patel constituted the panel which addressed the parents.
Respected principal Dr. Saurin Shah addressed the parents through presentation. He discussed about the institute and institute’s discipline rules and regulations, scholarship facility provided by the institute and the government. He briefed the parents about various facilities that the institute provides to the students to facilitate the smooth conduction of the courses.

He also urged the parents to take due care of their wards and check whether they are attending the classes regularly to make them responsible towards their studies.

The Executive Director Prof. Janak Khandwala then addressed the parents. He talked about the institute’s future goals. He also informed the parents about the loan facility support provided by the institute to the desiring students. He also assured the parents for full support from the end of the institute. He then let the session free to the parents to ask their concerns.
The Parents orientation after the question-answer session ended with the “National Anthem”.