



Circular Letter

Date: 1 Jun 2024

To:

All Students and Staff Members
Harivandana College, Rajkot

Subject: Student Induction Programme Policy

Dear Students and Faculty Members,

The management of Harivandana College, Rajkot, is pleased to announce the implementation of the **Student Induction Programme** for the upcoming academic session. This programme has been designed to help students acclimatize to the academic environment, campus culture, and various facilities offered by the institution. The induction is aimed at fostering an inclusive and welcoming atmosphere for all new students joining the college.

Key Objectives:

1. To introduce students to the college environment and culture.
2. To familiarize students with the academic and co-curricular facilities.
3. To facilitate interaction between students, faculty, and the administration.
4. To address queries and concerns of new students regarding the college's policies and guidelines.
5. To promote student engagement and mental well-being.

Programme Structure: The Student Induction Programme will include:

- Welcome Address by the Principal and Senior Faculty Members.
- Introduction to the academic curriculum, rules, and regulations.
- Workshops on time management, stress management, and study skills.
- Campus tours and facility introductions (library, laboratories, etc.).
- Interactive sessions with the college's student council and other student bodies.
- Information on various student support services (counseling, sports, cultural activities, etc.).
- A fun-filled cultural programme to build camaraderie among the students.

Duration and Schedule: The Induction Programme will be conducted over [insert number of days] and is mandatory for all new students. The detailed schedule will be shared shortly via the college notice board and website.

Policy Guidelines:

1. **Attendance:** All students must attend the programme in its entirety to gain maximum benefit from it.
2. **Code of Conduct:** Students are expected to maintain discipline during the programme and engage actively in all sessions.
3. **Dress Code:** Students are requested to dress in neat and formal attire for the induction sessions.
4. **Reporting Time:** Students should report at the specified venue by the allotted time to ensure smooth commencement of the programme.

We believe that the Student Induction Programme will serve as a strong foundation for your academic journey at Harivandana College and will help in shaping you into well-rounded individuals.

We look forward to your active participation.

For any queries or further information, feel free to contact the Student Affairs Office.

Thank you.



By Order


Principal
Harivandana College, Rajkot

Copy to

1. All Committee
2. Heads of Department
3. Administration Cell