

INTER OFFICE MEMO

(Ref. No.: SRMU/VC Secretariat/IOM/2021-22/11/27th September 2021)

INDUCTION PROGRAMME [2021-2022 (Odd Semester)]

1. Induction Programme has been proposed for the upcoming new semester i.e. session 2021-22 (Odd Semester). The duration of the programme will be 1 week for all the UG/IG/Diploma & MBA Programme w.e.f. 4th October 2021.
2. Details of proposed activities with assigned department (Appendix-A) and tentative time table is attached for your kind reference.
3. In reference to the tentative time table of Induction Programme, all the Dean/HOD's are kindly requested to prepare the time table of Induction Programme of their respective department. If any Dean/HOD wants to change any slot, they can swap accordingly.
4. In addition, all the departments are also requested to finalize content of proposed activities for the Induction Programme.
5. The finalized contents of proposed activities and the time table of the Induction Programme should be sent to Vice Chancellor Secretariat latest by **30th September, 2021** and **1st October, 2021** respectively.
6. The Department is also requested to take feedback (format attached) of the student on the last date of Induction Programme. The filled feedback forms must maintained at departmental level so that it can be sent to Pro-Chancellor Secretariat as and when required.



Vice Chancellor Secretariat

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