1. The HoDs are requested to please make arrangements of orientation ceremony of their respective departments and depute their respective staff to prepare student folders for newly admitted students of their departments.

<table>
<thead>
<tr>
<th>DEPARTMENTAL ORIENTATION PLAN</th>
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<td>Departments</td>
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<td>Computer Science</td>
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<td>Management Sciences</td>
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<td>Electrical Engineering</td>
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<td>Civil Engineering</td>
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The Plan should include the following details:

- **Presentation about COMSATS**
- **Introduction of faculty members to students**
  - Briefing to students regarding academic programs, semester system, core courses, elective courses, pre-requisite, freezing and withdrawal policy, probation and DI policy.
  - Briefing about Do's & Don't of CIIT System
  - Presence of class counselors of first semester
  - Visit of facilities
  - Visit to all sections in group of 8-10 students and briefing by the respective section heads (registrar office, exam office, library, accounts office)

- **Course Registration:**
  - HoDs are requested to please allocate space with the consultation of coordination office where class counselor can interact students of their respective program/discipline and also conduct course registration for first semester and fill up the registration forms.
  - **Student Folder:** It should include the following and handed over to each student:
    - Copy of Time table
    - Copy of Scheme of Studies
    - Transport Route
    - Copy of semester calendar
    - Important Offices and Contact numbers

2. **Assistant Admin Officer:** to please establish one welcome/help desk beside Guard Room and DR office will depute an individual there who will guide the new entrants throughout the day.

3. **Transport Incharge:** to please establish a desk in front of transport office for information and guidance of newly admitted students.

4. **Hostel Supervisor:** to please establish a desk in front of auditorium for information and guidance of newly admitted students and arrange bus to drop the students to respective hostel as per their allotment. Hostel Warden to ensure avoidance of ragging in hostel and also give briefing to all the boarders on 8th September, 2016 in seminar room.

5. **In charge Student Affairs:** to please communicate list of students who have completed all formalities of admission to respective HoDs, Registrar Office and IT Solution, to please depute faculty members and ensure avoidance of ragging within the campus premises.