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**Govt. College for Girls, Palwal (Kuruksheetra)**  
**Organizes**  
**Orientation Program**  
**Under the Aegis**  
**of**  
**Internal Quality Assurance Cell**  
**Session 2024-25**  
**Minute to Minute Programme**  
**Day 1**  
**5/08/2024**  
**Venue: Multipurpose Hall**

Sr. No	Time	Topic	Incharge
	9:30 AM	Assembly of Students and their Attendance	Dr.Rajbir
1	10.00 Am	Arrival of Chief Guest Principal Dr. Gagandeep Kaur	
2	10.05 Am	Lamp lighting Ceremony	College Council with Chief Guest
3	10.10AM - 10.15 AM	Formal Welcome of Chief Guest and Students by IQAC Coordinator	Dr. Meenakshi
4	10.15 Am- 10.20AM	Orientation address by Chief Guest	Dr. Gagandeep Kaur
5	10.20 AM- 10.30AM	Implementation of National Education Policy, Mentor-Mentee , Anti Sexual Harassment & Grievance Redressal Mechanism	Dr. Meenakshi
6	10.30AM-10.35 AM	Language Lab and Soft Skills	Dr. Roopa Gupta
7.	10.305AM- 10.40 AM	Earn While You Learn & Girls Educational Tour	Mrs. Birender Kaur
8	10.40 AM- 10.50AM	Counseling Cell and Science Exhibition	Dr. Punam Devi Bagi
9	10.50 AM- 11.00AM	Cultural Committee and College Magazine	Dr. Krishan Kumar
10	11.00 AM- 11.05AM	Eco Club and Green Initiatives, Rules of Lecture Shortage , Absentee & Fine	Dr. Iqbal Kur
11	11.05 AM- 11.15AM	Time-table	Mr. Satbir Singh
12	11.15 AM-11.20 AM	SC Scholarship	Mrs. Manjit Kaur
13	11.20AM-11.25 AM	Youth Red Cross, Red Ribbon Club and Legal Literacy Cell	Dr. Seema Pandey

14	11.25 AM- 11.35AM	Discipline, Important Day Celebration, Sports, Anti-Ragging and Cleanliness	Dr. Rajbir Singh
15	11.35 AM- 11.40AM	Women Cell and BC Scholarship	Ms. Amita
16.	11.40AM- 11.50AM	Bus Pass, Driving License, Passport and Parivar Pehchan Patra	Mr. Vinay Kumar
17	11.50AM- 12.05PM	University Works & Examination Works	Mr. Naresh Kumar
18.	12.05PM- 12.10PM	Placement and ED Cell	Dr. Shreshtha
19,	12.10 PM- 12.15PM	NSS	Ms. Monika
20.	12.15 PM- 12.20PM	Library & Other Scholarships	Ms. Preeti
21.	12.20PM- 12.40PM	Road Safety and Traffic Interpretation Centre	Ms. Pooja Bhoria
22.	12.40PM- 12.55PM	Anti-Tobacco Cell	Ms. Pooja
23.	12.55 PM-1.15 PM	Introduction of Teaching and Non-Teaching Staff	Dr. Sunil
24.	12.55 PM-1.15 PM	Alumni Interaction with students	Alumni
25.	1.15PM-1.25PM	Question Answer Sessions	Official Concerned
26.	1.25PM-1.40PM	Feedback by New Entrants	
27.	1.40PM	Vote of Thanks	Mrs. Bir Inder Kaur
28.	1.45 PM	National Anthem	
29	1.50 PM	Visit to library and college	By Mentors

Meeran  
Coordinator  
IQAC

*[Signature]*  
Principal  
Principal  
Govt. College for Girls  
Palwal (Kurukshetra)

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Govt. College for Girls, Palwal (Kuruksheetra)  
Under the Aegis of  
Internal Quality Assurance Cell  
Orientation Programme for Freshers  
Session 2024-25  
Minute to minute Programme  
Day 2 (6.8.2024)

Sr. No.	Time	Event
1	10.00 -10.05 AM	Welcome Address by Coordinators
2	10.05 -10.15 AM	About the College and facilities provided by college through Video
3.	10.15 -10.30 AM	Information of Time Table and display of Activity Planner
4	10.30 -10.45 AM	Information on NEP Programme
5	10.45- 11.00 AM	Motivational Talk and Streaming of Motivational video
6	11.00- 11.30 AM	University Rules, NSO, Examination Rules, Anti Ragging Affidavit, Grievance Redressal Mechanism, Bus Pass, Scholarships, Earn while you Learn Scheme
7	11.30- 11.55 AM	Interaction with Parents
8	12.00 PM	Vote of Thanks
9	12.05 PM onwards	Parents and students Visit to different stalls organized on the occasion of Teej by Entrepreneurship Cell

*Mewar*  
COORDINATOR  
IQAC

*[Signature]*  
PRINCIPAL  
Principal  
Govt. College for Girls.  
Palwal(Kuruksheetra)

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**Office of the Principal Govt. College for Girls Palwal (Kuruksheetra)**

Memo No. 9649

Date: 03.08.2024

**Duty List of Orientation Program  
To be organized  
by  
Internal Quality Assurance Cell  
5.8.2024**

**Duty List for Orientation Programme on 5.8.2024**

Sr. No.	Duty	In-charge
1	Reception of Chief Guest	College Council Members
2	Sitting Arrangement and Sound Arrangement	Dr. Jitender
3	Water Arrangement	Ms. Monika and NSS Volunteers
4	Discipline	Dr. Rajbir and whole Discipline Committee
5	Photography	Dr. Naveeta
6	Press Note	Ms. Komal
7	Decoration & Lamp Lighting	Dr. Shreshtha
8	Stage Secretary	Dr. Sunil and Ms. Monika
9	Refreshment	Dr. Seema Devi
10.	YouTube Live Streaming	Mr. Vinay Mr. Neeraj (Technical Staff)
11.	Report Writing	Dr. Seema Devi (Hindi) Dr. Hardish Kaur (English)

*Meesa*  
Coordinator  
IQAC

*Arde*  
Principal  
Govt. College for Girls,  
Palwal (Kuruksheetra)

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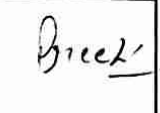

Office of the Principal Govt. College for Girls Palwal (Kurukshetra)

Memo No. 9648

Date: 3/8/2024

**Duty List of Orientation Program  
To be organized  
by  
Internal Quality Assurance Cell  
5.8.2024 & 6.8.2024**

Following Teachers are required to maintain the attendance of the allotted students as per given list on the given dates (i.e Aug 5-6, 2024)

Sr. No.	Name of In-charges	Class	Roll no.	Venue for 05/08/2024	Venue for 06/08/2024	Signature
1	Ms. Pooja Rani	Bachelor of Humanities	1240269001-1240269099	Multipurpose Hall	Room no. 15	
2	Ms. Preety	Bachelor of Humanities	1240269100-1240269188 & 1242607002, 1242608001	Multipurpose Hall	Room no. 16	
4	Ms. Preeti Sharma	Bachelor of Commerce	1240402001-1240402084	Multipurpose Hall	Room no. 12	
5	Ms. Pooja Bhoria	Bachelor of Physical Science and BCA	1240341001-1240341047 & 1242335001-1242335038 & 1242609001	Multipurpose Hall	Room no. 11	

  
Coordinator  
IQAC

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Estd 2018

  
Principal  
Govt. College for Girls,  
Palwal (Kurukshetra)

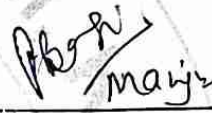
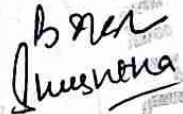
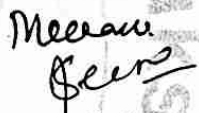
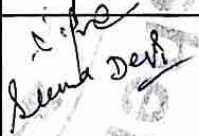
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Office of the Principal Govt. College for Girls Palwal (Kurukshetra)


Memo No. 9650

Date: 03.08.2024

**Duty List of Orientation Program  
To be organized  
by  
Internal Quality Assurance Cell  
Day-2 (6.8.2024)**

Sr. No	Class and Sections	Venue	Coordinators	Signature
1	B. A.1st Semester Section A	Room No.15	Dr. Punam Devi Bagi and Dr. Manju	
2	BA 1st Semester Section B	Room No. 16	Mrs. Birinder Kaur and Dr. Shreshtha	
3.	B.Com 1st Semester	Room No.12	Dr. Meenakshi & Dr. Seema Pandey	
4.	BCA and B.Sc 1st Semester	Room No.11	Dr. Sapna and Ms Seema Dixit	

  
Coordinator  
IQAC

  
Principal  
Govt. College for Girls,  
Palwal(Kurukshetra)

सा विद्या या विमुक्तये

Estd. 2018

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Office of the Principal Govt. College for Girls Palwal (Kurukshetra)

Memo No:- 9647

Date:- 03.08.2024

**NOTICE**

**03/08/2024**

All the Teachers and student are informed that 2 days orientation program for the freshers for the session 2024-25 is being organized by Internal Quality Assurance Cell w.e.f. 5/08/2024 to 06/08/2024. All teaching staff members are requested to note down their duties and minute to minute program that will be shared in the college official Whatsapp Group.

*Meerav*  
Incharge

*[Signature]*  
Principal  
Govt. College for Girls,  
Palwal(Kurukshetra)

