

MRK INSTITUTE OF ENGINEERING AND TECHNOLOGY, SAHARANWAS, REWARI
NOTICE

TWO-DAY INDUCTION PROGRAMME FOR NEWLY ADMITTED STUDENTS

Date: 14.08.2026

All Faculty and Staff Members are hereby informed that a Two-Day Induction Programme for the newly admitted First-Year students of B.Tech., BBA and BCA programmes is scheduled to be conducted on 17th and 18th August 2026.

The programme is envisaged to facilitate the students' seamless transition into the academic environment, acquaint them with the institutional ecosystem, academic facilities and departmental infrastructure and provide them with meaningful interaction with distinguished experts.

1. PROGRAMME RESPONSIBILITIES:

- **Overall Coordination/Management:** Ms. Seema Yadav & Ms. Kavita Yadav
- **Anchoring & Stage Coordination:** Ms. Reena, Department of CSE
- **Refreshment Management:**
 - i. Ms. Neetu Yadav, Department of Management Studies
 - ii. Ms. Anita, Department of ASH
 - iii. Ms. Nirmala, Department of Management Studies

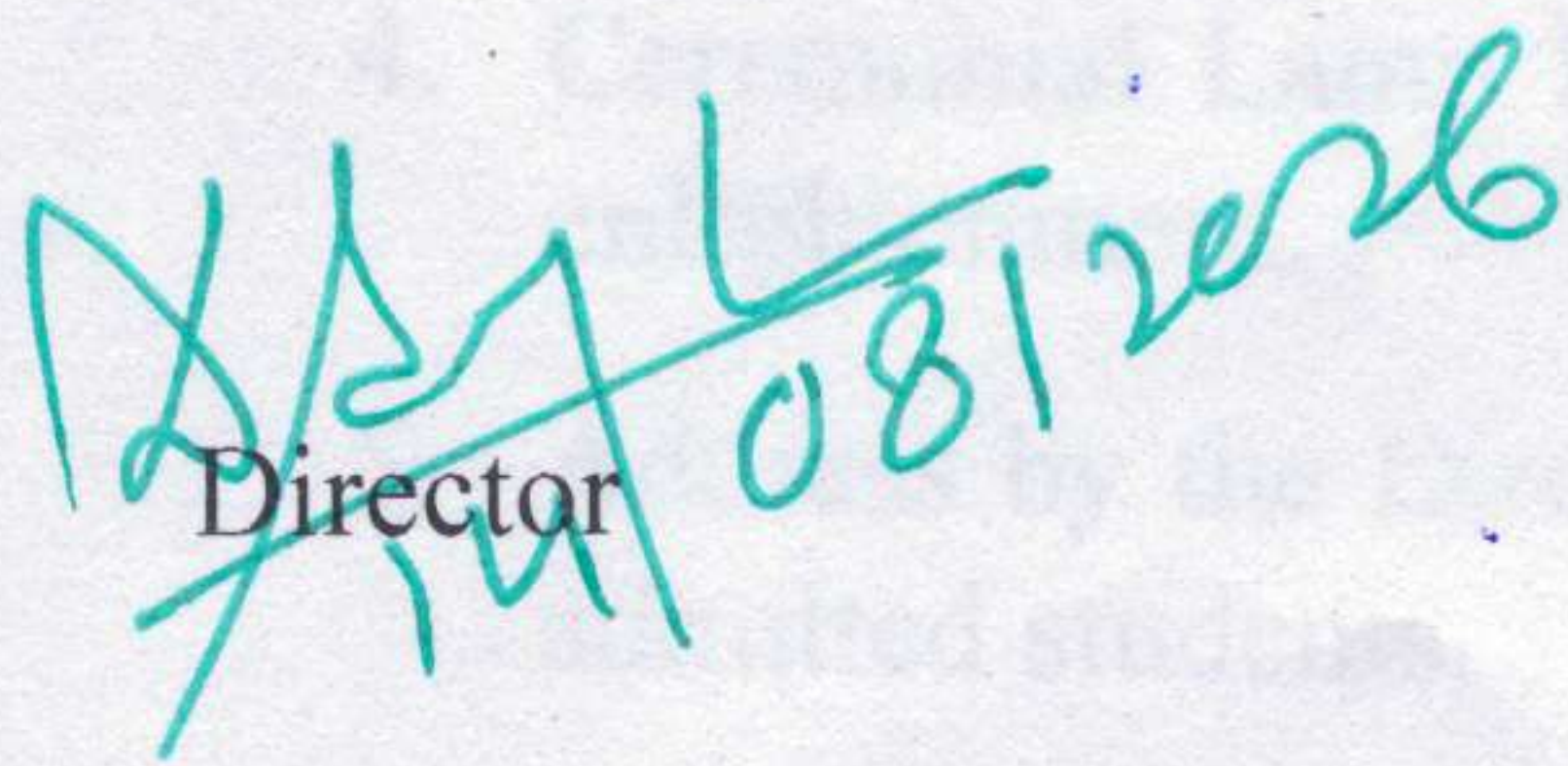
PROGRAMME SCHEDULE – 17.08.2026

1. All students shall assemble in the Conference Hall by 9:30 AM under the supervision and guidance of their respective Class Coordinators.
2. The programme shall formally commence at 9:45 AM with the Welcome Address by the Anchor.
3. Ceremonial Reception of the Esteemed Expert Guest(s) with floral bouquets.
4. Ceremonial Lamp Lighting before Maa Saraswati, invoking wisdom, knowledge and academic enlightenment.
5. Address by the Director/Principal, providing an institutional overview and guidance to the newly admitted students.
6. Address by the Dean Academics on academic expectations, institutional practices and student responsibilities.
7. Formal Introduction and Felicitation of the Expert Guest(s) by the Anchor.
8. Expert Lecture / Interactive Knowledge Session.
9. Formal Vote of Thanks by the Anchor.
10. Refreshment Distribution to the students.
11. Subsequently, the respective Class Coordinators shall facilitate a guided institutional orientation visit covering the College Library and respective Departmental Laboratories, with the objective of familiarising students with the available academic resources and facilities.
12. Upon completion of the institutional visit, students shall be escorted back to their designated classrooms for further scheduled activities.

PROGRAMME SCHEDULE – 18.08.2026

1. All students shall assemble in the Conference Hall by 9:30 AM under the supervision and guidance of their respective Class Coordinators.
2. The programme shall formally commence at 9:45 AM with the Welcome Address by the Anchor.
3. Ceremonial Reception of the Esteemed Expert Guest(s) with floral bouquets.
4. Ceremonial Lamp Lighting before Maa Saraswati.
5. Formal Introduction and Felicitation of the Expert Guest(s) by the Anchor.
6. Expert Lecture / Interactive Knowledge Session.
7. Formal Vote of Thanks by the Anchor.
8. Refreshment Distribution to the students.
9. Thereafter, the students shall be escorted back to their designated classrooms for the scheduled academic activities.

Note: All concerned Faculty and Staff Members entrusted with programme responsibilities are hereby directed to ensure punctuality, professional decorum, effective coordination, disciplined student movement and seamless execution of the assigned duties. The Class Coordinators shall remain responsible for the orderly assembly, movement and supervision of students throughout the programme.


Director 08/2026