

PRINCIPAL, B. K. N. GOVT. POLYTECHNIC, NARNAUL**OFFICE NOTICE**Office Notice No.: 

Dated: 29-07-2026

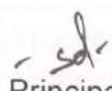
In reference to HSBTE Academic Calendar for Session 2026-27 issued by Notification No: 09 / Acd. / HSBTE Dated 15.06.2026, an Induction / Orientation program for 1st Semester students admitted in session 2026-27 is to be conducted with effect from 30th July 2026. Various activities during the orientation program are to be conducted and following duties are assigned to the faculties of the different departments as under;

Date	Timing	Activity	Faculty/Department Deputed
Day 1 30.07.2026	10:00 AM – 11:00 AM	Students Interaction program with class teachers & Hostel Allotment	- Admission Branch Team - Class Teachers - Hostel Team
	11:00 AM – 01:00 PM	Orientation and Interaction with Parents/Guardians, HODs & Faculties	- All HODs - All Faculties
	02:00 PM – 04:00 PM	Overview of Institute Building, Laboratories, Workshops, Library and Campus Facilities	- Concerned Department Faculties - Concerned Tutor
Day 2 03.08.2026	10:00 AM – 11:00 AM	Inaugural Session & Key Note Address by Principal	Principal & All HOD's
	11:00AM-1.00PM	Address by HOD of respective branch highlighting the programme objective, job opportunities, placements, future scope followed by interaction with concerned faculty.	- TPO - All HODs
	02:00-04:00PM	Allocation of Mentors to fresh student and interaction with respective mentor	- Smt. Manju Singh, HOD App. Sc. - All Tutors of 1st Year
Day 3 04.08.2026	10:00–11:00 AM	Expert Lecture on Time Management / Interpersonal Skills	Sh. Jagdeep, HOD
	11:00–12:00 Noon	Familiarization with branch, Innovation & career opportunity in Govt., Pvt. Sector and own private setup and career counselling	Sh. Anil Kumar Yadav, TPO
	02:00 – 04:00 PM	Overview of study and evaluation schemes of 1 st year lesson plan, Examination rules, Attendance rules, Discipline Rules & Hostel Rules.	- Sh. Sumit Kumar, Lecturer - Sh. Akash Mishra, Lecturer
Day 4 05.08.2026	10:00–11:00 AM	Expert lecture on life skills emphasizing self-awareness, empathy, how to cope up with stress & gender sensitization	- Counselor from Civil Hospital Narnaul - Sh. Pradeep Kumar, Lecturer
	11:00–12:00 Noon	Expert Lecture on environmental conservation, Disaster Management & first aid	- Expert from Outside - Sh. Pradeep Kumar, Lecturer
	02:00–04:00 PM	Interaction with Mentees by the concerned Mentors focusing on the core strengths/ interests /hobbies of the students	All Tutors of 1st Year



Day 5 06.08.2026	10:00–11:00 AM	Awareness/Orientation on Digital Learning and introduction of various resources of e-learning/ open learning platforms	Sh. Vikash, Sr. Lecturer Tutors
	11:00–12:00 Noon	Expert lecture on health and nutrition/yoga/personal hygiene and physical fitness	- Expert team from Civil Hospital Narnaul - Sh. Pradeep Kumar, Lecturer
	02:00–04:00 PM	Expert lecture on environment conservation/tree plantation/energy conservation	- Sh. Avinash Singh Yadav, Lecturer - Sh. Rajesh Saini, Lecturer
Day 6 07.08.2026	10:00–11:00 AM	Expert lecture on innovation and entrepreneurship skills	- Expert team from MSME - Sh. Pradeep Kumar, Lecturer
	11:00–12:00 Noon	Success stories of alumni and interaction with alumni through Video Conferencing	Smt. Jyoti, Lecturer Mech. Engg.
	02:00–03:00 PM	Guidance regarding various scholarship schemes like PMS for students/bank accounts and procedure for applying for the same	- Sh. M.S. Pawar, Sr. Lecturer Mech. Engg. - Smt. Jyoti, Lecturer Mech. Engg.
	03:00-04:00 PM	Valedictory and student feedback session	Smt. Monika Rohilla, Lecturer

- Smt. Manju Singh, HOD App. Sc. will be coordinator of above said induction programme as per the schedule.
- All the staff and HOD's are directed to prepare them-self for the orientation program well in time


 Principal
 B. K. N. Govt. Polytechnic
 Narnaul
Dated: 29.07.2026

Endst. No. 3636

A copy of the above is forwarded to the following for information and necessary action:

- All HOD's with the request to inform staff member under their control. (Through E-Mail)
- Officer In-charge Website; for hoisting on the institution website
- Smt. Manju Singh, HOD App. Sc. / Coordinator
- Notice Board
- PA for Guard File


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