

# Report on New Student Reporting Management

**Date: 19-07-2021**

**Resource Person: Mr. Sandipan Pine**

**No. of Participation: 14**

## **About the session:**

A student orientation program plays an important role in a student's transition to university life. Orientation programs are aimed at familiarizing the students with an unknown campus environment, its faculties, and infrastructure. It enables them to make an essential connection with studies and develop networks among other peers. "Where will be my classroom? What will be my majors, what is the course structure?"

The student orientation work is very important and needs to be planned properly and organized well. A webinar was conducted on 03-07-2020 for the first batch of students arriving and the plan and schedule for the first batch was prepared. The responsibilities were divided into different departments.

## **The three basic goals of the program;**

- Introducing students to their college life
- Incorporating them into the university environment
- Giving the opportunity to the university members and faculties to get connected to the new batch
- Registration and Documentation procedures of all the students to be carried out

At the beginning of the first year, students need to be made acquainted with their surroundings on the campus. This includes introductory sessions, giving them an overview of university life; the rules and regulations mandated for each student in a particular college/ faculty. It is an essential period at the beginning of the college session, which allows the students to get settled in their new environment.





# Administrative Training Programme on **New Student Management**

Date: 19-07-2021

Resource Person:  
**Mr. Sandipan Pine**  
Associate Professor  
School of Engineering and Technology



Time: 10.00 am - 12 pm  
Venue: CRC 2 Seminar Hall

centurion university of technology and management  
*Shaping Lives... Empowering Communities...*



List of Participants

1	Mr. Sambeet Patro	Regional Director
2	Mr. S. Phalguna Rao	Admission Officer
3	Mr. Rajani Kanta Padhi	Admission Officer
4	Mr. Lokanath Padhy	Admission Officer
5	Mr. D. Babu Rao	Admission Officer
6	Mr. Suman Kumar Sudhanshu	Admission Officer
7	Mr. Manoj Kumar Biswal	Admission Coordinator
8	Mr. V. Rajkumar	Admission Officer
9	Mr. Santosh Kumar Patro	Admission Officer
10	Mr. Budharam Patnaik	Area Manager
11	Mr. Padmanabha Chintala	Tele Caller
12	Mr. Jami Shesa Giri	Admission Officer
13	Ms. Srustilata Patra	Tele Caller
14	Ms. Muramalla Gayatri	Tele Caller



Dr. Prasanta Ku. Mohanty  
Dean Academic



Prabhat K. Pattnaik  
FDP Coordinator