



अध्यक्ष का कार्यालय
छात्रावास प्रबंधन केन्द्र
भारतीय प्रौद्योगिकी संस्थान खड़गपुर - ७२१ ३०२

OFFICE OF THE CHAIRMAN
HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR-721 302

July 13, 2017

UG INDUCTION REVISED PROGRAM 2017

Activities to be followed in various Halls of Residence as per the schedule below.

26th July (Wednesday)

Slot 1 (20.00 hrs-21.00 hrs):

UG 1st year students gather in Hall Common room (For halls with large UG 1st year students like LBS, there may be two groups) and start a self-introduction program where Hall Warden and Assistant Wardens will be present along with Hall Council Members.

Warden will explain the basic rules and regulations to be followed in the Hall (Dos and Don'ts), the contact numbers of key personnel, neighborhood facilities, hall infrastructure (library, gym, music room, indoor and outer games, etc., and commercial establishments within the hall) and facilities (mess, housekeeping, common room, guest rooms, geysers, water purifiers and coolers, etc.), a brief idea about HMC, structure of governance, and online facilities for complaint/ guestroom booking, etc.

This will be followed by Community Dinner (21.00 hrs. to 22.00 hrs.)

28th July (Friday)

Slot 2 (21:00 hrs. – 22:00 hrs.):

Know your neighbors (students in the hall).


UG 1st year students (as a group of 5) will interact with their neighbors and seniors during the specified time slot. The introduction process will be supervised by respective Student Mentor (preferably from 4th year/ 5th year/ Ph. D). One Student Mentor will be assigned to 2 groups of 5 students each by the Warden in consultation with the HP. Hall council members may be involved if required.

The process of supervision may continue even after the Induction process.

30th July (Sunday)
Slot 3 (21:00 hrs. – 22:00 hrs.):

Brief discussion highlighting the history of the Hall starting from its establishment, hall's performance at IIT KGP and Inter-IIT related to sports (indoor and outdoor)/ dramatics/ cultural events, etc. Hall Council will prepare a short presentation, with photographs to be retrieved from past activities. There should be a briefing about the Hall Budget (how it is prepared, proposed and spent for students' activities).

Identifying students' extracurricular interest (if time permits).


(Kishor Goswami) 13/7/2017


(Arun Kumar Samantaray)

Hall Co-coordinators

Copy to:

1. Wardens/ Assistant Wardens in all Halls of Residence – Mentors should be identified at the earliest. A list of 1st year students and respective mentors should be prominently displayed in the hall as well as mess notice boards by evening of 22/07/2017.
2. Notice Board/ Mess in all Halls of Residence
3. HMC Website
4. Prof. Priyadarshi Patnaik, Head, Department of HSS and UG 1st Year Induction Program Coordinator
5. Dean, SA
6. Dean, UGS
7. Secretary to the Deputy Director
8. Secretary to the Director