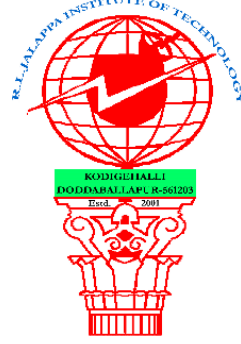


ORIENTATION PROGRAM POLICY



(OPP- 2023)

(Revised Version of OPP -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/005

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

R. L. Jalappa Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)

Kodigehalli, Doddaballapura, Bengaluru Rural

Karnataka, Pin-561 203

Mobile: 9019726800 website: www.rljit.in

email: iqac@rljit.in

PRINCIPAL

**R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur-561203.Karnataka.**

Sri Devaraj Urs Educational Trust (R.)
R. L. Jalappa Institute of Technology
(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)
Kodigehalli, Doddaballapura, Bengaluru Rural
Karnataka, Pin-561 203
Mobile: 9019726800 website: www.rljit.in
email: iqac@rljit.in

Recommendations of the Institution Council for the revision of approval Orientation Program Policy.

History of changes in Orientation Program Policy

Sl. No.	Newly Added/Revised	OPP 2018	OPP 2023
1	Orientation for newly joined faculties	Available	Revised with more key points
2	Orientation for faculty members on the change of syllabus / scheme	Available	Revised and feedback of session / action taken was added



R. L. JALAPPA INSTITUTE OF TECHNOLOGY

DODDABALLAPUR – 561 203

Bengaluru (Rural), Karnataka, India

Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi

website : <https://rljit.in> | email : principal@rljit.in | Fax:080-27625380

**Office of the Principal,
RLJIT**

Email : principal@rljit.in

Ph:080-27625381 Extn :202

Ref. No. RLJIT /NAAC/2022-23/Policies/005

Policies for conduction of Orientation program for member of faculties.

We conduct Orientation programs for newly joined member of faculties in the beginning of the Semester and for all members of faculties on the change of syllabus / scheme by VTU.

Orientation for newly joined faculties:

- In the month of beginning of the semester, intimation should be given to the newly joined member of faculties through circular one week prior to the date of orientation program.
- Principal / Vice-Principal / Senior most Faculty should present the Session which contains the content of conduction of classes, CIE, valuation of blue books, Examination duties, etc. in-line with VTU regulations.
- Feedback should be collected from those who attend the program.
- Appropriate action should be taken as per the feedback analysis.

Orientation for faculty members on the change of syllabus /scheme:

- Whenever the University revise the syllabus/scheme, an orientation programme should be conducted for the faculty members, before the commencement of the semester, in department wise and subject wise.
- The conduction of Orientation program should be intimated well in advance for the faculty members who are handling the subjects.
- Department HoD / Senior most faculty should brief about the change of syllabus / scheme in-line with VTU regulations.

- Feedback should be collected from those who attend the program.
- Appropriate action should be taken as per the feedback analysis.

Policy Preparation and Verification Team

Prepared by	Dr. Manjunatha B N IQAC Coordinator	 IQAC Coordinator R. L. Jalappa Institute of Technology Doddaballapur-561 203.
Reviewed by	Dr. M. Sreenivasa Reddy Director Quality in Academics and R&D	
Compiled by	Dr. Shivaprasad K M Vice- Principal & NAAC Coordinator	 Dr. Shivaprasad K.M. VICE PRINCIPAL R. L. Jalappa Institute of Technology Kodigehalli, Doddaballapur-561 203
Approved by	Dr. P. Vijayakarthish Principal	 PRINCIPAL R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddaballapur-561203.Karnataka.