

ORIENTATION PROGRAMME FOR 1st YEAR STUDENTS (GCBS)

Day – I (24th August 2020)

Time	What	Who (Action)	Venue
8.30 - 8.55am	All first-year students to be seated in the Indoor complex	AR and SSOs will guide & direct new students	Indoor complex
8.55 – 9.00 am	President, Deans, Program Leaders, Student Service Officers, faculty members Teaching CF and sector heads enter the hall	Adm. officer and lop Yeshe to prepare the stage	
9.00 - 9.10am	Jamyang Soldeb & National Anthem	Gayjor Tshogpa	
9.10 – 9.15 am	Presentation of RUB and College Theme song	Lop Yeshe	
9.15 - 9.25 am	Address	President	
9.25 - 9.10 am	About GCBS, Purpose of Orientation - Structure and logistics	Dean of Academic Affairs	
10.00 - 10 .30 am	TEA BREAK	SSOs	College Foyer
10.30 -11.30am	An overview of the academic programmes, assessment and progression rule – BBA and B. Com	Programme Leader	Indoor complex
11.30 -12.00 pm	Scheme of Examinations	Programme Leader	
12:00 – 12:10 pm	IT services and Supports	IT Officer	
12:10– 12.30 pm	Library services and policies	Ms. Sonam Tshomo, Librarian	Indoor complex
12.30 - 2.00 pm	LUNCH BREAK	SSO	Mess
2.00 – 2.20 pm	An Overview of Student Support Services	Dean, Student Affairs	Indoor complex
2.20 – 2.40pm	Hostel administration – Rules and regulations Non –academic activities and other support services and hostel layout Student Services support COVID-19 College strategies and protocols	All SSOs	
2.40 – 2.55 pm	Games and Sport services.	Mr. Tshewang Drukdra, Lecturer	
2.55 - 3.15pm	Administrative Support Services (electricity, plumbing, carpenter and other maintenance procedures - service request form -1 updated)	Adm. Officer	
3.15 – 3.35 pm	Finance & Accounts (stipend, mess bills, tuition fees, entitlements and deductions etc.), Student Welfare Scheme	Finance Officer	
3.35 – 3.55 pm	Refreshment and break	SSOs	
Time	What	Who (Action)	Venue

4.00– 4.45pm	Student Code of Conduct	SSO	Indoor complex
4:45 – 4.55 pm	Registration – Filling in admission forms and legal undertaking (Demonstration)	Ms. Dorji Edon, SERO	
4.55 – 5.10pm	Close the day with announcement	Dean, Student Affairs	

Day – II (25th August 2020)

Time	What		Who (Action)	Venue
9.00 - 12.00am	<ul style="list-style-type: none"> All students report to different counters for registration/payment of fees. Distribution of student handbook All students to register as per the class list displayed on the notice board 		Staff assigned this duty will execute the job as per the notification	Students must report to different registration counters as per the notification
2.00 - 5:00pm	<ul style="list-style-type: none"> Value Education 			

Day – III, IV and V (26th, 27th and 28th August 2020)

Time	What	Who (Action)	Venue
9.00 - 5.00pm	Value Education Workshop		Different classes as per the notification

Day – VI and VII (29th and 31st August 2020)

Time	What	Who (Action)	Venue
9.00 - 5.00pm	Introduction to University Learning: Transitioning from school education to university education system	DRIL and team	Different classes as per the notification

Day – VIII onwards (1st to 12th September 2020)

Time	What	Who (Action)	Venue
9.00 - 5.00pm	Normal Classes Begin. Orientation and introduction to VLE and modules by respective module tutors	DAA and Programme Management	Different classes as per the notification