

I      O      N  
(Dean FCS Office)

Subject: **Coord Instrs – Orientation of Newly Admitted BS 1<sup>st</sup> Semester Students Fall 2021 – FCS**

1. Reception / Briefing and Orientation session IRO all newly admitted BS Students Fall Semester 2021 of FCS is scheduled on **27<sup>th</sup> Sep 2021 (Monday)** in Bilal Auditorium as per program attached at **Anx (“A”)**.
2. **Computer Branch / Web Master only.** Kindly ensure Computer access and Multimedia at Bilal Auditorium. The subject information may also kindly be shared / uploaded at NDU website for information of allconcern.
3. **Media & SP Branch.** Kindly ensure multimedia working and installation of PA eqpts one day prior to the event.
4. **All Depts of FCS.** Kindly forward the list of newly enrolled students of your respective dept for Fall Semester 2021 and same also be sent to AAO (Admin) / Security & Int Branch, NDU well in time for smooth entry at main gate.
5. **AAO Admin only.** Please make necessary admin arrangements as under: -
  - a. Adm instrs regarding reception & orientation visit as per previous practice.
  - b. Seating arrangements in Bilal Auditorium as per COVID SOP.
  - c. Arrange necessary Mobile Collection point at 5129 entrance.
6. **Security Branch.** As per NDU SOP.
7. **GE NDU.** Kindly ensure un-interrupted flow of electricity with alternative arrangements.
8. **All Depts Coordinators only.** Kindly fwd attendance sheet duly signed by each student who will attend the above mentioned program to Dean FCS Office for onward submission to Registrar Office.
9. For information and compliance by all, please.

**Dean FCS**  
**(Prof Dr. Lubna Abid Ali)**

840/Dean FCS Office dated      Sep, 2021

To: Advisor of FCS/All HODs of FCS/Registrar Office/ CAC/  
Exam Branch/PRSA&IT/CPTR Branch/Media & SP Branch/

QEC Office/Security & Int Branch/Admin Office/Fin Branch/ Admission Office/  
Security & Int Branch/GE NDU/A Branch (kindly detail Khateeb Sahib for  
Recitation of Holy Quran)

Info: GSO-1 Coord to Dy President NDU  
SD Branch, Trg Branch, ORIC Office, Fin Branch (HEC)  
IT Manager

**Orientation of Newly Admitted BS Students Fall Semester 2021 – All Depts of FCS**  
**– Planned on 27th Sep 2021 in Bilal Auditorium, FCS**

**Program**

<b>S No</b>	<b>Headings</b>	<b>Timings</b>
1.	Reception	0930-0950 hrs
2.	All students to be seated in Bilal Auditorium by	1000 hrs
3.	Faculty Members of FCS to be seated by	1010 hrs
4.	Arrival: Dean FCS, Advisor to President NDU (FCS) & HODs of FCS	1015 hrs
5.	Recitation of Holy Quran (By Khateeb Sahib NDU)	1017-1020 hrs
6.	<b>Welcome Address by Dean FCS/ Advisor to President NDU (FCS)</b>	1020-1030 hrs
7.	NDU Briefing with Special Focus on FCS (Academics) by (Dr Umer Iftikhar Dept LMS)	1030-1040 hrs
8.	Academic Rules, Regulations, Registration and Examination Briefing by Registrar/Controller of Exam OR Reps	1040-1100 hrs
9.	Administrative Briefing by Dy Director Admin FCS	1100-1110 hrs
10.	Briefing by Director PRSA & IT about Scholarship Internship etc.	1110-1120 hrs
11.	Security Briefing by Security Officer, NDU	1120-1130 hrs
12.	Orientation visit of NDU to include, NDU SYK Lib, Informal dining hall & FCS Campus by AAO (Admin)	1130-1200 hrs
13.	Report to concerned Depts by all students for Dept briefing regarding Courses & next day programme Schedule	1210 hrs