



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad-500043

STANDARD OPERATING PROCEDURE

CONDUCT OF FRESHERS' DAY

SOP No. 50	IARE/SOP/FRESHERS
Date	20 September 2023

1. Purpose

The Freshers' Day programme is organised to formally welcome newly admitted B.Tech students to institute, provide them with a positive introduction to the institution, and facilitate interaction among students, faculty and institutional leadership. The programme shall be conducted in a disciplined, safe, inclusive and professional environment.

2. Date and Venue

Date: 26 September 2026 (Saturday)

Group	Departments	Venue	Session
Group 1	Computer Science and Engineering	Venue-1	Forenoon
Group 2	• CSE (Artificial Intelligence & Machine Learning) • CSE (Data Science) • Information Technology	Venue-1	Afternoon
Group 3	• Electronics and Communication Engineering • Electrical and Electronics Engineering	Venue-2	Forenoon
Group 4	• Aeronautical Engineering • Mechanical Engineering • Civil Engineering	Venue-2	Afternoon

3. Overall Responsibility

The overall authority for the conduct of the Freshers' Day programme, shall be coordinated by the designated Dean/Committee Convenor in coordination with Heads of Departments, Student Support Services/Student Coordinators, Faculty Coordinators, Administration, Security, Transport, Medical/Emergency Support, Housekeeping and Technical/IT teams.

4. Pre-Event Preparations

- Concerned HODs shall prepare the list of participating first-year students.
- Students shall be informed of reporting time, venue, seating arrangement, dress code and programme guidelines.
- Students shall report only to their designated venue and attendance shall be recorded at entry.
- Each department shall nominate adequate faculty coordinators for reception, attendance, seating, discipline, stage coordination, student movement and emergency assistance.

5. Venue Preparation

- Stage, backdrop, podium, seating, audio system, and lighting shall be checked.
- Electrical connections, drinking water, first-aid, emergency arrangements, cleanliness and housekeeping shall be ensured.
- Separate entry and exit arrangements shall be established wherever required.
- A complete technical rehearsal shall be conducted before commencement.

6. Programme Protocol

- Student entry and seating
- Welcome address
- Address by department HOD
- Student interaction
- Cultural/student activities, wherever approved
- Lunch break
- Vote of thanks
- Group-wise exit

The programme shall adhere strictly to the approved schedule.

7. Student Discipline and Code of Conduct

Freshers' Day shall be conducted in a manner consistent with the discipline and dignity of Institute.

- Ragging in any form
- Bullying, harassment or intimidation
- Abusive or offensive language
- Physical or psychological humiliation
- Inappropriate interaction with junior students
- Consumption or possession of alcohol, tobacco or intoxicating substances
- Carrying dangerous or prohibited items
- Damage to college property
- Unauthorised photography/video recording in restricted areas
- Unapproved stage performances or activities
- Any activity that compromises the safety, dignity or privacy of students

No activity shall be permitted in the name of "freshers' tradition" if it violates institutional discipline.

8. Ragging Prevention

- Students shall be clearly informed that ragging is prohibited.
- Faculty and student coordinators shall remain vigilant throughout the programme.
- Any complaint or incident shall be immediately reported to the designated authority.
- Students shall be provided an appropriate mechanism for reporting concerns.
- Incidents shall be dealt with according to applicable institutional and statutory regulations.

9. Cultural and Entertainment Activities

- All cultural performances and entertainment activities shall be pre-approved by the competent authority.
- Activities shall be appropriate for an academic institution and time-bound.
- Content shall be free from offensive, discriminatory or inappropriate material.
- No student shall be compelled to participate in any performance or activity.

10. Photography, Videography and Media

The authorised photography/videography team shall document the inauguration, institutional addresses, student participation, approved activities, group photographs and other important programme activities, subject to institutional privacy and media guidelines.

11. Medical and Emergency Arrangements

- First-aid availability shall be ensured.
- Emergency contact numbers shall be displayed/communicated.
- Identified medical support shall be available.
- Emergency exits and access for emergency vehicles shall remain clear.
- Any medical emergency shall be immediately brought to the attention of the designated authority.

12. Security Arrangements

- Security personnel and physical directors shall be deployed at main entry, venue entry, stage/backstage area, student movement points, parking/transport areas and exit points.
- Only authorised persons shall be permitted in restricted areas.

13. Food and Refreshments

- Distribution shall be organised group-wise.
- Adequate quantity and hygiene shall be ensured.
- Students shall not be allowed to crowd around distribution points.
- Waste shall be disposed of appropriately.

14. Transport and Movement

- Bus movement shall be coordinated in advance.
- Students shall be informed about designated boarding points.
- Faculty shall supervise student movement.
- No student shall be permitted to travel in an unsafe manner.
- Arrival and departure shall be monitored by the transport team.

15. Attendance and Documentation

- Student attendance
- Faculty deployment list
- Programme schedule
- Venue allocation
- Committee/volunteer list
- Incident report, if any
- Photographic documentation
- Post-event report

16. Roles and Responsibilities

Responsibility	Person/Office
Overall supervision	Principal
Programme coordination	Designated Dean/Convenor
Department coordination	HODs
Student discipline	HODs / Deputy HODs and Faculty Coordinators
Venue management	Venue In-charge
Stage management	Programme Committee
Technical arrangements	IT/Technical Team
Security	Security Officer/ Physical Directors
Medical support	Medical/Emergency Team
Housekeeping	Administrative/Housekeeping Team
Transport	Transport Incharge
Photography/Videography	ICT Team
Attendance	Department Faculty Coordinators

17. Event-Day Timeline

Before Programme

- Venue inspection
- Technical testing
- Faculty briefing
- Security briefing
- Student reception
- Attendance
- Seating

During Programme

- Strict adherence to schedule
- Faculty supervision
- Controlled student movement
- Monitoring of discipline and safety
- Immediate reporting of deviations

After Programme

- Group-wise exit
- Venue cleaning
- Collection of equipment
- Attendance reconciliation
- Incident reporting
- Submission of event report

18. Post-Event Review

Within two working days after the programme, the Convener of the committee shall submit a brief report covering:

- Number of students participated
- Programme conducted as scheduled

- Major activities
- Attendance
- Positive observations
- Issues/deviations
- Incidents, if any
- Corrective actions
- Photographs/documentation
- Suggestions for future programmes

19. Key Institutional Principle

Freshers' Day at Institute shall be a celebration of welcoming students into the institution, not an occasion for ragging, humiliation, indiscipline or inappropriate activities.

20. Student Code of conduct

- Students shall maintain decent and appropriate attire suitable for an institution.
- Students shall maintain respectful and professional behaviour in their interactions with fellow students.
- Exchange of roses, gifts or other personal gestures shall not be permitted during the programme.
- Inappropriate physical contact, poses or photographs with fellow students shall not be permitted.
- Photography and videos shall be decent, respectful and undertaken with the consent of the concerned students.

21. Restriction on Bands and DJs

- External bands, DJs, or professional music groups are not permitted inside the Institute campus.
- Freshers' Day celebrations shall be conducted only through approved student activities and cultural programmes.
- Use of high-volume sound systems, DJs, or musical arrangements that may cause disturbance or inconvenience is strictly prohibited.
- Any approved music/cultural activity shall be conducted under the supervision of the concerned faculty coordinators and strictly as per the prescribed schedule.

PRINCIPAL