

## ORIENTATION PROGRAMME FOR POST GRADUATE DIPLOMA TRAINEES, RIM (2017)

Venue : Auditorium

Date : 1st February, 2017 (Wednesday)

Time (hours)	Activity	Officials responsible
0900 - 0910	National Anthem/RIM Song	Faculties, Staff and Trainees
0910 - 0925	Welcome Address	Mr. Tshewang Tandin, Director General, RIM
0925 - 1000	Introduction of Faculty and Staff members	Faculty and Staff members
1000 - 1030	Welcome tea	Mr. Tashi Wangzing, Admin Officer
1030 - 1115	Brief of the Institute: establishment, vision, mission, field of training, organizational structure	Ms. Sonam Choiden, Lecturer, DFB
1115 - 1200	Academic Policy	Mr. Jit Tshering Associate Professor/Head, DRC
1200 - 1230	Computer and Lab facilities	Mr. Tashi Phuntsho, Sr. ICT, RU
1230 - 1300	Cultural	Mr. Tashi Wangzing, Instrutor, DMD
1300 - 1400	Lunch	
1400 - 1430	Literary	Mr. Jit Tshering Associate Professor/Head, DRC
1430 - 1500	Sports <i>to GDF</i>	Mr. Chonga Zangpo, Asst. Lecturer, DFB
1500 - 1530	Hostel Rules & Regulations	Mr. Phurba, Instructor/Hostel Warden, DICT
1530 - 1535	Break	
1535 - 1605	Briefing on AFD and Disciplinary Rules & Regulations	Mr. Thinley Namgyal, Registrar, AFD

Copy to:

1. Faculty and Staff, members to be present.
2. Estate Manager, to make seating arrangement.
3. Electrician, to ensure auditorium is properly lit and heated.
4. Desktop Publication Assistant, to arrange sound system, National Anthem, RIM song and computer with LCD.
5. Ms. Deki Lhamo, shall consult above officials and ensure they are informed and sessions conducted on time.