

H.V.P.Mandal's College of Engineering and Technology, Amravati

Induction Policy 2019 For First Year Engineering Graduates

Background: - Engineering colleges were established to train graduates in their respective branch/department of study, have a holistic outlook towards life, and have a desire to work for national needs and beyond. The graduating student must have excellent knowledge and skills in the area of his study. However, he/She must also have broad understanding of society and relationships. Character needs to be nurtured as an essential quality by which he would understand and fulfill his responsibility as an engineer, a citizen and a human being. Besides the above, several meta-skills and underlying values are needed. There is a blind rush for engineering today, without the student determining for himself his interests and his goals. This is a major factor in the current state of de-motivation that exists among UG students towards studies. The success of gaining admission into a desired institution but failure in getting the desired branch, with peer pressure generating its own problems, leads to a peer environment that is confusing, de-motivating and corrosive. For some, the start of hostel life without close parental supervision sometime further worsens it with leading to a poor daily routine.

What's needed? : - To come out of this situation, a multi-pronged approach is needed. One will have to work closely with the newly admitted students in making them feel comfortable, allow them to explore their academic interests and activities, reduce competition and make them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and build character. When new students enter an institution, they also come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment sometime even the city is new to them, and many of them have little knowledge of a university/college. An important task, therefore, is to welcome the new students to higher education system as a whole and prepare them for their new life. Transition from school to university/college environment is one of the most challenging events in a student's life. **Currently, HVPMCOET conducts One week Induction program at the beginning of First Semester which is kind of orientation program. During Second Semester conduction of one day activity based program name as "Ice-Breaking Session" focusing towards awareness of skills set to be imbibed in students of HVPMCOET.** But this is not sufficient; Student Induction is designed to help in the whole process. Therefore, it should be taken seriously, and as something more than the mere orientation program.

Purpose: -

1. To help new students adjust and feel comfortable in the new environment
2. To inculcate in them the ethos and culture of the institution
3. To help them build bonds with other students and faculty members
4. To expose them to a sense of larger purpose and self exploration

Execution Guidelines: -

1. Induction Program engages with the new students as soon as they come into the institution, regular classes start only after that. **Day of Commencement of academic activities for first year** students mentioned in the notification of Admission Authority of Maharashtra State Government i.e. Directorate of Technical Education.
2. Induction Program should be preferably of **3 (Three) Weeks duration. 6 Days a Week** and Sunday as holiday. Schedule may be prepared for total 18 Days and **7 Hrs. duration each day** including lunch break and biological breaks.

3. Induction Program should **inculcate the Mentor – Mentee culture** in the institute to imbibe Universal Human values in the mentees. Small group of 20 students from same branch is assigned to a faculty of that branch as mentor. To help the mentor 2 Senior Students from same branch to be assigned to each group as Senior Students coordinator.
4. Induction Program is **non credit compulsory program** to every student who enrolled for first year Engineering course.
5. **Certificate** should be awarded students who successful completed Induction program. Assessment Performance of candidate Satisfactory/ Good/ Excellent must be mentioned on certificate.
6. **Induction Program should generally based on following: -**
 - 6.1 **Familiarization with College and Institute:** - Familiarization with institutional policies, processes, practices, culture and values
 - 6.2 **Physical Activity:** - This would involve a daily routine of physical activity with games and sports at evening time. These would help develop team work besides health. Each student could pick one game and learn it for the duration of the induction program and hopefully, continue with it later
 - 6.3 **Creative Arts:** - Every student would chose one skill related to the arts whether visual arts or performing arts. The student would pursue it every day for the duration of the program. These would allow for creative expression. It would develop a sense of aesthetics and also enhance creativity which would, hopefully, flow into engineering design later
 - 6.4 **Literary Activity:** - Literary activity would encompass reading a book, writing a summary, debating, enacting a play etc.
 - 6.5 **Proficiency Modules: -**
 - 6.5.1 **English proficiency module** of at least 12 Hrs duration based on the diagnostic test conducted in early days of program focusing on Reading, listening Speaking and writing in English executed in activity orientation.
 - 6.5.2 **Computer familiarity Module** of at least 12 Hrs. duration Containing contents as Formatting System, Installing OS (Microsoft and Linux), Word processing software, Spread sheet, Presentation and networking fundamentals executed in practical orientation
 - 6.6 **Lectures & Workshops by Eminent People:** - Lectures by eminent people should be organized, say, once a week. It would give the students exposure to people who are eminent, in industry or engineering, in social service, or in public life. Alumni could be invited as well. Motivational lectures about life, meditation will also be delivered.
 - 6.7 **Visits in Local Area:** - A couple of whole day visits to the local landmarks including historical monuments should be organized. This would familiarize the students with the area together with bonding with each other, like in a **picnic**. Visits should also be organized to a hospital, orphanage or a village. These would expose them to people in suffering or to different lifestyles. This might also sensitize them to engineering needs in these areas.
 - 6.8 **Extra-Curricular Activities in College:** - The new students should be introduced to the extra-curricular activities at the college. They should be shown the facilities and informed about activities related to Groups and clubs like **NSS group, Magazine committee, MHRD Innovation Cell's Institute Innovation Council (MIC's IIC), "Srujan"** a Social group, **"Dazzler"** a Dance Group, **"Daksha"** The college Band, **Gymkhana Committee, Gathering**

Committee, etc. It is executed in presence of In-charges and Committee members, senior students by presentations about activities and discussion on the activities.

6.9 Any other activities as deemed necessary from time to time.

6.10 Program Feedback and Report on Program: -

6.10.1 Individual Student should be asked to give their mid-program feedback. They should be asked to write their opinions about the program at the mid of program. This feedback should be analyzed for mid course correction if any.

6.10.2 At the end of the program, each group (of 20 students) should be asked to prepare a single report on their experiences of the program. On the second last day, each group should present their report in front of other groups. Immediately after their presentation, they should submit their written report. Other groups should be encouraged to raised questions and seek clarifications.

6.10.3 Formal written or online anonymous feedback should be collected at the end of the program and shall be analyzed.

6.11 Organizing committee: -

Coordinator – HOD, First Year

Convener – Head, C-IIITP

Members – All First Year Teachers

Mentors – Faculties from each branch (one for 20 students of same branch)

Student Guide – Preferably students for IIC, NSS, Sports representative, Social group, cultural group, etc. (One for 10 students of same branch)

6.12 Session details: -

6.12.1 Session – 1 – 10.30 to 11.30

6.12.2 Session – 2 – 11.30 to 12.30

6.12.3 Lunch Break – 12.30 to 01.30

6.12.4 Session – 3 – 01.30 to 03.30

6.12.5 Session – 4 – 03.30 to 04.30

6.12.6 Session – 5 – 04.30 to 05.30

6.12.7 Play Time – 05.30 Onwards

6.13 Assessment should be schedule preferably in last two days of the program by respective mentors and In-charges of Physical activity, English Proficiency activity, Computer Familiarization activity, various clubs and committees.

6.14 Students attendance should be taken daily at the beginning as well as at the end

Reference: -

1. AICTE publication, **Student Induction Program: - A Detailed Guide** - <https://www.aicte-india.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf>

Note: -

As per Resolution No. 2. in 14th Meeting of Governing Body of HVPMCOET, Amravati held on 21st June 2019 at 12.30 PM at College conference hall regarding implementation of Induction and Internship program for students, it is resolve to accept it as “Policy” for the college and the policy document so prepared is accepted being consonance with AICTE Policy