

Induction Policy

Title:

Induction Policy for KONGU ARTS AND SCIENCE COLLEGE.

Vision:

To impart knowledge and skills to rural youth in order to meet their intellectual and social aspirations and the cultural and technical needs of society.

Mission:

1. To develop an effective curriculum and optimize institutionalized students' activities.
2. To involve learners in practical life situations.
3. To expose students to rural realities.
4. To sensitize learners to national heritage and values.

Purpose of the Induction Policy:

- **For Students:** To create a seamless bridge between the institution and the students by helping them transition into the academic, cultural, and social environment of the college and ensuring they are equipped with the resources and support needed for holistic development.
- **For Faculty Members:** To provide newly recruited faculty with a comprehensive understanding of the institution's mission, vision, and culture while ensuring they are well-acquainted with their roles, responsibilities, and available resources. The policy aims to foster a collaborative and supportive environment, promoting professional development and integration into the academic community.

Scope:

This policy applies to:

- **Students:** Newly admitted students across all disciplines to familiarize them with institutional culture, facilities, and expectations.
- **Faculty Members:** Newly recruited faculty to ensure a clear understanding of institutional goals, resources, and professional development opportunities.

Induction Committee:

The induction process will be facilitated and monitored by the following members:

1. Principal (Chairperson)
2. IQAC Coordinator
3. Heads of Departments (HODs)
4. Mentor Coordinator
5. Deputy Warden
6. SWAYAM Coordinator
7. Fine Arts Club Coordinator
8. Librarian
9. Placement Coordinator
10. Physical Director
11. Transport Incharge

Student Induction Programme (SIP) - DEEKSHARAMBH

Duration: Minimum of 5 Days

Objectives:

- To welcome and orient fresh students admitted to UG Degree Programmes.
- To facilitate smooth transition into the academic and social fabric of the institution.
- To familiarize students with the institution's facilities, amenities, and resources.
- To instil the values, practices, and ethos of the institution.
- To nurture positive relationships between students and faculty, fostering a conducive learning environment.
- To support students' integration through socializing, associating, governing, and experiencing (SAGE).
- To establish a Mentor-Mentee network for addressing academic, financial, and psychological concerns.
- To encourage meaningful interactions among peers and faculty to build a sense of community.

Key Activities:

1. **Day 1:**
 - Welcome Address by the Principal
 - Institutional Orientation (Vision, Mission, and Overview of Departments)
 - Campus Tour
2. **Day 2:**
 - Introduction to Academic Regulations and Curriculum
 - Interaction with HODs and Faculty
 - Library Orientation and Digital Resources Awareness
3. **Day 3:**
 - Practical Life Exposure: Workshops on Self-Development Skills
 - Sensitization Session on National Heritage and Values

4. **Day 4:**
 - Introduction to Clubs and Committees (SWAYAM, Fine Arts, Placement, etc.)
 - Cultural and Sports Activities
5. **Day 5:**
 - Rural Exposure Activity (Field Visits/Interaction with Community Leaders)
 - Feedback Session and Closing Ceremony

Faculty Induction Programme

Duration: Minimum of 3 Days

Objectives:

- To help newly recruited faculty members integrate into the institution's culture.
- To provide a clear understanding of roles, responsibilities, and resources.
- To foster professional development and collaborative practices.
- To familiarize faculty with the institution's policies, teaching methodologies, and academic frameworks.
- To introduce faculty to available resources, including library, research facilities, and technological tools.
- To cultivate a sense of belonging and shared purpose among new faculty members.
- To equip faculty with mentoring skills for supporting students academically and personally.
- To promote interdisciplinary collaboration and networking within the institution.

Key Activities:

1. **Day 1:**
 - Introduction to the Institution's Vision, Mission, and Values
 - Overview of Academic and Administrative Policies
2. **Day 2:**
 - Training on Teaching Pedagogies and Curriculum Development
 - Interactive Session with IQAC Coordinator and HODs
3. **Day 3:**
 - Workshop on Mentorship and Student Support
 - Networking Session with Senior Faculty Members

Policy Review and Updates:

This induction policy will be reviewed on need based by the Induction Committee to ensure its relevance and effectiveness.