

**KARPAGA VINAYAGA COLLEGE OF**  
**ENGINEERING AND TECHNOLOGY**  
**KVCET-STUDENTS INDUCTION**  
**PROGRAMME (KVCETSIP)POLICY**

**OBJECTIVES:** (Objectives, Guidelines and Procedures)

- ❖ It is mandatory for all the fresh students admitted in any UG Degree Programme offered by the college.
- ❖ To help the students feel comfortable in the new environment and adjust to the customs and practices of the college.
- ❖ To enable the students to become familiar with the amenities and accessing the intellectual and physical resources of the institutions.
- ❖ The main aim of the programme is to instill the ideas, practices and spirit of the college and its unique features.
- ❖ To enable the students to understand and have better relationship with the faculty members for setting the pace of fruitful teaching learning experiences.
- ❖ KVCETSIP covers a number of different aspects (SAGE) Socializing, Associating, Governing and Experiencing.
- ❖ To create a comfortable environment to the newly admitted students to approach faculty mentor when facing any academic, financial and psychological problems through the well structured Mentor Mentee net work.
- ❖ Giving attention to stimulating social integration of students among themselves and with teachers.

**GUIDELINES FOR KVCETSIP**

- ❖ SIP Committee has been framed and has started its functioning with the cooperation and support of Head of the Institution and Top management.
- ❖ Induction committee prepares detailed induction program in consultation with Head of the Institution, Head of the departments, senior faculty members, SIP coordinator, SIP department in-charges and other Mentors. They should extend their support to conduct whole induction program.
- ❖ SIP Committee should decide about the number of days for SIP programme. The duration of the programme can be between 10-15 days.
- ❖ SIP programme should consist of lectures and talks comprising 20% and activities 80%

- ❖ Induction should be a team effort and the partners of the Induction Programme are newly admitted under graduate students, Heads of the Institutions, Faculty Mentors, selected Alumni, Students Council, Selected senior students, society and invited distinguished personnel.
- ❖ There should be one faculty member for every 20 students and one senior student as a student guide for each 10 UG first year students.

### **PROCEDURES FOR CONDUCTING KVCETSIP (I PHASE)**

- ❖ A hyperlink on induction of new students is to be created on the website of the institution having information about induction detailed schedule and provision for feedback of the students.
- ❖ New students should be informed that induction is mandatory non credit course for which a certificate will be issued by the institution.
- ❖ Participation by teachers especially Heads of the departments and senior faculty and other Mentors.
- ❖ Mentor coordinator should be appointed for each department before the Induction programme begins. His/her responsibility is to form mentor groups, ensure smooth running of the group discussion, and hold meeting so mentors periodically.
- ❖ Conducting a half day workshop for new faculty on how to conduct induction.
- ❖ Training programme for faculty to be conducted for mentoring students and imparting holistic education and larger vision of life.

### **PROCEDURES FOR CONDUCTING KVCETSIP (II PHASE)**

1. Orientation to Students Induction Programme to Faculty (Conducted)
2. Orientation by Heads of the Institution
3. Orientation by Heads of the Departments to their Department students
4. Orientation by Eminent Personalities
5. Interaction with Alumnae, senior students and expert interaction.
6. Grouping students into small groups (Mentor-Mentee)
7. Select the activities possible by covering most of the instructions designed by UGC.

### **Schedule for KVCETSIP(Tentofifteendays)**

1. Summer Basic English course for all IYear UG students
2. Orientation by Head of the Institution
3. Motivational Speech by eminent personalities
4. OrientationbyDepartmentHeads
5. MentorMentee grouping (20:1)
6. Follow the schedule prepared (by each department)for SIP as per UGC norms.
7. Bridge Course/preparatory courses may be offered for students indifferent subjects
8. SIP manual of UGC should be maintained in each department.

### **ListofActivitiesto be included:**

- Icebreakingactivities.
- Familiarization with the College ,Library, Departments, lab, ICT facilities ,Communication lab ,Commerce Lab etc.,
- Bridge Course
- Visit to the local areas
- Physical Activities
- Reduction of lectures.
- Provide opportunities for group events.
- Includescreativeandarts andliteraryactivities
- Information on safety and security health and hygiene facilities.
- Virtuallearning.
- Creating environmental consciousness, human values, movie shows, and clubs.
- Information about sports and cultural opportunities, various funding schemes.
- Human values in constitution(justice,liberty,equity,fraternity,unityandintegrityofnationand human dignity)
- Mentoring based on Universal Human values such as Truth ,Religious conduct ,Love, Non violence and peace
- Giving exposure/guiding/thoughts and realizing values
- Soft skills courses like basic English, (writing, communication skills)AndMathematics,
- Literaty activity–Reading book, Writing summary–Debating–Enacting a play.

## **INDUCTIONPROGRAMME -FOLLOWUP**

- KVCETSIP is not just a fifteen days programme for the first year students. It should be continuedthroughouttill thecompletion ofgraduation.
- Mentor group to meet once a week and discuss about students' progressand welfare and atthe end of every semester it should be documented and the documents should be maintainedinthedepartment.
- Organizingfields visits for social sensitization during the semester, for example to a village,hospital,orphanageetc.,
- Showinginspiring films
- Organize a visit to a monument or Landmark for the purpose of bonding as well as to createawarenessabout historyof placevisited.
- RegularevaluationofStudentsInductionProgramme
- Sending yearly SIP report maintained by the departments along with documentary evidences,photographs and feedback (both manual andvideo) by the students to UGC AND MHRD/MinistryofEducation.

## **IMPORTANTPOINTS– KVCETSIP**

1. Induction committee of the institution consists of department in- charges for SIP and

Heads decides about

- The detailed program depending upon the type of Institution
- Programs offered, level so programs, number of teachers and students, location etc.,

2. Induction should be given publicity through website

3. Workshop for orienting the teacher son how to conduct induction.

4. All teachers should be encouraged to attend induction orientation programme.

5. Mentor coordinators should be appointed before the induction program begins. His /her responsibility is to form mentor groups, ensure smooth running of the group discussions, and hold meetings of mentors periodically.

6. The mentor groups are continued for the whole duration of a program of study

7. Use of technology in learning is the integral part of education.

8.The departments must keep all records relating to induction and evolve mechanism for regular interaction with students. (Mentoring)

**SignatureofthePrincipal**

| Module 2020-2021 KVCETSIP  | Session                  | Duration |
|--|--------------------------|----------|
| <b>Induction Programme:</b> <ul style="list-style-type: none"> <li>• As per Anna University Module</li> </ul>  | Classroom & Edu sat Hall |          |
| <b>Softskills :</b> <ol style="list-style-type: none"> <li>1. <b>School to College Transition</b> <ul style="list-style-type: none"> <li>✓ Advanced Study Skills</li> <li>✓ Time Management</li> <li>✓ Motivation and Self-discipline</li> <li>✓ Note-taking</li> <li>✓ Researching</li> <li>✓ Library</li> </ul> </li> </ol> <p>Guiding them towards career path; by mastering in these skills to be an efficient and productive employee.</p> <ol style="list-style-type: none"> <li>2. <b>Awareness On Employability skills, Companies &amp; Pre- requisites</b> <ul style="list-style-type: none"> <li>✓ Categories of companies</li> <li>✓ Selection process</li> <li>✓ Role of Training &amp; Placement cell</li> <li>✓ Types of Recruitment – On Campus &amp; Off Campus</li> <li>✓ A glimpse of previous Job Fairs</li> </ul> </li> </ol> <p>Employability skills are the skills, qualities and attitudes that employers say are essential for their workplace.</p> <ol style="list-style-type: none"> <li>3. <b>Basics of Grooming (Do's and Don'ts)</b> <ul style="list-style-type: none"> <li>✓ Improve Your Dressing</li> <li>✓ Body Language</li> <li>✓ Listen Patiently</li> <li>✓ Be Supportive and Caring</li> <li>✓ Greeting others</li> </ul> </li> <li>4. <b>Need for English Communication &amp; Pledge</b> <ul style="list-style-type: none"> <li>✓ Speaking</li> <li>✓ Written Communication</li> <li>✓ Reading Books</li> <li>✓ Taking part in Discussions.</li> </ul> </li> </ol> <p>Communication has also a strong impact on other people. It will allow you to improve your personality as well as your knowledge.</p> <ol style="list-style-type: none"> <li>5. <b>Create situation to compelling to converse in English</b> <ul style="list-style-type: none"> <li>✓ Talk to your friends in English</li> <li>✓ English in the Classrooms</li> <li>✓ English conversation with teachers</li> <li>✓ Online chatting in English</li> <li>✓ Watch English Programmes</li> <li>✓ English as Entertainment</li> <li>✓ English during travel</li> <li>✓ English as an opportunity to socialize</li> </ul> </li> </ol> |                          | 4 hrs    |