

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP:: VIJAYAWADA

Present: Dr Pola Bhaskar, IAS.

CCE/Acad. Cell/ SIP Guidelines/AC-13/2022

Dated: 02.11.2022

Sub: Collegiate Education – Conduct of Student Induction Programme in GDCs – Guidelines to be followed from the 2022-23 academic year- Reg.

Ref: 1. Guidelines issued by UGC on Deeksharambh
2. Instructions of CCE during Zonal Review meetings with the Principals, IQAC, and Industry Connect Coordinators

In line with UGC guidelines vide reference 1st cited and as per the deliberations with Principals during the review meetings vide reference 2nd cited, it is proposed to take up Student Induction Programme (SIP) in Government Degree colleges to help newly joined students to adjust and feel comfortable in the new environment in the colleges, to teach the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

During the Induction programme as per the convenience and feasibility of the colleges familiarize the students with the department, academic initiatives, facilities available at the college, co-curricular and extracurricular activities in the college, lectures by eminent people, Visits to the local area etc., The following Standard Operating Procedure (SOP) shall be followed for Student Induction Programme in all Government Degree Colleges in the state duly following the Guidelines given by UGC vide reference No 1st cited:

Standard Operating Procedure (SOP) for Student Induction Programme (SIP)

1. Duration

- Student Induction Programme (SIP) shall be implemented in all the Government Degree colleges for the students admitted in the first year of the academic year 2022-23 for 21 days from the date of commencement of class work from 04.11.2022
- Every day from 3.00 to 5.00 pm

2. Objectives

- To instil the ideas, practices and spirit of the college and its unique features in the students.
- To cover the students' Socializing, Associating, Governing and Experiencing (SAGE) aspects.
- To help newly admitted students adjust and feel comfortable in the new environment of the college.
- To enable the students to understand and have better relationships with the faculty members for setting the walking at a comfortably fast pace of fruitful teaching-learning experiences.
- Through a well-structured Mentor Mentee network create a comfortable environment for newly admitted students to approach faculty mentors when they face any academic, financial or psychological problems.
- To stimulate social integration of students among themselves and with faculty.

3. Induction Policy and Preparations before Induction

Induction should be a well-planned process of introducing new students to higher education, and the institutional culture. Before it is conducted, it is essential to plan all the activities in advance. The following preparations are recommended:

- It is mandatory to implement Induction program for all newly admitted students in UG programmes in all Government Degree Colleges in the state
- Constitute Student Induction Program committee with the Principal, Heads of the departments, Senior faculty members, SIP coordinator, SIP department in-charges, staff members, both teaching and non-teaching and student members
- Induction Committee of the institution decide about the detailed Programme depending

upon the type of institution, Programmes offered, levels of Programmes, the number of teachers and students, location, etc. without disturbing the class work of other students

- Set objectives for Induction Programme, make induction a team effort, Prepare a well-structured Induction Programme and Provide a timetable of events
- Allocate all admitted students to all faculty to mentor and continue this mentorship for all activities, ward system, and attendance, including CSP and Internship
- Induction should be given wider publicity through website and media
- Conducting a half-day workshop for partners on how to conduct induction.
- Orientation Programme for faculty to be conducted for mentoring students and imparting holistic action and a larger vision of life.
- Prepare a detailed day-wise schedule of activities to be conducted and identify in-charge lecturers for each activity
- A hyperlink on the Induction of new students may be created on the website of the college having information about the induction, a detailed schedule, provision for daily reporting, feedback, etc.
- Conduct competitions to unleash the potential of the students and to understand their capabilities
- Encourage all students to participate in SIP without fail
- Conduct parents meeting and share the information booklet prepared by CCE on Student Support Services to students and parents and explain all initiatives to the students and see that these are best utilized by them
- Newly admitted 1st yr students to be divided into small groups for the conduct of different activities combining all streams of students and group-wise depending on the activities planned
- Lectures/talks in the SIP should be not more than 20% and involve 80% of the students in student-centric activities
- Conduct bridge courses in the English language for those students who need support to understand Degree courses in English medium if they studied Intermediate in Telugu medium and other required training for students from vocational courses and orientation to all students
- Conduct a small assessment after SIP and issue a certificate to new students be informed that the Induction is a mandatory non-credit course for which a certificate will be issued by the institution
- Involve all stakeholders in the area to make the students realize life's goals and utilize the opportunities in the colleges to achieve them
- Mentor groups to meet once a week and continue meeting till the end of the semester.
- Organize field visits for social sensitization during the semester, for example to a village, hospital, orphanage, etc.
- Organize a visit to a monument or landmark for the purpose of bonding as well as awareness about the history of the city.
- Make induction student-centric, and respond to diversity Incorporate Icebreaking Activities
- Reduce Lectures and provide opportunities for group events
- Include Creative & Performing Arts and Literary Activities Alumni / Industry expert interaction
- Use senior student buddies
- Give attention to stimulating early social integration of students amongst themselves and with teachers
- Evaluate induction regularly – collect feedback
- Document all activities and submit a detailed report on the conduct of SIP to the concerned in-charge Academic Officer

4. Partners to be included in the Induction Programme

1. Newly admitted students
2. Selected senior students
3. Staff – Teaching and Non-Teaching
4. Alumni
5. Parents
6. Distinguished people in the area

7. Local Govt. Employees from different organizations
8. Any other who can guide students

5. Broader Areas to be covered

- Institutional rules, regulations, norms, academic and administrative structure, and learning resources.
- Institutional culture ethos, etiquette and manners and value system.
- Available internal and external sources (curricular, co-curricular and extracurricular) for all-round and holistic development.
- Meaning, purpose and relevance of higher education in realizing the purpose of life.
- Opportunities available for Education (degree and after degree), employment and Entrepreneurship.
- New Education Policy, Revised degree curriculum, Academic initiatives, Community Service Project, Internships, CIA, CCE-LMS, certificate courses, online courses, NAAC accreditation, Feedback mechanism etc.,
- Introduction and importance of subjects/courses of study selected by the students including 17 Life Skills and Skill Development courses
- E-learning resources, application of ICT, Apps
- Connect with the community, the world of work and global society.
- Self-empowerment, motivation, teamwork and leadership development
- Life Skills including effective communication, decision-making, problem-solving, creative thinking, interpersonal skills, self-awareness, empathy, coping with stress etc.,
- Activities to build and strengthen the bond with faculty and mentoring.
- Sports, culture, creativity, counselling, and welfare activities pursued by the institution.
- Awareness about the institutional mechanism that exists regarding anti-ragging, Inclusive Centre, NSS, NCC, WEC, RRC, Games and Sports, Swachh Bharat Abhiyaan and other initiatives and best practices by department and college
- Health/ Hygiene/ clean and green/eco-friendly initiatives, yoga, etc.

6. Student Responsibilities

All students have a responsibility to

- Treat all members of the college community with respect.
- Represent the college as responsible ambassadors through their good conduct on and outside the campus.
- Ensure their actions have a positive impact on the College, the locals and the community.
- Assimilate with college culture.
- Pursue academic and professional studies diligently, honestly and responsibly.
- Engage with the college initiatives to promote the well-being of mankind.
- Comply with the Colleges policies and procedures.
- Seek appropriate support and guidance by asking for help when it is needed
- Be well informed about their responsibilities and rights as a student.
- Work collaboratively with the college to shape their experience.

As the first-year admissions are started all the Principals of GDCs shall bestow their attention and implement Student Induction Programme (SIP) as per the schedule without fail. The RJDCEs are requested to monitor the implementation of SIP and NRC Principals are requested to coordinate with GDCs mapped to your college and extend necessary support.

Sd/- POLA BHASKAR IAS
Commissioner of Collegiate Education

To
RJDCEs of Rajahmundry, Guntur and Kadapa.
The Principals of all Govt. Degree Colleges

//ATTESTED//

Inlari
21/11/22
Academic Guidance Officer