

# **STUDENTS INDUCTION PROGRAMME (SIP)**

## **POLICY**

### **(Objectives, Guidelines and Procedures)**

#### **OBJECTIVES:**

- ❖ 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.
- ❖ SIP covers a number of different aspects (SAGE) Socializing, Associating, Governing and Experiencing.
- ❖ To create 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 network.
- ❖ Giving attention to stimulating social integration of students among themselves and with teachers.

#### **GUIDELINES FOR SIP**

- ❖ SIP Committee has been framed and has started its functioning with the co operation 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 co ordinator, 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 SIP (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 meetings of 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 SIP (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 SIP  
(Ten to fifteen days)**

1. Summer Basic English course for all I Year UG students
2. Orientation by Head of the Institution
3. Motivational Speech by eminent personalities
4. Orientation by Department Heads
5. Mentor Mentee 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 in different subjects
8. SIP manual of UGC should be maintained in each department.

**List of Activities to be included:**

- Ice breaking activities.
- 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.
- Includes creative and arts and literary activities
- Information on safety and security health and hygiene facilities.
- Virtual learning.
- 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, unity and integrity of nation and human dignity)
- Mentoring based on Universal Human values such as Truth, Religious conduct, Love, Non violence and peace
- Giving exposure /guiding/thoughts and realising values
- Soft skills courses like basic English, (writing, communication skills)  
And Mathematics,
- Literaty activity – Reading book, Writing summary- Debating –Enacting a play.

## **INDUCTION PROGRAMME - FOLLOW UP**

- SIP is not just a fifteen days programme for the first year students. It should be continued throughout till the completion of graduation.
- Mentor group to meet once a week and discuss about students progress and welfare and at the end of every semester it should be documented and the documents should be maintained in the department.
- Organizing fields visits for social sensitization during the semester, for example to a village, hospital, orphanage etc.,
- Showing inspiring films
- Organise a visit to a monument or Landmark for the purpose of bonding as well as to create awareness about history of place visited.
- Regular evaluation of Students Induction Programme
- Sending yearly SIP report maintained by the departments along with documentary evidences, photographs and feedback (both manual and video) by the students to UGC AND MHRD/ Ministry of Education..

## **IMPORTANT POINTS – SIP**

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, levels of programs, number of teachers and students, location etc.,
2. Induction should be given publicity through website
3. Workshop for orienting the teachers on 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)



**Signature of the Principal**