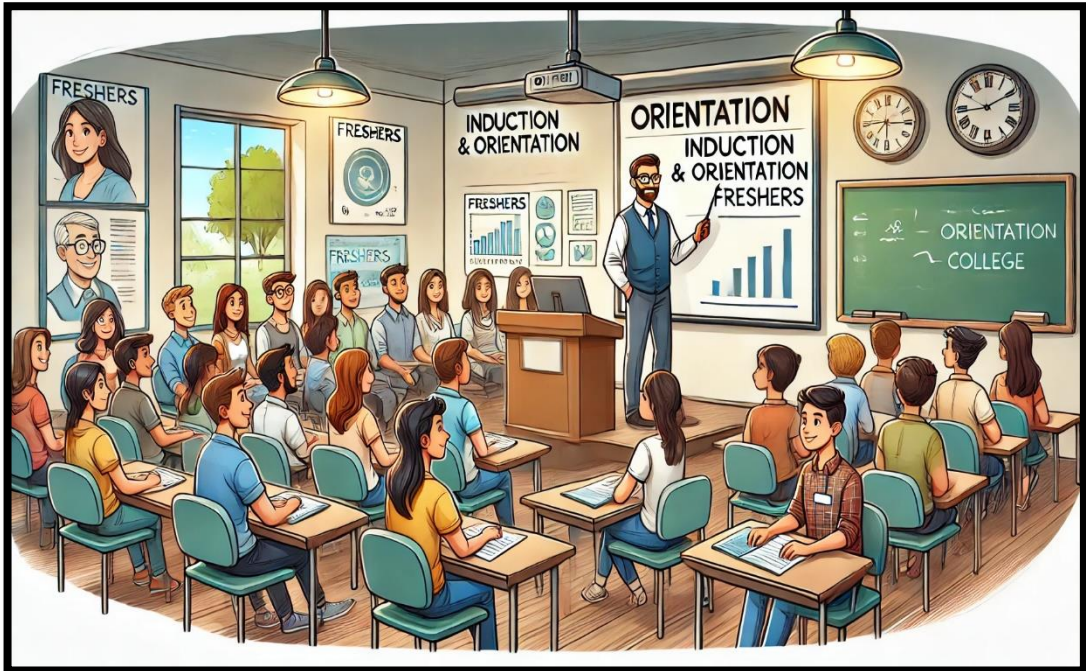


# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



## Policy & Regulations

# INDUCTION AND ORIENTATION PROGRAMME

## **Induction Policy**

1. **Institutional Policy:** Kottakkal Farook Arts & Science College shall have an induction policy aligned with the quality mandate of the UGC and UGC guidelines for student induction.
2. **Mandatory Induction:** Induction is mandatory for all fresh students admitted to any UG Programme offered by the institution.
3. **Detailed Guidelines:** The induction policy must detail guidelines, objectives, and procedures for conducting induction.
4. **Activity Focus:** Lectures/talks should constitute no more than 20% of the programme, with activities taking up the majority of the time.
5. **Group Activities:** Activities will be conducted by grouping students into small groups, including group discussions.

## **Partners in the Induction Programme**

1. Newly admitted students
2. Heads of the institution
3. Important functionaries/Administrative staff
4. Faculty mentors
5. Selected alumni
6. Students council/association
7. Selected senior students
8. Civil society members
9. Invited distinguished guests

## **Broader Areas of Focus**

1. Purpose and relevance of higher education in life.
2. National development concerns and priorities.
3. Connection with community, work, and global society.
4. Self-empowerment, motivation, teamwork, and leadership development.
5. Life skills including communication, decision making, problem-solving, creative thinking, interpersonal skills, self-awareness, empathy, equanimity, coping with stress, and resilience.
6. Building a bond with faculty and mentors.
7. Institutional rules, regulations, academic and administrative structure, and learning resources.
8. Institutional culture, ethos, etiquettes, manners, and value system.
9. Resources for holistic development, including curricular, co-curricular, and extracurricular activities.
10. Sports, cultural, creative, counselling, and welfare activities.
11. Career opportunities and challenges.
12. Introduction and importance of selected subjects/courses.
13. Awareness about anti-ragging, prevention of sexual harassment, Swachh Bharat Abhiyaan, and anti-intoxicants awareness.
14. Health, hygiene, yoga, and time management.
15. E-learning resources, application of ICT, and social media for employability.

