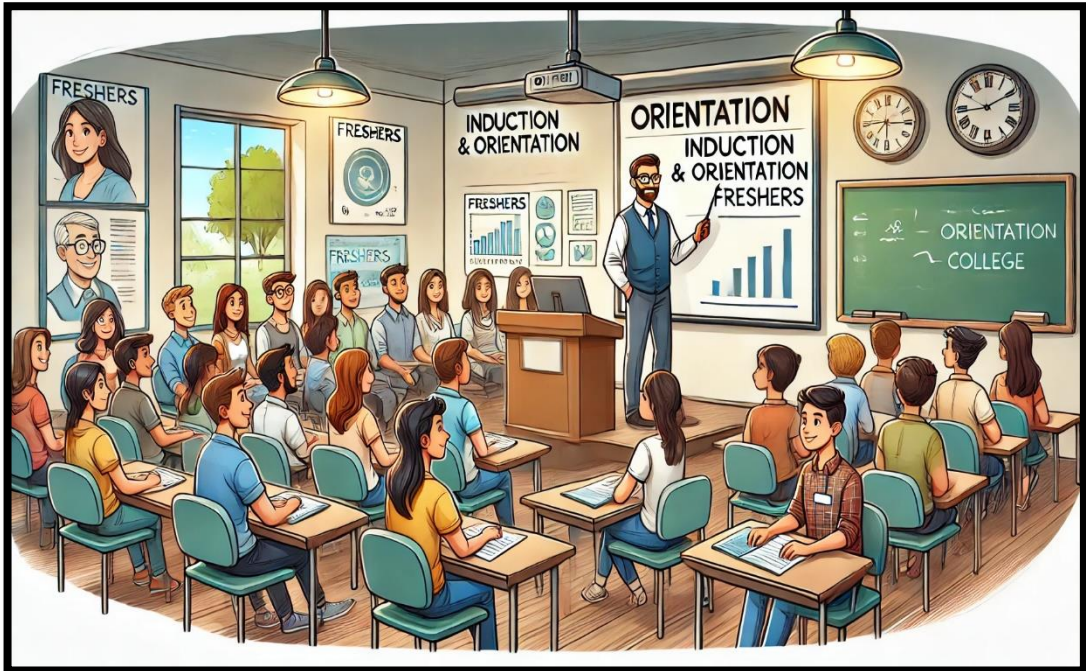


# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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



**Standard Operating Procedure (SOP)**

## **INDUCTION AND ORIENTATION PROGRAMME**

## Preparations before Induction

1. **Website Link:** Create a hyperlink on the college website with information about the induction, detailed schedule, daily reporting, and feedback provision.
2. **Joint Meetings:** Conduct joint meetings of all partners involved in the education process.
3. **Support from Leadership:** Ensure full support from the head of the institution and top management.
4. **Mandatory Course:** Inform new students that induction is a mandatory non-credit course, with a certificate issued upon completion.
5. **Compulsory Participation:** Ensure compulsory participation by teachers and other partners.
6. **Detailed Scheduling:** Schedule activities based on the institution's nature, size, and location.
7. **Induction Policy Charter:** Prepare an induction policy and a charter for students stating their responsibilities.
8. **Induction Committee:** Form an induction committee to prepare the detailed programme, facilitate conduct, monitor, and coordinate the entire induction process.
9. **Mentor Coordinator:** Appoint a Mentor Coordinator to form mentor groups, ensure smooth group discussions, and hold periodic meetings with mentors.
10. **Workshops:** Conduct a half-day workshop for partners on conducting the induction programme.
11. **Training Programme:** Conduct training for faculty on mentoring students and imparting holistic education.

## Levels of Induction

1. **Institutional Level:** Conduct induction at the institution, faculty/school, department, mentor groups, and individual levels.
2. **Interaction Methods:** Include face-to-face interaction, virtual (internet and audio-visual material), and field visits.
3. **Continued Induction:** Pre-induction activities, interface during the induction programme, and continuation throughout the course of study.

## Induction Programme Follow-up

1. **Mentor Groups:** Weekly meetings of mentor groups throughout the first semester.
2. **Field Visits:** Organize three field visits for social sensitization (e.g., village, hospital, orphanage).
3. **Monument Visits:** Arrange visits to monuments or landmarks for bonding and historical awareness.

## Important Points

1. **Detailed Programme:** The induction committee will decide the detailed programme based on the institution's specifics.
2. **Publicity:** Publicize the induction programme through the website and media.
3. **Record Keeping:** Maintain records related to induction and establish a mechanism for regular student interaction.
4. **Mentor Coordinator:** Ensure the Mentor Coordinator is appointed before the induction begins.
5. **Orientation Workshops:** Conduct half-day workshops to orient teachers on conducting the induction.

6. **Mentor Groups:** Continue mentor groups throughout the study programme, assisting students and developing their competencies.
7. **Technology Integration:** Integrate technology into learning.
8. **Teacher Participation:** Encourage all teachers to attend induction/orientation programmes.
9. **Large Institutions:** For large institutions or scattered campuses, conduct induction in batches or via video conferencing.

### **Recommended Actions during the Student Induction Programme**

- Set objectives for the induction programme.
- Make induction a team effort.
- Prepare a well-structured programme.
- Provide a timetable of events.
- Have induction coordinators across programmes.
- Ensure active student engagement.
- Incorporate icebreaking activities.
- Minimize lectures.
- Offer group events and activities.
- Include creative, performing arts, and literary activities.
- Facilitate alumni and industry expert interactions.
- Use senior student buddies.
- Promote early social integration among students and with teachers.
- Provide up-to-date unit and course information.
- Introduce issues like plagiarism early.
- Provide safety, security, health, and hygiene information.
- Include IT and virtual learning resources (SWAYAM).
- Promote environmental consciousness, human values, and cultural activities.
- Highlight sports, cultural opportunities, and funding schemes.
- Introduce NSS/NCC.
- Regularly evaluate the induction programme and collect feedback.

### **Student Responsibilities**

All students are responsible for:

- Treating all university/college community members with respect.
- Representing the college responsibly on and off campus.
- Positively impacting the college and wider community.
- Assimilating with the college culture.
- Pursuing academic and professional studies diligently, honestly, and responsibly.
- Engaging with initiatives promoting human well-being.
- Complying with college policies and procedures.
- Seeking support and guidance when needed.
- Being informed about their responsibilities and rights.
- Collaborating with the college for mutual experience sharing.

### **Week 1**

#### **Day 1: Welcome and Orientation**

- Welcome address by the Head of the Institution

- Introduction to the Induction Programme and its objectives
- Ice-breaking sessions and team-building activities
- Tour of the campus

### **Day 2: Understanding Higher Education**

- Lecture on the purpose and relevance of higher education
- Group discussions on personal goals and expectations
- Interactive session on self-empowerment and motivation

### **Day 3: Institutional Rules and Resources**

- Presentation on institutional rules, regulations, and academic structure
- Introduction to learning resources and support services
- Session on institutional culture, ethos, and values

### **Day 4: Life Skills Development**

- Workshops on communication, decision-making, and problem-solving
- Activities on creative and critical thinking
- Interactive session on interpersonal skills and self-awareness

### **Day 5: Health, Hygiene, and Well-being**

- Session on health, hygiene, and yoga
- Time management workshop
- Introduction to counseling and wellness services

### **Day 6: Community Connection and Social Sensitization**

- Field visit to a local community organization (e.g., village, hospital)
- Reflection and group discussion on the visit
- Planning community engagement activities

### **Day 7: Sports and Cultural Activities**

- Introduction to sports and cultural opportunities
- Participation in sports and creative arts activities
- Interactive session with the sports and cultural coordinators

## **Week 2**

### **Day 8: Academic and Career Development**

- Introduction to selected subjects/courses
- Session on emerging career opportunities and challenges
- Workshop on e-learning resources and ICT applications

### **Day 9: Environmental and Social Awareness**

- Session on environmental consciousness and sustainability

- Discussion on human values and social responsibilities
- Screening of educational and inspirational movies

### **Day 10: Institutional Mechanisms and Support**

- Awareness about anti-ragging, prevention of sexual harassment, and Swachh Bharat Abhiyaan
- Information on various institutional support mechanisms
- Interactive session with the grievance redressal committees

### **Day 11: Leadership and Teamwork**

- Workshop on teamwork and leadership development
- Group activities to practice leadership skills
- Interaction with student council and senior students

### **Day 12: Cultural Integration and Social Bonding**

- Visit to a local monument or landmark
- Activities to promote cultural integration and bonding
- Reflection and group discussion on the visit

### **Day 13: Feedback and Evaluation**

- Collection of feedback on the induction programme
- Group discussions on experiences and learnings
- Planning for mentor group meetings and continued support

### **Day 14: Conclusion and Certification**

- Summary of the induction programme and key takeaways
- Distribution of participation certificates
- Closing address by the Head of the Institution
- Informal interaction and networking session