



INDUCTION PROGRAM POLICY

- VIDYARAMBH -

1. **Policy Title:** The policy aims at welcoming the first year students in the College and acquainting them with co-curricular and extra-curricular activities.

2. Policy Objectives and Purposes:

- ◆ The students should get acquainted with the teachers & staff, rules of conduct, activities of the various cells and departments, details of awards, scholarship and the add-on courses available in the College.
- ◆ The students should know what is expected out of them by being a part of the College.

3. Policy Scope:

- i. The policy is meant for the first year students and the faculty incharges.
- ii. The policy is also meant for all the administrative staff members.

4. Step by step process involved:

1. All the first year students should be informed beforehand of the date and time of Vidyarambh - Induction Program.
2. Separate programs should be organized for the Arts and Commerce Faculty.
3. Ensure that all the students are present in College Uniform.
4. The Incharge should welcome the students.
5. The Principal should address the students and tell them the various facilities available in the College.
6. The students should be involved in some ice breaking activity by the incharge.
7. The students should be acquainted with the teachers with a brief introduction of the subjects they teach.
8. The students should be told of the various awards and recognition that is given to students securing highest marks.
9. Details of the Extension cells like the NCC, NSS, Lifelong Learning, Cultural and Sports events should be informed to the students in detail by the incharges of these cells.
10. Details of the regular programs held in the College like the tree plantation program, Blood donation camp, Medical/Physical Tests, Residential Camp, Debates should be highlighted.
11. The importance of attending and celebrating certain days like the Independence Day, Republic Day, International Yoga Day, Foundation Day of the College, Kranti Diwas, Hindi/Sanskrit Din, Vachan Prerna Diwas, Krantijyoti Savitribai Phule Jayanti, Chhatrapati Shivaji Maharaj Jayanti and International Women's Day should be explained.
12. Parking rules, Traffic rules, Canteen rules and cleanliness rules should be explicitly mentioned.



13. Appropriate use of drinking water and wash rooms, maintaining hygiene and conserving energy should also be included.
14. The importance of Library and the world of books, journals, magazines, newspapers it has, should be explained to the students.
15. The details of the Add-On Courses and the English Language Laboratory should be the focus of development of the students.
16. An oath regarding compliance of rules should be administered to the students.
17. The students should be given appropriate refreshment and tea / working lunch after the program.
18. A tour of the college can be conducted to show them the library, Sports department, other classes, canteen, wash rooms and staff room.

5. Guidelines:

- The students should be acquainted with the history of the Institution. They should know about the rich legacy and the great responsibility that they have to fulfil by being a part of the College.

6. Terms and conditions:

- The students should be asked to sign an undertaking to attend the Induction program at the time of admission. In case, the student is absent on the day of the program, he or she should be updated with information shared in the program immediately.
- If a student is not present in College uniform, he or she should be asked to comply with the rule.

7. Outcome:

- i. The students would get acquainted with other students, the teaching and administrative staff of the college.
- ii. The students would get relevant information of the various activities of the cells and the departments.
- iii. The students would get information of the process of scholarship and would know the concerned clerk.
- iv. The students would be able to decide their future course of action regarding enrolling in the Extension Cells of the College.

8. Outcome measurement parameters and Period of measurement:

Period of measurement: Every year

9. Policy execution responsibility rests with : Dr Pranjali S Kane

10. Review to be made by: Principal & Vice Principal

11. Review frequency: At the end of the Semester for the next Semester



Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		15.06.21
Dr. P.S. Kane Coordinator-IQAC		15.06.21



Document Updates	
Policy Date	15 th JUNE 2021
Created by	Dr. N. I. Gharat
First Revision	
Approved By:	Dr Sujit Metre (Principal)
Second Revision	
Approved By:	

