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

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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