

A Detailed Guide on Student Induction Program



BCCM

01 July 2021



**BHAVAN'S CENTRE FOR COMMUNICATION AND MANAGEMENT
PLOT NO. 9, KHARVELANAGAR, BHUBANESWAR
ODISHA**

INTRODUCTION

BHAVAN'S CENTRE FOR COMMUNICATION AND MANAGEMENT (BCCM), Bhubaneswar was established to train PGDM students to have a holistic outlook towards life, and have a desire to work for national needs and beyond. The students must have excellent knowledge and skills in the area of their study and also have broad understanding of society and relationships.

EXTENDING A HELPING HAND

BCCM extends a multi-pronged approach in which, one will have to work closely with the newly joined students in making them feel comfortable, allow them to explore their academic interests and activities, reduce competition and make them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and build character.

Transition from school to university/college life is one of the most challenging events in a student's life. BCCM considers this as an important task, therefore, a team (Team-SIP) welcomes the new students to higher education and prepare them for their new role. Student Induction Program (SIP) is designed to help in the whole process, and as something more than the mere orientation program.

STUDENT INDUCTION PROGRAM - PURPOSE & CONCEPT

Purpose of the Student Induction Program is to help new students adjust and feel comfortable in the new environment, inculcate in them 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.

It is a well-planned event to educate the new entrants about the environment of BCCM and connect them with the people in it. Student Induction Program engages with the new students as soon as they come into the institution, regular classes start only after that. At the start of the induction, the new entrants learn about the institutional policies, process, practices, culture and values and their mentor groups are formed.

The different activities including daily activities planned are as follows:

- Physical Activity
- Foundation Course
- Public Speaking Course
- Mentoring & Universal Human Values
- Familiarization with College, Dept./Branch

- Literary Activity
- Proficiency Modules
- Lectures & Workshops by Eminent People
- Visits in Local Area
- Extra – Curricular Activities in College
- Feedback and Report on the Program.

There will be a 3-week long induction program for the students entering the institution, right at the start. Normal classes start only after the induction program is over. Its purpose is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

DAILY ACTIVITY

Physical Activity

This would involve a daily routine of physical activity with games and sports with suitable times according to the local climate, each student should pick one game and learn it for the duration of the induction program and hopefully, continue with it later.

Foundation & Public Speaking Course.

BCCM emphasizes on the foundation and public speaking course to the newly admitted students.

Mentoring and Universal Human Values

BCCM emphasizes this. as, Mentoring .and connecting the students with faculty Members is the most important part of student induction.

Mentoring takes place in the context and setting of Universal Human Values. It gets the student to explore oneself and experience the joy of learning, prepares one to stand up to peer pressure and take decisions with courage, be aware of relationship and be sensitive to others, understand the role of money in life and experience the feeling of prosperity. Need for character building has been underlined by many thinkers, universal human values provide the base.

Methodology of teaching this content is extremely important. It is best taught through group discussions and real-life activities rather than lecturing.

OTHER ACTIVITY

Familiarization with College, Department/Branch

The incoming students should be told about the credit and grading system, and about the examinations. They should also be taken on a tour of the college and shown important points such as library, canteen, and other facilities. They should also be shown the laboratories, workshops and other facilities.

They should be shown their department, and told what it means to get into the branch or department. Describe what role the technology related to their department plays in society, and after graduation what role the student would play in society as an engineer in that branch.

A lecture by an alumnus of the Dept. would be very helpful in this regard.

Literary Activity

Literary activity would encompass reading a book, writing a summary, debating, enacting a play etc.

Proficiency Modules

We hope that problems arising due to lack of English skills, Mathematics and Commerce skill, wherein students start lagging behind or failing in several subjects, for no fault of theirs, would, hopefully, become a thing of the past. These should run like crash courses, so that when normal courses start after the induction program, the student has overcome the lacunas substantially.

Lectures & Workshops by Eminent People

Lectures by eminent people should be organized. It would give the students exposure to people who are eminent, in industry or engineering, in social service, or in public life. Alumni could be invited as well.

Motivational lectures about life, mediation, etc by Brahma Kumari, Art of Living etc. should be organized.

Visits in Local Area

A couple of visits to the local landmarks including historical monuments should be organized. Visits should also be organized to a hospital, orphanage or a village. These would expose them to people in suffering or to different lifestyles. This might also sensitize them to engineering needs in these areas.

Extra-Curricular Activities in College

The new students should be introduced to the extra-curricular activities at the college. They should be shown the facilities and informed about activities related to different clubs etc.

Feedback and Report on the Program

On the concluding day, feedback and report on the program has been taken.

SCHEDULE

The activities during the Student induction Program would have an Initial Phase, a Regular Phase and a closing phase. The initial and Closing Phases would be two days each.

Initial Phase

DAY	ACTIVITY
Day 0	Arrival of New Entrants – Hostel allotment
Day 1	Academic Registration
Day 2	Dean Address Interaction with Parents by the Dean Mentor – Mentee Group formation Visit to respective Classes

It serves to welcome the new students along with their parents and also provide space for telling the new students about the college, and their academic and student life.

Regular Phase: (Day 3 onwards)

In this phase, there would be regular sessions conducted every day. Some of the activities are on a daily basis, while some others are at specified periods within the Induction Program.

Activity	Remarks
Morning Session	Universal Human Values
	Art of Living
Afternoon Session	
Familiarization with College, Branch and other facilities	3 Days
Lectures / Workshop by Eminent People	3-5 Lectures (as scheduled)
Literary (Talking / Play / Book Reading/ Lecture)	3 Days
Proficiency Modules	Daily

Extra – Curricular Activities in College	2 Days (Preferable 2 nd Week)
Mentor – Mentee interaction	As Scheduled
Feed back / Report	On Second last day

Closing Phase

DAY	ACTIVITY
Second Last Day	Discussion / Lecture / Meeting among students
	Lecture / Presentation of Report
Last Day	Tests of Universal Human Values (as planned by college)

FOLLOW UP AFTER CLOSURE

The groups which are formed should function as mentor-mentee network. A student should feel free to approach his faculty mentor or the student guide, when facing any kind of problem, whether academic or financial or psychological etc.

Follow Up same semester and subsequent semesters

It is suggested that the group meet with their faculty mentors once a month, within the Semester. This should be scheduled meeting shown in the timetable. It is also extremely important that continuity be maintained in subsequent semesters.

ORGANIZING THE STUDENT INDUCTION PROGRAM

Preparing for the Conduct of the Program

- a) Constitution of Induction Committee chaired by Principal and convened by Dean /Vice Principal/designated Senior Faculty member which will prepare the total plan of the program in consultation with Chairman, Sr. Director (Admn. & Finance), Warden Hostels, Administrative Officer, Facility Manager to facilitate, monitor and coordinate the entire program.
- b) Appointment of UFV Coordinator to ensure smooth running of UHVs and group discussions.
- c) New students be informed that the Induction is mandatory non-credit course for which a certificate will be issued by the institution.
- d) Ensure compulsory participation by the involved teachers and other partners (Important functionaries, Faculty mentors, selected senior students (student guides), Selected alumni, Invited distinguished people).

Organizing the Daily Activities

For each of the activities below, a faculty member be given the responsibility for its organization, conduct and monitoring.

Physical Activity

- a) The incoming students must be divided into batches of 20 students maximum, and a qualified coach in physical education should be attached to each batch. Institute may employ part time coaches for this purpose for the duration of the Induction Program.
- b) The list of available games, sport or physical activities should be announced on Day 1 when the new students arrive. They should be asked to fill their choice and the game or sport be allotted to them as per their preference.

Foundation Course

As students come from diverse background of Arts, Science, Pharmacy, Nursing, Commerce, and Engineering etc. Courses on Accounting, Mathematics, Economics, Management, IT, Public Speaking are offered to make them at par and bring them to a common level of understand before starting of the Credit courses.

Public Speaking Course

Besides, students are trained in communication skill for better public speaking abilities.

Mentoring and Universal Human Values

The UHV Coordinator should nominate faculty mentors for the activity. Also lecture classes on ancient Indian History taught and a examination is recommended. The question paper shared to the students and they have to write it at home and submit.

Organizing the Other Activities

For each of the activities below, a faculty member be given the responsibility for its organization, conduct and monitoring.

Familiarization with College, Department/Branch

The Head of the department and other associated faculty should address the new students right on Day 2 or so. Arrangements should be made about the meeting/gathering. The parents of the students should also be welcomed if they accompany their ward.

Literary Activity

A faculty member interested in literary activity should be assigned for organizing the activity. A list of books which are interesting and educational should be prepared beforehand. Students should be assigned a book or other smaller reading material. They should be asked to read and write a critical summary. They should present their summary in front of their group. Similarly, debating and public speaking activity could also be undertaken.

Proficiency Modules

For English, a diagnostic test should be conducted on Day 2 itself. Before the test, the students should be informed that the test would not affect their grades, branch change, or any aspect of their admission, placement, study, etc. Purpose of the test is to provide help to those students who need help in English.

Lectures & Workshops by Eminent People

Eminent people from all walks of life may be invited to deliver lectures, namely, from industry, academia, social science (authors, historians), social work, civil society, alumni etc. be identified and invited to come and address the new students. Motivational lectures and workshops about life, meditation, etc. by Brahma Kumari, Art of Living, Vivekanand Kendra's, etc. may be organized.

Visits in Local Area

Visit to a local heritage site or a local landmark should be organized. Necessary arrangements would have to be made for arranging buses, guides, and food etc. Besides the above, a visit may also be organized to a village, an orphanage, etc. The purpose of such a visit would be social awareness.

Extra-Curricular Activities in College

They are organized by student councils and clubs. The extra-curricular activities going on in the college should be presented to the new students under the guidance of PIC, Club and Committee for such activity. The new students should be informed about how they can join the activities. Related facilities should be described to them.

Feedback and Report on the Program

Informal feedback Should be sought from the students at the end of the first week. They should be asked to write their feelings and ideas, and submit in writing. A final formal feedback at the end of the program should be collected from students by their filling a form in writing or online.

SOME IMPORTANT POINTS

The Student Induction Program is a mandatory non-credit program in the AICTE Model Curriculum 2018.

BCCM promised to ensure that students have completed the program satisfactorily. For the Universal Human Values components, a test should be conducted to determine that the students were able to gain from these activities.

No Fee should be collected from the student for the overall program or any component of the program. The expenses in running the program would have to be borne by BCCM.

SUMMARY

The Induction Program is designed to make the newly joined students feel comfortable, sensitize them towards exploring their academic interests and activities, reducing competition and making them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and building of character.

The Universal Human Values component, which acts as an anchor, develops awareness and sensitivity, feeling of equality, compassion and oneness, draw attention to society and nature, and character to follow through. It makes them reflect on their relationship with their families and extended family in the college.