

Induction program for the New Teaching faculty - 2020

DAY 1 – 10th January 2020 from 10:00 am to 4: 50 pm

NHQASDC

The induction program was conducted for 8 newly joined faculty of NHCE and NHCM on 10th & 11th January 2020. All the participants were sent to ten different departments as mentioned in the schedule. The program started at 10: 00 am at NHQASDC by Ms. Hima Bindu, Educational Program analyst. In this session, detailed introduction was given by her about various activities conducted for the faculty development by the center. The parameters which are used for classroom observations were defined and individually those parameters were explained. The newly joined faculty was assured that, in future if any help is needed for facilitation of classes we will render. There was emphasis given on the importance of usage of technology in classroom teaching in a meaningful manner.

Dept of Civil

Role of MOOC online courses & certification in higher technical educational institutions was explained **by Dr. Niranjan, HOD Civil Department**. He gave a holistic picture of how certification helps for both personal and professional development to the faculty. He also helped them to understand the procedure for applying to the MOOC courses.

Dean Academics

Post lunch the new joined faculty members were exposed to the autonomous status of NHCE by **Dean Academics, Dr. Prashanth CSR**. He spoke about how the norms associated with autonomous status need to be strictly followed to ensure smooth run of the process.

Dept. of Research & Development

Dr. Gopal Krishnan, Dean of R & D department, shared the importance of paper presentations and the importance of writing research papers and getting them published in various noted journals. Especially the NHCE team was told about the role of faculty, in participation of various R& D activities and the impact of the same in NAAC and other accreditation programs.

Library

Dr. Anitha Rai, Head Library and Information Center, shared the various library resources available for both students and faculty of NHCE & NHCM with references to their individual enhancement of knowledge and also for conducting their classroom sessions.

DAY 2 – 11th January 2020 from 10:00 am to 4: 50 pm

Dept of CLSLLS

Dr. Sowmya Narayanan head of the department center for life skills and lifelong skills, spoke about the importance of interpersonal skills and social etiquette. She made them aware about the expected behavior of NHCE staff in line with the culture of our college and overall vision of NHEI.

Human Resource

Head Human Resource Ms. Manjula gave detailed information on HR policies. She explained about the leave policies to be followed and how HR department will always be available to support them at the time of need.

Principal NHCE

Post lunch the faculty of NHCE met **Dr. Manjunatha, Principal, NHCE**, who stated the Institutions' vision, mission and values. He encouraged them to work in line with the institution's vision, mission, goal & values. He also helped them understand how they need to tackle student related issues.

Center of Examinations

NHCE faculty then went to the **COE department and met Dr. Vijilius head of the department** to understand the Students' Examination/ evaluation process of our college. Their role during examinations was well explained so that they will be prepared for the same and be part of the team.

Registrar

At the end of the day 2 of the induction program, all the participants went **to Mr. H N. Suryaprakash Registrar & Dr. Srinivasa- HoD-Mathematics** to understand the process to be followed to maintain the student attendance, as this information plays a vital role in maintaining student records. They were introduced to the college attendance software called **Contineo**.

Thus all the new joined faculty members were helped to understand the institution's culture and their individual roles & responsibilities towards the growth of the organization.