



# Student Induction Program Knowledge University

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## Introduction

### Background

Knowledge University were established to train graduates in their respective branch/department of study, have a holistic outlook towards life, and have a desire to work for national needs and beyond.

The graduating student must have excellent knowledge and skills in the area of his study. However, he/she must also have broad understanding of society and relationships. Character needs to be nurtured as an essential quality by which he would understand and fulfill his/her responsibility graduate student, a citizen, and a human being. Besides the above, several meta-skills and underlying values are needed.

There is a mad rush for graduates in different departments today, without the student determining for him/herself his/her interests and his/her goals. This is a major factor in the current state of demotivation that exists among knowledge students towards studies.

The success of gaining admission into a desired institution but failure in getting the desired branch, with peer pressure generating its own problems, leads to a peer environment that is demotivating and corrosive. For some, the start of hostel life without close parental supervision at the same time, further worsens it with also a poor daily routine.

### Extending a Helping Hand

To come out of this situation, a multi-pronged approach is needed. 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.

When new students enter an institution, they also come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment, and many of them have little knowledge of a university/college. An important task, therefore, is to welcome the new students to higher education and prepare them for their new role.

Transition from school to university/college life is one of the most challenging events in a student's life. Currently, precious little is done by most institutions, except for an orientation program lasting a couple of days.

Student Induction is designed to help in the whole process. Therefore, it should be taken seriously, 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.

The term *induction* is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well-planned event to educate the new entrants about the environment in a particular institution 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 incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed. Then the different activities start, including those which are daily.

### **Here is a list of activities:**

- familiarizing new students with student handbook.
- Physical Activity
- Creative Arts and Culture
- Familiarization with College, Dept./Branch
- Proficiency Modules
- Visits in Local Area
- Extra-Curricular Activities in College
- Feedback and Report on the Program

The time during the Induction Program is also used to rectify some critical lacunas, for example, English background, for those students who have deficiency in it. These are included under Proficiency Modules.

There will be a 3-ady long induction program for the knowledge 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.

## Activities

The following are the activities under the induction program in which the student would be fully engaged throughout the day for the entire duration of the program.

### Student Handbook

At the first day of the induction program university must prepare both hard/soft copy of the student handbook to be distributed on the new student to allow them to know their right, obligation, and responsibilities. University and different faculties have to provide stuffs to answer any question regarding the student handbook during all 3 days of induction program.

### Physical Activity

This would involve a daily routine of physical activity with games and sports. There would be games in the evening or at other suitable times according to the local climate. These would help develop teamwork besides health. Each student could pick one game and learn it for the duration of the induction program and hopefully, continue with it later.<sup>1</sup>

### Creative Arts

Every student would choose one skill related to the arts whether visual arts or performing arts. Examples are painting, music, dance, pottery, sculpture etc. The student would pursue it every day for the duration of the program.

### Familiarization with College, Department/Branch

The incoming students should be told about the credit and grading system, and about the examinations. They should be informed about how study in college differs from study in school. They should also be taken on a tour of the college and shown important points such as library, canteen, 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. They should also be shown the laboratories, workshops, and other faculties.

The above should be done right in the first two days, and then over the afternoons thereafter, as appropriate.

## Proficiency Modules

The induction program period can be used to overcome some critical lacunas that students might have, for example, English, computer familiarity etc. These should run like crash courses, so that when normal courses start after the induction program, the student has overcome the lacunas substantially.

## Visits in Local Area

A couple of visits to the local landmarks including historical monuments should be organized. This would familiarize the students with the area together with bonding with each other, like in a picnic.

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/university. They should be shown the facilities and informed about activities related to different clubs etc. This is when selected senior students involved in or leading these activities can give presentations, under faculty supervision.

## Feedback and Report on the Program

Students should be asked to give their mid-program feedback. They should be asked to write their opinions about the program at the end of the first day. The feedback should be used to make any mid-course correction, if any.

Finally, at the end of the program, each group (of 20 students) should be asked to prepare a single report on their experiences of the program. On the second last day, each group should present their report in front of other groups. Immediately after their presentation, they should submit their written report. This will also serve as a closure to the program.

Finally, a formal written or online anonymous feedback should be collected at the end of the program.

# Organizing the Student Induction Program

## Preparing for the Conduct of the Program

Induction is a well planned process of introducing the new students to higher education, the institution, etc. Before it is conducted, it is essential to plan all the activities in advance.

The following preparations are recommended:

1. Ensure full support from head of the institution and top management.
2. Joint meeting of all the partners involved (see below), in getting their participation in the process of education.
3. Constitution of Induction Committee chaired by the Director/Principal and convened by Dean/Vice Principal which will prepare detailed plan of the induction programme in consultation with the head of the institution, facilitate the conduct, monitor and coordinate the whole induction programme.
4. New students be informed that the Induction is mandatory non-credit course for which a certificate will be issued by the institution.
5. Ensure compulsory participation by the involved teachers and other partners.
6. Detailed scheduling of the activities based on the nature, size and location of the institution.
7. Preparing induction policy and charter for students stating their responsibilities.
8. Conducting a half-day workshop for partners on how to conduct student induction.
9. Each department should focus on the student handbook and familiarize the student on their tight and responsibilities.

### *Partners in Induction:*

- Head of the institution
- Important functionaries
- Faculty mentors
- Students council/association
- Selected senior students (student guides)
- Selected alumni (if)
- Civil society
- 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

The incoming students must be divided into batches of 30 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.

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 with three preferences, and the game or sport be allotted to them as per their preference. There should be sufficient number of coaches for each game/sport as per norms.

The physical activity should start from Day 2 onwards as a daily activity, wherein the student learns and plays his assigned game during the induction program.

### Creative Arts

Qualified instructors for arts may be hired on contract basis and be paid honorarium as per norms of the institute. Daily 90 to 120 minute sessions may be arranged.

The list of available art forms, such as vocal music, instrumental music, folk music, painting, sketching, dance, group dance, clay modelling, pottery, dramatics, etc. should be announced on Day 1 when the new students arrive. They should be asked to fill their choice with three preferences, and the art form be allotted to them as per their preference. There should be sufficient number of teachers for each art form. The ratio may be kept as 1 teacher for every 30 students.

## 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 students admitted in a branch would visit their allotted department or 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.

It would be helpful if an alumnus of the Dept. relates his professional experience related to the field of the study to the incoming students. For this he/she should be contacted beforehand.



## 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. Books in Kurdish/Arabic languages must be included and even given priority. Students are losing connection with languages in general and their own language, in particular.

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. A literary group may consist of around 30-40 students.

Similarly, debating and public speaking activity could also be undertaken. If the college can arrange for a drama workshop where a group of students learn and enact a play it would be very good. Not all the incoming students would do this, but those who wish may be provided the opportunity. Help may be taken from senior students engaged in such extra curricular activities in the college.

## Extra-Curricular Activities in College

Every college has extra-curricular activities. Most of them are student driven. 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 faculty advisors for such activity. The new students should be informed about how they can join the activities. Related facilities should be described to them.

Presentation on the activities by the student council should be made in the second day of the Induction Program. Note that all new students would be learning an art form as well a game, which will give a big impetus to the extra-curricular activity, in time to come.

## Feedback and Report on the Program

Informal feedback should be sought from the students at the end of the first day. 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.

Besides the above, each group (of 20 students) should write a report on the Induction Program towards the end of the Program. Thus, there would be as many written reports as there are groups. They would also have to make a presentation of their report. They should be encouraged to use slides while making a presentation.

Presentation of the report should be made in the language they are comfortable with, without any insistence that it should be in English. It is more important that they feel comfortable and confident. Each group may make the presentation through 4-5 of its group members or more.

In case, the number of new students in a college is large, the presentation should be made by each group in front of 4 other groups besides their own, thus there would be about 100 students (in 5 groups) in the audience in a session. Several such sessions could run in parallel or serially.

In each session, their faculty mentors and student guides, if any, should also be in the audience. These sessions would tell you how well the program ran, and what the students are feeling at the end of the program. This would also serve as a grand closure to the program.

## Some Important Points

The Student Induction Program is a mandatory non-credit program all departments at Knowledge university. Colleges have to ensure that students have completed the program satisfactorily. Attendance should be taken.

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 the college.