Student Induction Program Model Guide

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This document is intended for planning and implementing the SIP.
Suggestions welcomed.

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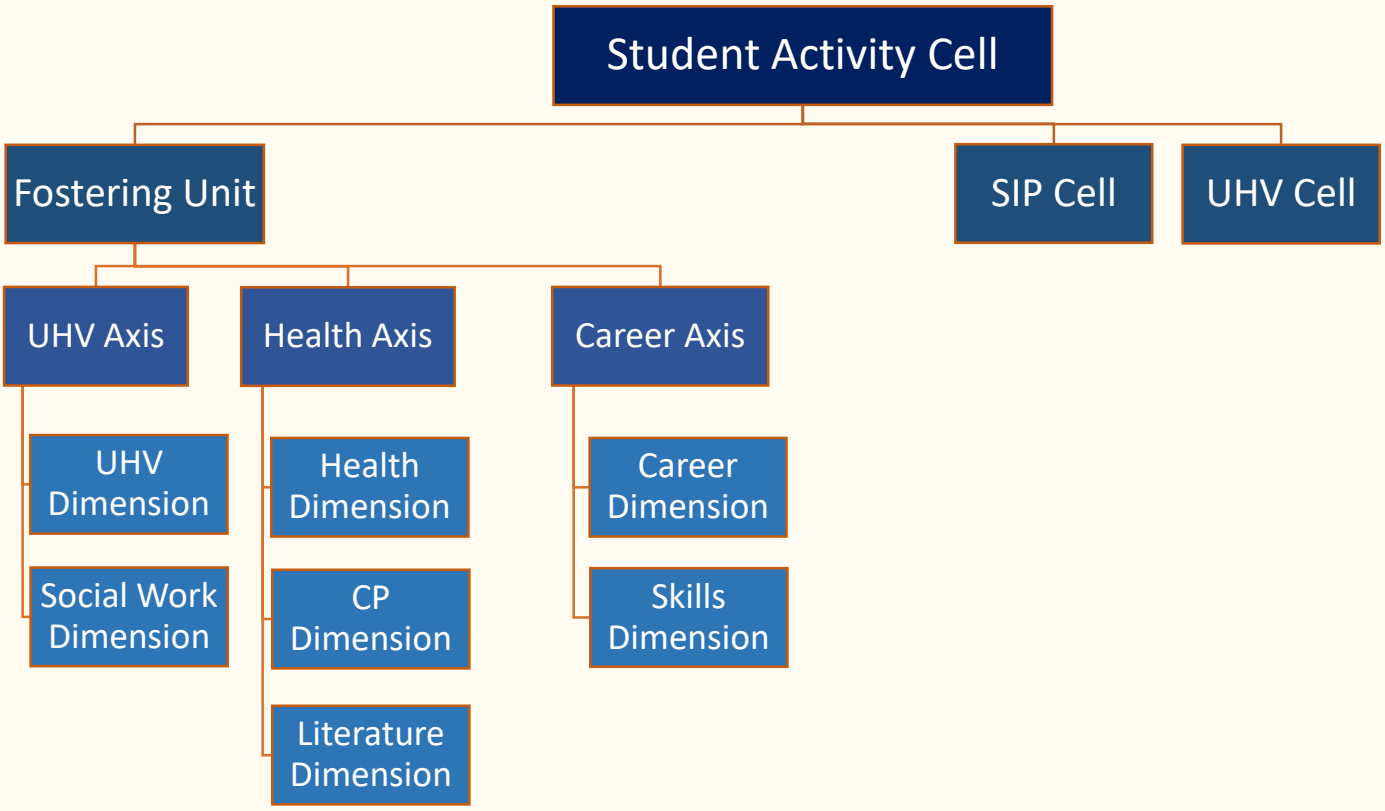
Student Activity Cell (SAC) – SIP Cell, UHV Cell and Fostering Unit



• Student Activity Cell will be a five-tier structure in terms of cell, units, axis, dimensions & Clubs as shown in the figure till dimensions. Details of the clubs will be based on local conditions.

• Director or Principal or Dean of Student affairs will be the Chairman of Student Activity Cell

• SIP Cell (or Induction Unit) will be managed by faculty members with the help of student volunteers. 5 to 7 faculty members will be the members. The SIP Cell will be responsible for planning, organization, coordination and reporting of the annual Student Induction Program with the help of other faculty members and student volunteers

• UHV Cell will be managed by the UHV Convener / Coordinator under the chairpersonship of the director/principal. Faculty members and some students will be the members. They will coordinate the UHV activities like UHV-I during SIP, UHV-II 3rd/4th semester, faculty mentoring program and student buddy program throughout the student's association with the institute/college. UHV Cell will work to incorporate human values in every aspect of education at the institute/college. Preparing UHV Faculty (Mentors) is one of its activities

• Fostering unit will largely be managed by students with the help of one fostering unit faculty mentor. Student will be coordinators for axis, dimensions and clubs. Fostering unit will take support from induction unit as and when required. It will be responsible for coordinating various student clubs and activities in alignment with human values

A well-established Student Activity Cell can also provide support as well as counseling services to the newly admitted students to make them aware about the things as well as groom them for near future.

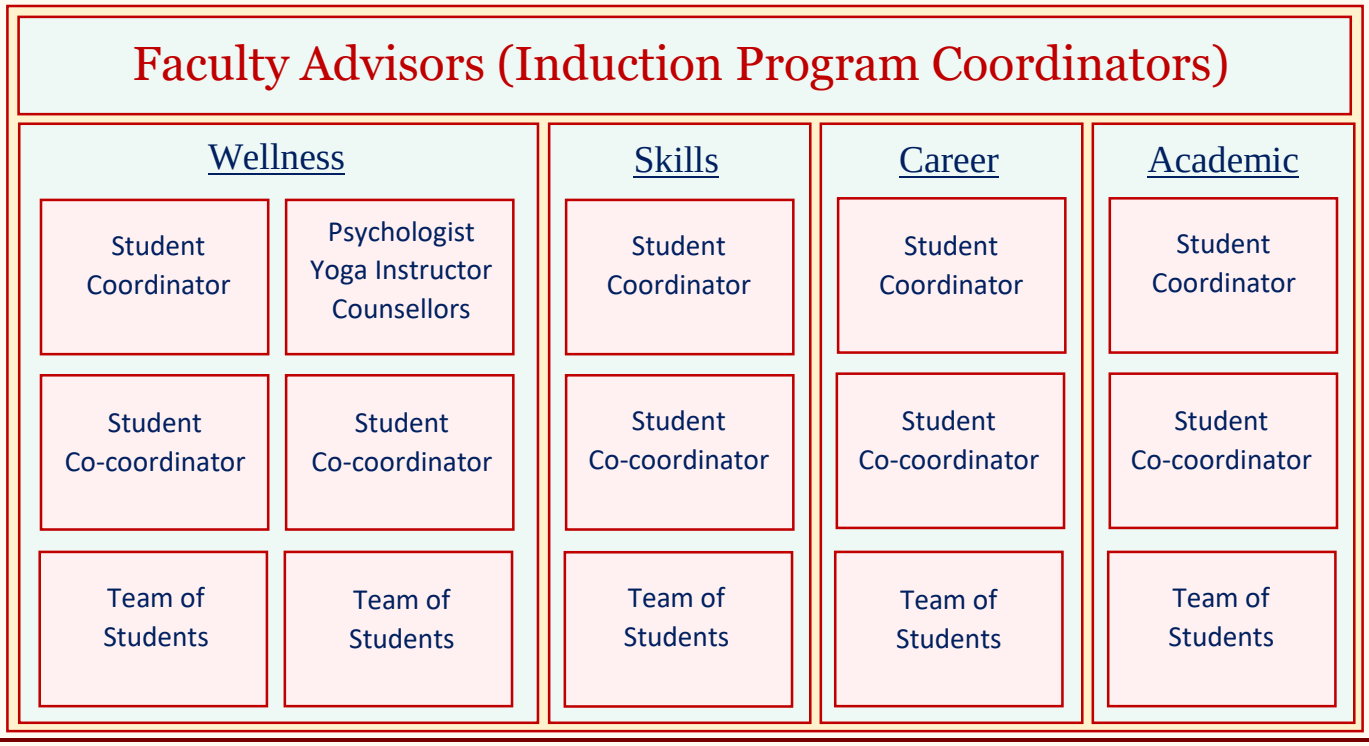
Students Counseling Service (SCS)

In order to provide advice or help to the students of institute, Student Counseling Service (SCS) needs to be initiated. Team of SCS will assist and strengthen the students at institute for enhancing their academic skills and career developments, as well as for their overall wellness. SCS aims to generate the skilled and healthy (both at mental & physical level) human resources in the institute, who will also be able to further contribute potentially in the development of the nation in various arena of science, technology, and humanities.

The following major areas have been identified for SCS:

1. Wellness
2. Skill Development
3. Career
4. Academic

A schematic view of the over-all structure of SCS is shown below:



Further, the SCS shall look after the “Orientation Program” for UG first semester from

The team of each domain will consist of a faculty coordinator, student coordinator(s), student co-coordinator(s) and team of the member students will voluntarily provide their time and services to fulfil the objectives of SCS. These student coordinators will work in close cooperation with the faculty coordinators. The volunteer students will participate from each department and hostels in the team, and special emphasis will be given on their homogeneous distribution in various hostels. Moreover, the student member counselor from student council, and various clubs will also be associated with the SCS team.

Further, the SCS shall look after the “Orientation Program” for UG first semester from the next academic session in 2020.

Working Methodology:

The first step of the SCS team is to identify a student who needs assistance.
Student can contact to the SCS through three medium.
1. Online automated procedure via SCS Webpage
2. SCS office
3. SCS student team members

This will be executed by combination of the regular network and web-based system. For example, a student “A” has an interest related to the various aspects of certain domain of SCS (e.g., academics, career, skill development, international exchange). The following steps will be implemented:

• Either student appointed as team members will identify the student “A”, or that particular student may also contact SCS though web link or SCS office.
• The information related to the student will be registered by the student counselor at the Department in the web-based system using form*

*Note: Until the web-based system is developed, the procedure will run manually through the network by using the similar forms.

• The registered information will be delivered to the “Faculty Coordinator” in his web-based account/SCS office.
• It will be delivered to the web-based account of the “Faculty Coordinator”. He will review and assign to it a certain solution existing in the SCS team through the

appropriate combination of the student coordinator (SC), student co-coordinator, and student counselor existing at that particular department.
• This automated web-based system will set an appropriate & rapid connection between the students who requires assistance and concerned Faculty Coordinator; Student Coordinator; Student Co-coordinator, and Student Counselor at any Department. The solution will quickly reach to the student through the well-established SCS team structure.

Areas of Counseling

1. Academic Counseling

The "Academic Counseling" is related to the various academic endeavors of the students admitted for their education at the institution.

Main Objectives:

• To assist the student related to his/her academic difficulty,
• To assist the student for his/her language related challenges in academic courses,
• To involve the student in Academic Counseling team appropriately to enhance the academics and its related activities,
• Identify the relevant challenges (e.g., career related pressure, wellness etc.) affecting the academics of the student, and channel it to the other sub-groups of SCS for their potential solutions.
• Planning and execution on the academic part of "The Institute's Orientation Program".

There are three types of major challenges, which encounter to the students when they go into the study of various courses assigned in their curriculum:

(a) Study related; (b) Language related; (c) humanistic aspects of that particular student.

In order to assist the academic hurdles of a student during his/her entire stay at the institute, the above mentioned network will be active and will be providing assistant in form of:

• Connection to the Remedial Classes,
• Academic guidance by the student's counselor (and some teachers as per their consent) at the particular department,
• Academic skill development workshop(s),
• Connection with the activities of various student's clubs and councils.

2. Skill Development

Presenting yourself at different platform of life with the skills of language and self-expression is the important part of each student.

Main Objectives:

- To facilitate the following platforms to the students in order to develop their skills, interests and improve their personality and career opportunities:
  - o Music, Dance, Media, Photography
  - o Softwares and computer programming, Science and Technology, Astronomy
- To provide the language classes for the following languages: Hindi, English, Sanskrit, and German, French, Japanese, etc. (as per the availability of expertise)
- To organize workshops for Creative writing, Technical Writing, and Research Methodology
- Time management
- Preparation for interviews
- To organize various lectures for improving the presentation skill of the students.
- To structure small groups of students and improve the Group Discussions skills of students.

The following structure can be developed for Skill Development network in the Institute to provide skill development platforms:

The Faculty coordinators for the skill development will appoint two student coordinators each from UG level and PG level of the institute. These student coordinators will work in close cooperation with the faculty coordinator. The student coordinators in consultation with faculty coordinators will appoint total 04 Co-coordinators 02 each from UG and PG level. The work of the Skill development counseling team is closely related to some student's club and council activities. The help of student councils will be very crucial for the successful implementation of Skill Development Counseling. The pillars of the team structure i.e., the student guides or volunteers must be having a huge responsibility to communicate with various student clubs to facilitate the required skills to the interested students. Total 14 student guides (08 from UG and 06 from PG level) will be appointed to help the Counseling of students in Skill Development. The total team will have (02 Faculty+ 20 Students).

3. Wellness

The Wellness team will contribute in a holistic wellbeing of the student community. The volunteers have real life experience about understanding the challenges of students which are associated with situations that affects one's intellectual, emotional, physical, spiritual and social wellbeing.

The Wellness team provides a comfortable environment to share issues related to holistic well-being. One may approach the team for seeking help, expressing feelings, discomfort, anger or anxiety in a confidential manner. This body is also a platform for those who seek opinions of experts to deal with relationships, academic backlog, friend circle, campus life, addiction, family pressure, economic conditions, etc. which are important for a contented day to day life. This platform will welcome such people and will try its best to proliferate their enthusiasm and confidence in order to resolve such issues. The team will work in a way so that a student can realize their physical, mental, social and emotional potentials.

Main Objectives:

• Guidance on issues concerning campus life
• Holistic proliferation of happiness among students
• Organization of events, talks and success stories of inspiring personalities including on-campus fellow friends to boost their potential enhancing physical, mental and social well-being

4. Career

Although nowadays students have relatively a lot more career opportunities than before, yet due to lack of proper clarity and counseling they get embroiled in a conundrum to choose a befitting career for themselves. The SCS team will help students in finding the career options that will best suit them and define possible career objectives according to individual student's likings, knowledge and skills. The team will find opportunities of scholarship for tuition fee & foreign internship along with possibilities of different awards and higher educations.

Main objectives:

• Counseling on possibilities for Higher education & Research on an individual basis
• Helping the student to find their best career option based on their liking, knowledge and skill
• Equipping the students with information on different scholarships and fellowships,

nationally and internationally.
• Helping students in their preparation for different placement interviews.

Web-based Registration Form

A web-based system will be developed for the activities of various domains of SCS (here example refers to the academic counseling related activities) within the main website of SCS. This process will have the following popups related to various on-line forms.

1. Category: Click to open the dropdown list

- 1. Study Related
- 2. Language Related
- 3. Examination Related

2. Name of the Student:

3. Registration Year: Click to open the dropdown list

- 2017 – 2018
- 2018 – 2019
- 2019 – 2020
- 2020 – 2021

4. Registration Number:

5. Hostel's Address:

6. Home Address:

7. Mobile Number:

8. Email ID:

9. Department of the Student: Click to open the dropdown list

10. Name of the Student's Counselor at the Department:

**Once Department will be selected, next items will be uploaded as per the Department's Curriculum.

***The Drop-down 3 & 4 will be activated only when the student will choose 1. Study Related option. Otherwise, it will go outside of this segment of the form directly to the point 13.**

11. Level: Click to open the dropdown list

12. Courses: Click to open the dropdown list

All the curriculum of the level selected will be uploaded here and student may select multiple courses in which he/she has problem.

13: Write your problem in this given space:

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