

Composition of Induction Committee- 2023-24

I, hereby, constitute the Induction Committee of our college to conduct, monitor and coordinate the whole induction programme for the academic year 2023-24.

Members of the Induction Committee- 2023-24

Convener	Dr Binoj Jose	IQAC Coordinator
Joint Convener	Dr Sukanya B Menon	IQAC Joint Coordinator
Member coordinator	Dr Simi Varghese	Dept. of Journalism
Member coordinator	Dr Milu Mariya Anto	Ho D, Dept. Psychology
Member coordinator	Dr Nice Mary Francis	Dept. Psychology
Member coordinator	Mr George Jose	Dept. Commerce
Member coordinator	Dr Paul J Alappat	Office Superintendent
Member coordinator	Mr Laju Xavier	Vice President, PTA



B. M. M. M. M.

Principal



**Student Induction Programme
Policy
Objective, Guidelines and Procedures**

Objective

1. Provide appropriate guidance to the students to the key system and procedures of the college.
2. Help the students to adapt to the new environment of education and adjust to customs and practices of the college.
3. Enable the students to become familiar to the various amenities and intellectual and Physical resources of the college.
4. Instill the ideas, practices and spirit of the college and its unique features.
5. Provide suitable environment to the student to approach their faculty mentor to deal with academic, physical, financial, and psychological problems in a well structured mentor- mentee relation.
6. To equip the students to engage in socializing, associating, governing and experiencing
7. To create social integration of students among themselves and faculty members

Guidelines

1. Student Induction committee has to be constituted by the principal every year.
2. The Induction committee has to function in co-operation with the support and guidance of the head of the Institution and Management.
3. The Committee shall frame the Schedule of the induction programme as per the guidelines provided by higher authorities such as Central Government, UGC, State Government and University in consultation with the head of the institution, Heads of departments and Senior faculty members
4. The committee shall conduct, monitor and coordinate the whole induction programme.
5. The partners of the induction programme shall be – Newly admitted students, Heads of departments, important functionaries and administrative staff, faculty mentors, selected alumni, selected senior students and invited distinguished people.

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Procedure

1. A detailed information of programme should be properly provided in the institutional website.
2. New students should be informed that the induction programme is mandatory noncredit course for which a certificate shall be issued by the college.
3. Ensure the participation of the teachers, especially heads of the departments and coordinators of various statutory bodies and other relevant forums.
4. Train the faculty members to effectively involve in induction programme, particularly for mentoring.
5. A joint meeting of all the partners of the induction programme should be held.
6. After the induction programme, a detailed report of the programme has to be presented and feed back of the entire programme has to be collected.
7. The programme schedule shall include the Broader areas like relevance of higher education, national development concerns, community based activities, self-empowerment, team work, leadership development, awareness on social responsibilities and institutional values and ethos.

B. S. Sankar

Principal

