

Dear HoDs/Incharges,

As you are aware that the Human Resource Development Centre (HRDC) is going to organize a **Three days Induction Program** for newly inducted faculty members, teaching supporting and administrative staff. The induction program is scheduled to be held on Saturdays; **01.10.2022, 08.10.2022 and 15.10.2022 from 1:00 pm to 4:30 pm**. The Induction Program will cover various aspects required for a new inductee to perform his/her duties and be motivated toward fulfilling the Vision and Mission of the University.

You are requested to disseminate the above information to all the faculty members, teaching supporting staff and administrative staff inducted in the year 2022 of your department. This Induction Program is mandatory, please ensure their presence.

Thanking You.

**Dr. Syed Aqeel Ahmad**

Director

Human Resource Development Centre (HRDC)

Integral University, Lucknow

**Faculty Member & Teaching Supporting Staff Induction Program**  
**Human Resource Development Centre (HRDC)**  
**Integral University Lucknow**

(Ver.1, Oct 2022)

Day No.	Session	Particulars	Duration	Responsibility	Venue	
<b>1.10.2022</b>	1:00pm-1:10pm	<ul style="list-style-type: none"> <li>Registration &amp; Folder Distribution</li> </ul>	10 min	Mr. Seemab Ahmad (Dy. Registrar Admin)	Central Auditorium	
	1:10pm-2:10 pm	<ul style="list-style-type: none"> <li>About the University</li> <li>History, Vision &amp; Mission of University - Structure of University</li> </ul>	15 min	Prof. Syed Aqeel Ahmad (Director HRDC)	Central Auditorium	
		<ul style="list-style-type: none"> <li>Service rule</li> <li>Conduct of Employee</li> </ul>	15 min	Prof. T. Usmani	Central Auditorium	
		<ul style="list-style-type: none"> <li>Integral Learning Initiative (ILI) Learning Management System of the University</li> </ul>	30 min	Mrs. Kavita Agrawal (Coordinator ILI)	Central Auditorium	
	2:10 pm – 3:20 pm	Library – Process of Library Membership Registration, issue of books, online access etc.	30 min	Dr. Prachi Shukla (Assistant Librarian)	Central Auditorium	
		Media Room/ Lecture Recording Room – Demonstration of E-content Creation	30 min	Mohammad Zubair (Coordinator, Department of Mass Communication)	Central Auditorium	
		Transport – Operational Routes, Timings, Fee	10 min	Mr. Parvez Akhtar (Transport In-charge)	Central Auditorium	
	<b>TEA BREAK (10 min)</b>					
	3:30 pm – 4:30 pm	Visit to Chancellor's Gallery	15 min	Mr. Seemab Ahmad (Dy. Registrar Admin)	Central Auditorium	
		CCG&D – Contribution for Placement, etc	45 min	Dr. Nilanjan Mukherji (Director CCG&D)	CCG&D Ground floor BNLT (Block E)	
	<b>END OF DAY ONE</b>					

Day No.	Session	Particulars	Duration	Responsibility	Venue	
8.10.2022	1:00pm-1:45pm	Internal Quality Assurance Cell (IQAC) <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Accreditation process</li> <li>• AQAR Portal – Structure &amp; Utilization</li> <li>• Responsibilities &amp; Expectations</li> </ul> Outcome-Based Education (BT, CO, PO, PSO mapping and attainment etc.)	45 min	Prof. Syed Misbahul Hasan (Director IQAC)	Central Auditorium	
	1:45pm-2:30pm	<ul style="list-style-type: none"> <li>• Introduction &amp; Structure of the department</li> <li>• Academic Roles &amp; Responsibilities</li> <li>• Academic &amp; Social Conduct</li> <li>• Administrative Roles &amp; Responsibilities</li> <li>a. Program Coordinator</li> <li>b. Course Coordinator</li> <li>c. Departmental Web Coordinator</li> <li>d. DQAC Coordinator</li> <li>e. Departmental Training &amp; Placement Coordinator</li> <li>f. Employee Management System (EMS)</li> <li>g. Student Management System (SMS)</li> </ul>	45 min	Mrs. Kavita Agarwal (HoD CSE) and Dr. Alvina Farooqui (HoD Bioengineering)	Central Auditorium	
	<b>TEA BREAK (15 MIN)</b>					
	<b>End of Induction Program for Administrative Staff</b>					
	2:45 pm – 3:30 pm	<ul style="list-style-type: none"> <li>• Admission Process</li> <li>• Ordinances</li> <li>• Syllabus System – CBCS, OE, DE</li> <li>• Academic Calendar</li> <li>• Course File &amp; Student Feedback</li> </ul>	45 min	Mrs. Kavita Agarwal (HoD CSE) and Dr. Alvina Farooqui (HoD Bioengineering)	Central Auditorium	
	3:30 pm – 4:15 pm	IIRC <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Research Policies &amp; Conduct</li> </ul>	45 min	Dr. Snober S. Mir (Coordinator IIRC)	Central Auditorium	
	<b>END OF DAY TWO</b>					

Day No.	Session	Particulars	Duration	Responsibility	Venue	
15.10.2022	1:00pm-1:45pm	IPRMC <ul style="list-style-type: none"> <li>• Introduction Vision &amp; Activities</li> <li>• Eligibility</li> <li>• Research Awards</li> <li>• Documents Incentivization of Publications</li> <li>• Implementation of IU Research Initiative</li> </ul>	30 min	Dr. Snober S. Mir (Coordinator IIRC)	Central Auditorium	
		CIED <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Vision &amp; Activities</li> </ul>	15 min	Dr. Asma Farooq, (Incubation Manager)	Central Auditorium	
	1:45pm-2:30pm	About Examination process <ul style="list-style-type: none"> <li>• Evaluation Scheme</li> <li>• Continuous Assessment (CA) <ol style="list-style-type: none"> <li>Unit Test</li> <li>Quiz</li> <li>Assignment</li> <li>Attendance</li> </ol> </li> </ul> End Semester Exam (ESE)	30 min	Prof. Abdul Rahman Khan (Controller of Examination)	Central Auditorium	
		Alumni Cell – Activities & Achievements	15 min	Dr. Salman Khan (President IUAWA)	Central Auditorium	
	<b>TEA BREAK (15 MIN)</b>					
	2:45 pm – 3:30 pm	Medical Aid (Hospital Facilities) – Protocol for Normal & Emergency Situation	45 min	Prof. Dr. Baljeet Singh Arora (Medical Superintendent, IIMSR)	Central Auditorium	
	<b>Concluding Remarks by Director HRDC</b>					
	<b>University Visit</b>					
	3:45 Onwards	Solar Gallery – Sensitization for Green Initiatives	-	Prof. T. Usmani (Director, Solar)	Block E (BNLT Block)	
		Gymnasium, Sports & Yoga Facilities – Facility Details	-	Dr. Mohd. Zafar (Director IUSA)	University Gymnasium	
Medical Facilities, Hostel etc.		-	-	-		