

**Report on Three days Faculty/Administrative Staff Induction Program
from 1st to 15th October 2022**

Human Resource Development Centre (HRDC), Integral University, Lucknow organized a **03 days** Faculty/Administrative Staff Induction Program from 1st to 15th October 2022 for newly inducted Faculty Members, Teaching Supporting and Administrative Staff of the year 2022. The induction program had been designed to cover various aspects required for a new inductee to perform his/her duties and be motivated toward fulfilling the Vision and Mission of Integral University. The detailed program was as follows:

| Session No. | Topics Covered | Resource Person |
|--------------------|--|--|
| 1 | <ul style="list-style-type: none"> • About the University • History, Vision & Mission of University - Structure of University | Prof. Syed Aqeel Ahmad (Director HRDC) |
| 2 | <ul style="list-style-type: none"> • Service rule • Conduct of Employee | Prof. T. Usmani |
| 3 | <ul style="list-style-type: none"> • Integral Learning Initiative (ILI) Learning Management System of the University | Mrs. Kavita Agrawal (Coordinator ILI) |
| 4 | Library – Process of Library Membership Registration, issue of books, online access etc. | Dr. Prachi Shukla (Assistant Librarian) |
| 5 | Media Room/ Lecture Recording Room – Demonstration of E-content Creation | Mohammad Zubair (Coordinator, Department of Mass Communication) |
| 6 | Transport – Operational Routes, Timings, Fee | Mr. Parvez Akhtar (Transport In-charge) |
| 7 | CCG&D – Contribution for Placement, etc | Dr. Nilanjan Mukherji (Director CCG&D) |
| 8 | Internal Quality Assurance Cell (IQAC) <ul style="list-style-type: none"> • Introduction • Accreditation process • AQAR Portal – Structure & Utilization • Responsibilities & Expectations Outcome-Based Education (BT, CO, PO, PSO mapping and attainment etc.) | Prof. N. R. Kidwai (Dy. Director IQAC) |
| 9 | <ul style="list-style-type: none"> • Introduction & Structure of the department • Academic Roles & Responsibilities • Academic & Social Conduct | Mrs. Kavita Agarwal (HoD CSE) |

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| | <ul style="list-style-type: none"> • Administrative Roles & Responsibilities <ol style="list-style-type: none"> a. Program Coordinator b. Course Coordinator c. Departmental Web Coordinator d. DQAC Coordinator e. Departmental Training & Placement Coordinator f. Employee Management System (EMS) g. Student Management System (SMS) | |
| 10 | <ul style="list-style-type: none"> • Admission Process • Ordinances • Syllabus System – CBCS, OE, DE • Academic Calendar • Course File & Student Feedback | Dr. Alvina Farooqui (HoD Bioengineering) |
| 11 | IIRC <ul style="list-style-type: none"> • Introduction • Research Policies & Conduct | Dr. Snober S. Mir (Assistant Director, IIRC) |
| 12 | IPRMC <ul style="list-style-type: none"> • Introduction Vision & Activities • Eligibility • Research Awards • Documents Incentivization of Publications • Implementation of IU Research Initiative | Dr. Snober S. Mir (Assistant Director, IIRC) |
| 13 | CIED <ul style="list-style-type: none"> • Introduction • Vision & Activities | Dr. Asma Farooq, (Incubation Manager) |
| 14 | About Examination process <ul style="list-style-type: none"> • Evaluation Scheme • Continuous Assessment (CA) <ol style="list-style-type: none"> a. Unit Test b. Quiz c. Assignment d. Attendance End Semester Exam (ESE) | Prof. Abdul Rahman Khan (Controller of Examination) |
| 15 | Alumni Cell – Activities & Achievements | Dr. Salman Khan (President IUAWA) |

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|---------------------------------------|---|--|
| 16 | Medical Aid (Hospital Facilities) – Protocol for Normal & Emergency Situation | Prof. Dr. Baljeet Singh Arora (Medical Superintendent, IIMSR) |
| 17 | Solar Gallery – Sensitization for Green Initiatives | Prof. T. Usmani (Director, Solar) |
| Visit to University Facilities | | |
| 18 | Chancellor’s Gallery | Mr. Seemab Ahmad (Dy. Registrar Admin) |
| 19 | Central Library | Dr. Prachi Shukla (Assistant Librarian) |
| 20 | Media Room/ Lecture Recording Room | Mohammad Zubair (Coordinator, Department of Mass Communication) |
| 21 | Solar Gallery | Prof. T. Usmani (Director, Solar) |
| 22 | Gymnasium, Sports & Yoga Facilities – Facility Details | Dr. Mohd. Zafar (Director IUSA) /Mr Aman Khan (Gymnasium Trainer) |

A total of 143 participants including faculty members, teaching support and administrative staff have attended the induction program. The induction program witnessed detailed deliberations on topics mentioned in the list above. The program was opened by Prof. Syed Aqeel Ahmad, Director HRDC wherein he enlightens the new inductees about the history of Integral University and its humble beginning. Prof. Ahmad described the untiring efforts of the Hon’ble Founder and Chancellor of Integral University Prof. Syed Waseem Akhtar and the poise ‘Vision & Mission’ of the University.

On the first day (01.10.2022), the service rule and conduct of the employee was discussed by Prof. T. Usmani, Proctor. Prof. Usmani made every new inductee aware of the requirements to maintain and further enhance the conducive environment of an academically driven institution of higher education and research like Integral University. In the next session, Mrs Kavita Agrawal, Coordinator Integral Learning Initiative (ILI), explained the working of the in-house-developed Learning Management System (LMS). The ILI-LMS of Integral University is a fully functional world class robust cloud-based e-platform wherein each and every aspect of the teaching-learning can be supplemented. The ILI-LMS is being accessed by each & every faculty member and student making Integral University a true implementor of a Blended Mode of Teaching and Learning which is an essential mandate of NEP2020.

Day one continued with the talk of Dr Prachi Shukla, Assistant Librarian. Dr Prachi made participants aware of the rich collection of the fully automated Central Library. She elaborated on the protocols of library usage and remote access to the resources. During the visit to the central library, the participants were familiarised with lecture recording and e-content development facility i.e., The Media Centre of Integral University.

Mr Parvez Akhtar, the Transport In-charge of Integral University explains the University Bus facility and its routes. He also elaborated on the process of utilizing transportation facilities. The day concluded with the talk of Dr Nilanjan Mukherji, Director CCG&D wherein he discussed the functioning of the Centre and its contributions towards student career building. He also seeks the support of the participants to strengthen the student support system.

The second day of the induction program was started on 8th October 2022 with the talk of Prof. N. R. Kidwai, Dy. Director IQAC. Prof Kidwai explains in detail the requirements and importance of NAAC, NIRF and other accreditation processes along with the functioning of the fully functional Internal Quality Assurance Cell (IQAC) of the Integral University. The roles an individual should play, and how the responsibility of achieving higher grades lies on the shoulders of each and every member of the university were also discussed in detail. Prof. Kidwai also made inductees aware of 'Outcome Based Education'. He explains Bloom's Taxonomy and CO-PO mapping.

In the next session of day Two of the induction program, Mrs Kavita Agrawal, HoD, CSE explains about structure and functioning of the department. She elaborated on the decentralized governance model of the department and its essential functionalities.

Day two ended with a very informative and well-crafted session by Dr Alvina Farooqui, HoD, bioengineering who discussed the admission process in the university, Ordinances and their importance, Syllabus System, Choice Based Credit System, Open and departmental Elective subjects, Course Files & Student Feedback etc. Dr Alvina discussed in detail about 'Academic Calendar' of the university and its role in streamlining all the related activities.

The last day, Day Three (15.10.2022) of the induction program started with the session of Dr Snober S. Mir, Assistant Director, Integral Information & Research Centre (IIRC). In that session, Dr Snober talked about the functioning of the IIRC and its role in realising the dream of making Integral University a 'Research Intensive University'. She elaborated on the revolutionary research promotion schemes of the University to the new inductees and hail them to enhance and utilize their academic prowess towards research and National development. The highly interactive session of Dr Snober filled the participants with enthusiasm by making them aware of the IPR scheme of Integral University.

In the next session, Dr Asma Farooq, Incubation Manager of the Centre for Incubation and Entrepreneurship Development (CIED) discussed the centre's Vision and Mission. Dr Asma explained the current status and future schemes of CIED along with its role in enhancing and supporting entrepreneurial skills among the students of the University.

The free and fair examination is a fundamental requirement and litmus test to ensure the quality of education for any academic institution. The Controller of Examinations, Integral University

Prof Abul Rahman Khan explained to the inductees about the continuous assessment (CA) and end-semester examination system. Prof Rahman also made participants aware of the time-bound and fair examinations of Integral University. He also motivated the new inductees to abide by the rule and regulations of the examination section.

The role of the Alumni Cell its activities and achievements were discussed. The active participation of the alumni in the development of the university was acknowledged. The medical facilities available at Integral University were discussed by Prof (Dr) Baljeet Singh Arora, Medical Superintendent, IIMSR. Dr Arora informed that Integral University operates 850 bedded multi-speciality hospital with MBBS and PG programs in various disciplines. He elaborated on the various philanthropic and subsidised medical facilities to the student and staff of Integral University. Dr Arora discussed the OPD/IPD facilities and the protocol to be followed in case of any medical emergency.

Prof. T. Usmani, Director Solar discussed the ‘Green’ initiative of the Integral University and informed the inductees that the university operates a 1MW Grid-interactive rooftop solar plant. The state of the art of current research is going on in the field of solar energy and explains the role of Integral University in sustainable development and realizing the United Nations Sustainable Development Goals (SDGs). During the Induction Program, new inductees were made aware of the facilities available at Integral University by visiting them to Chancellor’s Gallery, Solar Gallery, Central Library, Media Centre, University Gymnasium etc.

The induction program concluded with an address by Prof. Syed Aqeel Ahmad, Director HRDC wherein he took feedback from the participants and motivated them to take active participation and contribute to the growth of Integral University and our beloved Nation at large.

A glimpse of the Induction Program held from 01 to 15 October 2022

