Report on
Faculty Member & Teaching Supporting Staff Induction Program
organised by
Human Resource Development Centre (HRDC)
Integral University Lucknow

Human Resource Development Centre (HRDC), Integral University, Lucknow organized a **02 day** Faculty/Administrative Staff Induction Program from 9 to 10 February 2024 for newly inducted Faculty Members, Teaching Supporting and Administrative Staff of the year 2023-24. 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.

A total of **224** participants including faculty members, teaching support and administrative staff have attended the induction program (Detailed Schedule is Annexed). The induction program witnessed detailed deliberations on topics mentioned in the list above. The program was opened with the blessings of **Prof. Javed Musarrat**, Honourable Vice-Chancellor, Integral University. **Prof. Syed Aqeel Ahmad**, Director HRDC welcomed the participants and enlightened them 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.
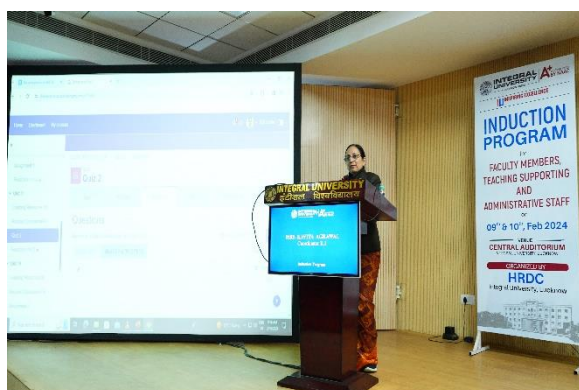

Prof. Javed Musarrat

Prof. Syed Aqeel Ahmad

New employees were briefed on library membership registration procedures, book issuance processes, and online access to resources by Dr. M U Raja, the Librarian of Integral University. This session aimed to familiarize them with the university's extensive academic resources.

The next session was taken by **Mrs Kavita Agrawal**, Coordinator ILI wherein an overview of the university's Integral Learning Initiative and Learning Management System was provided, highlighting the tools and platforms available to facilitate teaching, learning, and academic management.

Dr. Alvina Farooqui, Professor and Head of the Department of Bio-Engineering elucidated the structure of a 'department', and discussed the academic and administrative roles, and responsibilities of the employees. Prof Farooqui also highlighted the role of specific coordinators who are working for various functions such as

program coordination, course coordination, and training & placement coordination to ensure the proper functioning of any department.

Prof. T. Usmani, the Proctor of Integral University deliberated about the Service Rules and Conduct of an employee of the Integral University. The session covered service rules, employee conduct guidelines, and the role of the proctorial committee in maintaining discipline and ensuring adherence to university regulations.

Mrs. Kavita Agarwal Head of the Department of Computer Science and Engineering gave information regarding admission procedures, university ordinances, and the syllabus system (CBCS, OE, DE) to familiarize new employees with academic regulations and processes.

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. Mohd Haris Siddiqui, Registrar Took a session (online) on day two i.e. 10.02.2024 of the induction program wherein Administrative Staff Roles and Confidentiality requirements were discussed. The session focused on the roles, expectations, and confidentiality requirements for administrative staff, emphasizing professionalism and integrity in administrative functions.

Finance & Accounts matters were discussed in detail by **Mr. Ahmad Raza**, the Treasurer of Integral University. Information on financial matters, including service security, tax deductions, and contributions for placement activities, was provided to ensure transparency and compliance with financial regulations.

Dr. Nilanjan Mukherji, Director CCG&D explained 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.

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Prof. Wahajul Haq, Dean R&D discussed importance of the research in a university system. Prof Haq's session outlined university research policies, available facilities, and incentives for research activities, encouraging faculty to engage in research and innovation.

Outcome-Based Education was explained by **Prof. Syed Misbahul Hasan**, Director IQAC. An overview of IQAC functions, accreditation processes, and outcome-based education frameworks was provided to ensure academic quality and continuous improvement.

Prof. Abdul Rahman Khan, Controller of Examination explained in detail the examination process, evaluation schemes, automation initiatives, and the role of examiners were discussed to ensure fairness and efficiency in assessment procedures.

Hostel Facilities and Responsibilities of a Warden was explained by **Dr Mohd Faisal**, Chief Warden of the Hostels of Integral University. Information on hostel facilities, capacity, and warden responsibilities was provided to support students' residential needs and ensure a conducive living environment.

Dr. Mohammed Asim, Coordinator of the Intellectual Property Rights Management Cell (IPRMC) conducted a session on IPRMC activities and support provided by the university to foster innovation, recognize scholarly achievements etc.

Dr Salman Khan, President Alumni Association discussed the alumni cell initiatives and the importance of maintaining alumni relations.

Information on transport routes, timings, fees, and facilities, was discussed by **Mr Parvez Akhtar** Transportation In-charge of Integral University.

Mr Mohammad Zubair made new inductees aware of e-content creation facilities available at the university. A demonstration of e-content development has been conducted in the media Centre.

The induction program successfully familiarized new employees with various aspects of the university, including its structure, policies, facilities, and support services. By engaging with experienced resource persons across different departments, participants gained valuable insights and knowledge essential for their roles within the institution. Ongoing support and guidance will be provided to ensure their seamless integration into the university community.

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.

Schedule of the Induction Program

Session No	Topics Covered	Resource Person
1.	• About the University • History, Vision & Mission of University - Structure of University	Prof. Syed Aqeel Ahmad (Director HRDC)
2.	• Library – Process of Library Membership Registration, issue of books, online access etc.	Dr M U Raja (Librarian)
3.	• Integral Learning Initiative (ILI) • Learning Management System of the University	Mrs Kavita Agrawal (Coordinator ILI)
4.	Visit to ICEIR and CIF	Dr Snober S. Mir (Asst. Director IIRC)

5.	• Introduction & Structure of the department
	• Academic Roles & Responsibilities
	• Academic & Social Conduct
	• Administrative Roles & Responsibilities
	  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)
		Mrs Kavita Agarwal (HoD CSE) and Dr Alvina Farooqui (HoD Bioengineering)

6.	• Service rule • Conduct of Employee • Proctorial Committee and roles	Prof. T. Usmani (Proctor)
7.	• Admission Process • Ordinances • Syllabus System – CBCS, OE, DE • Academic Calendar Course File & Student Feedback	Mrs Kavita Agarwal (HoD CSE) and Dr Alvina Farooqui (HoD Bioengineering)
8.	CIED • Introduction Vision & Activities	Dr Nida Fatima, (Director CIED)
9.	Medical Aid (Hospital Facilities) – Protocol for Normal & Emergency Situation	Prof. Dr Baljeet Singh Arora (Medical Superintendent, IIMSR)
10.	Roles & Responsibilities for Administrative Staff: Confidentiality and Expectations	Prof. Mohd Haris Siddiqui (Registrar)
11.	Finance & Accounts: Service security, Tax deduction and declaration etc.	Mr Ahmad Raza (Treasurer)
12.	CCG&D – Contribution for Placement, etc.	Dr Nilanjan Mukherji (Director CCG&D)

Session No	Topics Covered	Resource Person
13.	• Research Policies & Conduct • Research Facilities and Incentivization	Prof. Wahajul Haq (Dean R&D)
14.	Internal Quality Assurance Cell (IQAC) • Introduction • Accreditation process • AQAR Portal – Structure & Utilization • Responsibilities & Expectations Outcome-Based Education (BT, CO, PO, PSO mapping and attainment etc.)	Prof. Syed Misbahul Hasan (Director IQAC)
15.	About Examination process • Evaluation Scheme • Continuous Assessment (CA) Mid-semester exams/Unit Tests, Quiz, Assignments, Attendance etc End Semester Exam (ESE) • Paper setting • Invigilation Duty Examination Automation and Conduct of Evaluator	Prof. Abdul Rahman Khan (Controller of Examination)
16.	• Hostel at the University- Capacity & Facility • Wardenship- Responsibilities & Benefits	Dr Mohd Faisal (Chief Warden)
17.	IPRMC • Introduction Vision & Activities • Eligibility • Research Awards • Documents Incentivization of Publications Implementation of IU Research Initiative	Dr. Mohammed Asim (Coordinator, IPRMC)
18.	Alumni Cell – Activities & Achievements	Dr Salman Khan (President IUAWA)
19.	Transport – Operational Routes, Timings, Fee	Mr Parvez Akhtar (Transport In-charge)
20.	Media Room/ Lecture Recording Room – Demonstration of E-content Creation	Mr Mohammad Zubair (Coordinator, Department of Mass Comm.)