

Dear All,

Human Resource Development Centre (HRDC) is going to organize a **Two-day Induction Program** for newly inducted faculty members, teaching support and administrative staff. The induction program is scheduled to be held on **09.02.2024 (2:00 pm to 4:15 pm) and 10.02.2024 (9:15 am to 4:15 pm)** in the Central Auditorium. 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 required to attend each session of the program, therefore attendance is mandatory. A completion certificate will be given to successful participants only, which will also be utilized for administrative purposes.

Best Wishes

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

DAY 1 (9.02.2024)

Day No.	Session	Particulars	Duration	Responsibility	Venue
Day 1 9.02.2024	2:00-2:30 PM	<ul style="list-style-type: none">Registration & Folder Distribution	30 min	Mr. Seemab Ahmad (Dy. Registrar Admin)	Central Auditorium
	2:30-3:00 PM	<ul style="list-style-type: none">Welcome by Director HRDCOpening Address by Hon'ble Vice Chancellor	30 min	-	Central Auditorium
	3:00-3:15 PM	Library – Process of Library Membership Registration, issue of books, online access etc.	15 min	Dr M U Raja (Librarian)	Central Auditorium
	3:15-3:30 PM	<ul style="list-style-type: none">About the UniversityHistory, Vision & Mission of University - Structure of University	15 min	Prof. Syed Aqeel Ahmad (Director HRDC)	Central Auditorium
	3:30-4:00 PM	<ul style="list-style-type: none">Integral Learning Initiative (ILI)Learning Management System of the University	30 min	Mrs Kavita Agrawal (Coordinator ILI)	Central Auditorium
	4:00-4:15 PM	Visit to ICEIR and CIF	15 min	Dr Snober S. Mir (Asst. Director IIRC)	At the facility

DAY 2 (10.02.2024)

Day No.	Session	Particulars	Duration	Responsibility	Venue	
Day 2 10.02.2024	9:15-9:45 AM	<ul style="list-style-type: none"> Introduction & Structure of the department Academic Roles & Responsibilities Academic & Social Conduct Administrative Roles & Responsibilities <ol style="list-style-type: none"> Program Coordinator Course Coordinator Departmental Web Coordinator DQAC Coordinator Departmental Training & Placement Coordinator Employee Management System (EMS) Student Management System (SMS) 	30 min	Mrs Kavita Agarwal (HoD CSE) and Dr Alvina Farooqui (HoD Bioengineering)	Central Auditorium	
	9:45 – 10:00 AM	<ul style="list-style-type: none"> Service rule Conduct of Employee Proctorial Committee and roles 	15 min	Prof. T. Usmani (Proctor)	Central Auditorium	
	10:00-10:30 AM	<ul style="list-style-type: none"> Admission Process Ordinances Syllabus System – CBCS, OE, DE Academic Calendar Course File & Student Feedback	30 min	Mrs Kavita Agarwal (HoD CSE) and Dr Alvina Farooqui (HoD Bioengineering)	Central Auditorium	
	10:30-10:45 AM	CIED <ul style="list-style-type: none"> Introduction Vision & Activities	15 min	Dr Nida Fatima, (Director CIED)	Central Auditorium	
	10:45-11:00 AM	Medical Aid (Hospital Facilities) – Protocol for Normal & Emergency Situation	15 min	Prof. Dr Baljeet Singh Arora (Medical Superintendent, IIMSR)	Central Auditorium	
	TEA BREAK (15 min)					
	11:15-11:30 AM	Roles & Responsibilities for Administrative Staff: Confidentiality and Expectations	15 min	Prof. Mohd Haris Siddiqui (Registrar)	Central Auditorium	
	11:30-11:45 AM	Finance & Accounts: Service security, Tax deduction and declaration etc.	15 min	Mr Ahmad Raza (Treasurer)	Central Auditorium	
	11:45 AM-12:00 PM	CCG&D – Contribution for Placement, etc.	15 min	Dr Nilanjan Mukherji (Director CCG&D)	Central Auditorium	
	12:00 – 12:30 PM	<ul style="list-style-type: none"> Research Policies & Conduct Research Facilities and Incentivization 	30 min	Prof. Wahajul Haq (Dean R&D)	Central Auditorium	

Day No.	Session	• Particulars	Duration	Responsibility	Venue
	LUNCH BREAK				
	1:30 – 2:00 PM	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.)	30 min	Prof. Syed Misbahul Hasan (Director IQAC)	Central Auditorium
	2:00 – 2:30 PM	About Examination process <ul style="list-style-type: none"> • Evaluation Scheme • Continuous Assessment (CA) <ul style="list-style-type: none"> Mid-semester exams/Unit Tests, Quiz, Assignments, Attendance etc End Semester Exam (ESE) <ul style="list-style-type: none"> • Paper setting • Invigilation Duty Examination Automation and Conduct of Evaluator	30 min	Prof. Abdul Rahman Khan (Controller of Examination)	Central Auditorium
	2:30 – 2:45 PM	<ul style="list-style-type: none"> • Hostel at the University- Capacity & Facility • Wardenship- Responsibilities & Benefits 	15 min	Dr Mohd Faisal (Chief Warden)	Central Auditorium
	2:45 – 3:00 PM	IPRMC <ul style="list-style-type: none"> • Introduction Vision & Activities • Eligibility • Research Awards • Documents Incentivization of Publications Implementation of IU Research Initiative	15 min	Dr. Mohammed Asim (Coordinator, IPRMC)	Central Auditorium
	3:00 – 3:15 PM	Alumni Cell – Activities & Achievements	15 min	Dr Salman Khan (President IUAWA)	Central Auditorium
	3:15 – 3:30 PM	Transport – Operational Routes, Timings, Fee	15 min	Mr Parvez Akhtar (Transport In-charge)	Central Auditorium
	3:30 – 3:45 PM	Concluding Remarks by Director HRDC (15 MIN)			Central Auditorium
	TEA BREAK (15 min)				
	4:00-4:15 PM	Media Room/ Lecture Recording Room – Demonstration of E-content Creation	15 min	Mr Mohammad Zubair (Coordinator, Department of Mass Comm.)	Media Centre
END OF INDUCTION PROGRAM					