



**PSC & KVSC GOVERNMENT COLLEGE,
NANDYAL, NANDYAL DISTRICT**

INTERNAL QUALITY AND ASSURANCE CELL

Re. No. 1/SIP/IQAC/2022

Date: 07.11.2022

**Ref: Proc. from APCCE vide ref CCE/Acad.Cell/SIP
Guidelines/AC-13/2022 dated 02.11.2022**

Guidelines for implementing Student Induction Program(SIP).

As per the reference cited above, Student Induction Program will be conducted in our College from 07.11.2022 to 01.12.2022 i.e., 21 days daily 3.00pm to 5.00pm.

For this a committee is formed for effective implementation of SIP.

SIP COMMITTEE

PRINCIPAL	Chairman
IQAC Coordinator	SIP Coordinator
All Heads of the Departments	SIP Dept. Incharges
All Staff members	
All Non teaching Staff	
Conveners of various committees	
CR of Senior Students course wise	
Parents & Alumni	

Day wise schedule is also prepared and circulated among the staff members.

All the Staff members follow the schedule and participate in the Dekksharambh i.e., SIP to make it grand success.

Everyday after completion of the program/Activity the report should be submitted to the IQAC and Website committee for keep recording and uploading in the college website.

At the end of the SIP all Students get Non Credit course Certificate. Hence all faculty members encourage students to participate in the SIP.

The SIP Schedule as follows

STUDENT INDUCTION PROGRAM SCHEDULE

FROM 07.11.2022 TO 01.12.2022

DAY	DATE	ACTIVITY PROPOSED	INCHARGE/CONVENER
1	07.11.22	Half day workshop - Introduction to college profile, programs, staff both teaching and non teaching information, Various committees in the college. Briefing about SIP	Principal, IQAC CR, All Heads, Office Incharge, All staff members, Senior Students
2	08.11.22	Do's & Dont's, Various policies of the college,	Principal & Dept. Incharges
3	09.11.22	Allotment of Mentors to Mentees - Student profile collection - Interaction with the students	Teacher mentors
4	10.11.22	Introduction to various departments through mentors. Mentors can take students to their respective departments.	All Teacher Mentors
5	11.11.22	Explain about Office & Examination section, Fee structure, Scholarships etc	All Teacher Mentors & Office Incharge, Examination clerk, Fee clerk
6	14.11.22	NCC, NSS, Library facilities explaining	Coordinators of NSS, NCC, Library
7	15.11.22	JKC, LMS, LSC & SDC, CBCS	JKC Coordinator
8	16.11.22	WEC, Antiragging, ICC	Respective conveners
9	17.11.22	Physical Education	Physical director
10	18.11.22	CSP, Internships	Internship Coordinator
11	19.11.22	CIA & NAAC	Examination Incharge & IQAC
12	21.11.22	Bridge Course - I week shall be conducted to fill the gaps. Record should be maintained proper way. Syllabus, transaction attendance shall be maintained.	All Dept. Incharges & Mentors
13	22.11.22		
14	23.11.22		
15	24.11.22		
16	25.11.22		
17	26.11.22		
18	28.11.22	Elocution, GD, JAM, Essay writing competitions	All Dept. Incharges & Mentors
19	29.11.22	Career Guidance & Mock interviews	JKC
20	30.11.22	Parent Teacher Meeting	PTA Convener
21	01.12.22	Valedictory - Awards & Certificates distribution to the winners.	All Staff members


IQAC Coordinator


PRINCIPAL

PSC & KVSC Govt. Degree College
NANDYAL-518502, Kurnool(Dt), A.P