A REPORT ON

Two Day Training Induction Organized by IQAC, KJSCE
For
Newly Joined Faculty Members s
(Wednesday 3rd January 2018 and Thursday 4th January 2018, Venue: B 507)

The purpose of this Induction was to orient the newly joined faculty member to KJSCE environment. They were made aware of the facilities, the various systems, policies, procedures in KJSCE. This was the first time that such a programme was undertaken by KJSCE. The participants were very happy to know the KJSCE at glance in these two days. They appreciated the concept of induction wholeheartedly.

Day 1: 3rd January 2018

The Induction started with the welcome of new faculty members by Dr. Sonali Patil (Coordinator IQAC). She briefed the participants about the programme. She also informed the participants about the different activities of IQAC.
This was followed by address of Dr. Shubha Pandit (Principal). She briefed the participants about the college, the infrastructure, the facilities, etc. She also expressed the expectations of the college from the new faculty members.

 [I] First Session: (10.30 AM to 11.45 AM) Talk by By Dr. N. R. Gilke (Vice Principal) and Mr. Mohandas (Administrative Officer)
[Various aspects of Administration and HR in KJSCE: Share of experience]

In this session the participants were given information regarding various administrative and HR procedures and policies of KJSCE. The presentation included information about following:

- Important Persons of Management
- Strength of employees
- Recruitment, Selection & Joining
- Annual Appraisals
- University approval for faculty members
- Entitlements – Salary & Perks, Leave and other incentives
- Online Leave Management & salary information
- Employee Co-operative Credit Society (Estd. 1996)
- Resignation/ Retirement Benefits/Exit process
- Best Practices
- Do's and Don't

[II] Second Session: (11.45 AM to 12.45 PM) Talk by Dr. Manish Potey (Purchase Committee Member)
[Understanding of Purchase procedures at KJSCE]

In this session, Dr Manish Potey explained the procedures related to budget, purchase, write-off etc. He made the participants aware about the different formats used for the same. His presentation typically consisted of following points:

- Non Capital / Miscellaneous Purchase
- Preparation of Budget
- Procurement / Purchase process for capital items
- Written-off process
- Disposal of scrap

He also demonstrated the online library management system, intranet, email, google apps and college website facilities and their access.

Third Session: (1.30 PM to 2.30 PM) Talk by Ms. Arati Phadke (Accreditation Incharge)
[Evaluation processes and examination policies]

Madam discussed in her presentation about some important points regarding,

- Accreditation Basics
- Current status of KJSCE
- Criteria for NAAC Accreditation
- Outcome Based Education
- Criteria for NBA Accreditation
- Documents required for NBA

Fourth Session: (2.45 PM to 3.45 PM) Talk by Ms. Anita Kantute (COE)
[Examination system of KJSCE]

COE gave brief introduction to the examination system in KJSCE. She discussed in her presentation about important points:

- Procedure adopted by the college during following activities related to examination
- Rules for passing
- Criteria for Re-test (for test exam only)
- Special Mode of Examinations for Physically Challenged
- Declaration of result
- Result Moderation and Approval Committee
- Eligibility for admission to higher year
- Decision regarding cases of unfair means Resorted by Students
- Decision regarding cases of Malpractices committed by any person related to Exams

Fifth Session: (3.45 PM to 5.00 PM) Talk by Dr. Deepak Sharma (Professor , Dept of computer Engg and Sports Incharge)
 [Use of ICT in teaching learning]

Dr. Deepak Sharma detailed the participants about the following:

- What is ICT,
- Various benefits of using ICT in teaching-learning
- What are the ways by which ICT can be integrated in teaching-learning
- Tools used for LMS, Resource creation, web presence of tutor etc.
- Pedagogy (Active Learning, Open Educational Resources, Creative Commons License, Use of Online available resources in classroom)

This sessions was conducted in Lab B213 as the presentation was followed by the hands-on session.

Day 2: 4ᵗʰ January 2018

The day begun with the gathering the feedbacks for Day 1 sessions. It was coordinated by Dr. Jitendra Satam and Dr. Sonali Patil.

[I] First session (10.30 AM to 11.45 AM): Mrs. Sangeeta Kulkarni (Curriculum Coordinator)

Ms. Sangeeta Kulkarni was recently given the charge of coordination of curriculum design and related activities in KJSCE. In her presentation she covered the following topics:
- Different Syllabus Schemes in KJSCE
- Steps in syllabus development and implementation
- Highlights of KJSCE 2014 scheme
- Analysis of KJSCE 2014 scheme
- Goals of KJSCE 2018 scheme
- Salient features of proposed KJSCE 2018 scheme
- Tentative scheme of FY
- Tentative scheme for Higher semesters
- Comparison with AICTE requirements
- Challenges
- Contents of a typical course

[II] Second session (11.45 AM to 12.45 PM): Talk by Dr. Jyoti Joglekar (Newly appointed Professor in Computer Dept.)]
[Research culture: Requirements and initiatives

Madam shared her research experience with the fellow participants. She talked about:
- Importance of culture of Research

- Research Culture requirements
- Institutional Characteristics that Facilitate Research Productivity
- Individual Characteristics
- Leadership Characteristics
- Influential Factors for a culture of research
- Research culture promotion initiatives

[III] Third session (1.30 PM to 2.30 PM): Talk by Dr. K. N. Patil (Dean R&D)
[Research and Projects at KJSCE]

Sir presented the different activities in KJSCE related to research and consultancy. He talked about:
- Research Policy in KJSCE
- Consultancy Policy in KJSCE
- The research proposals submitted
- The research proposals sanctioned
- Funded Projects
- Publications

He encouraged the new faculty members to take active participation in research activities.

[IV] Forth session (2.45 PM to 3.45 PM): Talk by Dr. Winnie Thomas (Newly appointed Assistant Professor in Electronics Dept.)
(12.15 PM to 12.30 PM): Administration by Mr. Mohandas (Administration Officer)
[Autonomy features of VJTI: a complete review of various aspects being implemented]

Sir has discussed with her fellow participants about the status of autonomy in VJTI (her previous college) as follows:
- Academic Structure of VJTI
- Board of Studies
- Department Academic Committee (DAC)
- UG Autonomous Programmes
- Programme Structure
- Examination/Assessment
- Modes of evaluation
- Grading system
- Post Graduate and Doctorate Programmes

[V] Fifth session (3.45 PM to 4.30 PM): Talk by Dr. Dr. Rizwan Ansari (Newly appointed Assistant Professor in Electronics & Telecommunication Dept.)
[Combined aspirations and expectation from KJSCE of newly joined faculty members]

This was last session of the induction programme. The idea behind this session was to understand the expections of the new faculty from KJSCE. This was also to understand their expectations. Dr. Rizwan lucidly presented the same on behalf of all the participants.

After the session by Dr. Rizwan the feedback for Day 2 sessions were collected. There was a verbal feedback from few of the participants. Dr. Joglekar and Dr. Manoj Pawar heartedly appreciated the concept of the induction programme and the efforts taken by IQAC to organize the same.

Finally the induction programme was concluded with vote of thanks given by Dr. Sonali Patil (Coordinator-IQAC, KJSCE)

Dr. Sonali Patil
Coordinator IQAC

Glimpses of Training Program