



**ATMIYA  
UNIVERSITY**

NAAC – Cycle – 1  
AISHE: U-0967

Criterion 6

GL & M

KI 6.5

M 6.5.2

6.5.2

*Institution has adopted the following for Quality assurance:*

- 1. Academic and Administrative Audit (AAA) and follow up action taken*
- 2. Conferences, Seminars, Workshops on quality conducted*
- 3. Collaborative quality initiatives with other institution(s)*
- 4. Orientation programme on quality issues for teachers and students*
- 5. Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc*
- 6. Any other quality audit recognized by state, national or international agencies*

#### **4. Orientation programme on quality issues for teachers and students**

# **Faculty Induction Program (FIP)**

## **Year – 2023-24**

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ATMIYA UNIVERSITY RAJKOT

A

REPORT

ON

INDUCTION TRAINING PROGRAM FOR NEWLY JOINED  
FACULTY MEMBERS

07/08/2023 to 25/08/2023

Coordinator: Dr. G.D. Acharya

Co-coordinator: Dr. Pratik Kikani



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## About University

The great scientist and former President, Dr. APJ Abdul Kalam, wrote in the preface of his autobiography: “Each individual creature on this beautiful planet is created by God to fulfill a particular role.”

ATMIYA University bestows wisdom and knowledge upon the learner to recognize this particular role. Established on April 13, 2018, under the Gujarat Private University Act 11, 2018, ATMIYA University emphasizes to train young minds in consonance with the doctrines of higher education and human values. The aim of this University is to spread eternal happiness and to create a happy society in letter and spirit. The motto “सुहृदं सर्व भूतानम्” (Suhardam Sarva Bhootanam) is an expression of willingness to attain harmony with each creation of the Almighty!

His Divine Holiness Hariprasad Swamiji Maharaj, the present spiritual successor of Lord Swaminarayan is the mentor of ATMIYA University. With His blessings, His Divinity P.P.Tyagvallabh Swamiji has envisioned Atmiya University to be a global leader in showing the path to enshrine Jeevan Vidya into every domain area of higher education, in the pursuit of transformative outcomes of education for living life to the fullest. For this, over the years, He has invested His sweat and toil and that of His team, to create state-of-the-art learning facilities and spaces. The ultimate goal is to attain ‘Atmiyata’.

The University status is in recognition of the appreciable learning facilities and qualities of the ‘Atmiya Group of Institutions’ (AGI), which have demonstrated many milestones of growth and development.

## Vision:

To nurture creative thinkers and leaders through transformative learning.

## Mission

- To create a transformative learning experience by imbibing domain specific knowledge & wisdom.
- To focus on research based teaching learning with Industry relevant application knowledge.
- To create transformative impact on society through participation, innovation, ~~creativity~~ and entrepreneurial framework of learning.
- To ensure knowledge integration in content creation with Industry collaborations and National as well as International Institutions.

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- To cultivate a student centric transformative university committed to holistic development with Intellectual, Emotional, Spiritual and Behavioural traits of its learners.
- To impact society in a transformative way on green thinking and its effort on sustainable environment and ecology.

## Values

- Encourage to be courageous to question ideas, ignite new ways of thinking and action.
- Firmly believe on collective leadership, work as integrated team with trust, collaboration and connectivity across our different disciplines and throughout the world
- Respect and celebrate diversity. With a generosity of spirit, we value emotional intelligence as well as knowledge, empowering one another and enabling our students to realize their full potential.
- Excellence is a way of life. We understand the importance of critical thinking, discipline and responsibility, and we expect the very highest standards of ourselves and our students.
- Co-existential thinking and Green-thinking is at the nucleus. Our common aspiration is to respect the planet and we are committed to practice and promote sustainable alternatives at all the spheres, both on the global stage and in our own working environment.
- Facilitate acquiring knowledge on every aspect of life, to bring happiness, spiritual bliss, respect people and appreciate society.



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## About Induction Training Program

An induction training program is essential for newly joined faculty members to integrate seamlessly into the institution's culture, policies, and procedures. This report outlines the objectives, content, methodology, schedule, and evaluation of the induction training program designed for new faculty members.

### Objectives

The primary objectives of the induction training program are:

To familiarize new faculty members with the institution's vision, mission, values, and strategic goals.

To provide an understanding of the academic policies, administrative procedures, and code of conduct.

To introduce best practices in pedagogy, assessment, and student engagement.

To highlight opportunities and support for research, innovation, and professional development

To acquaint new faculty with available resources, including libraries, laboratories, and IT services.

To foster a sense of belonging and community among new faculty members.



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## Program Schedule

Sr.	Topics	Conducted By	Day & Date	Session
1	<ul style="list-style-type: none"> <li>About Atmiya University</li> <li>Implementation Status of NEP 2020 at AU</li> </ul>	Dr. Divyang Vyas	1	1
2	<ul style="list-style-type: none"> <li>University Governance and Administration</li> <li>University Structure and Functioning</li> <li>Innovation &amp; StartUp at AU</li> </ul>	Pratik Munjani	7/8/23	2
3	<ul style="list-style-type: none"> <li>Role of TQM</li> <li>Preparation data for NAAC</li> <li>Accreditation &amp; Ranking Process</li> </ul>	Dr. Ravi Tank	2	1
4	<ul style="list-style-type: none"> <li>Curriculum Framework and Content Development</li> <li>Academic &amp; Administrative Audit</li> </ul>	Dr. Dharmesh Pandya	8/8/23	2
5	<ul style="list-style-type: none"> <li>Good Academic Practice for a Teacher</li> </ul>	Dr. Divyang Vyas	3	1
6	<ul style="list-style-type: none"> <li>Assessment and Evaluation</li> </ul>	Dr. Vishal Vora	9/8/23	2
7	<ul style="list-style-type: none"> <li>Library &amp; learning resources</li> </ul>	Dr. Sheetal Tank	4	1
8	<ul style="list-style-type: none"> <li>MOOC (NPTEL)</li> </ul>	Dhaval Raval	10/8/23	2
9	<ul style="list-style-type: none"> <li>LMS</li> </ul>	Dr. Govind Vagadiya		3
10	<ul style="list-style-type: none"> <li>Outcome Based Education &amp; CBCS</li> </ul>	Dr. Preetam Joshi	5	1
11	<ul style="list-style-type: none"> <li>Best Practices for University Branding</li> </ul>	Dr. Vishal Khasgiwala	17/8/23	2
12	<ul style="list-style-type: none"> <li>Important Procedures &amp; Practices at the University</li> <li>Staff welfare practices (insurance, EPF, Day care)</li> </ul>	Dr. Hiren Kavathiya	6	1
13	<ul style="list-style-type: none"> <li>Introduction to CMS</li> </ul>	Mehul Akbari	18/8/23	2
14	<ul style="list-style-type: none"> <li>Counselling (Personal &amp; Emotional Development)</li> </ul>	Dr. Ghanshyam Aacharya		3
15	<ul style="list-style-type: none"> <li>C2P</li> </ul>	Dr. Pratik Kikani		4
16	<ul style="list-style-type: none"> <li>CSCI</li> </ul>	Dr. Parul Mandaviya		5
17	<ul style="list-style-type: none"> <li>Role of centre for RIT in AU</li> <li>Seed money policy</li> <li>University support (financial / leave / DL / study leave) for Capacity building program</li> <li>Sharing policy for conducting training program or consultancy( industries, academic)</li> </ul>	Dr. Ashish Kothari	7 21/8/23	1
18	<ul style="list-style-type: none"> <li>Funding project proposal preparation</li> </ul>	Dr. Rohan Pandya		2
19	<ul style="list-style-type: none"> <li>Teaching and Learning Methods</li> <li>ICT: effective use of technology for teaching, learning and Evaluation</li> </ul>	Dr. Yagnesh Shukla	8 25/8/23	1
20	<ul style="list-style-type: none"> <li>IKS</li> </ul>	Ms. Bhumuka zalavadiya		2



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## About Atmiya University, Implementation Status of NEP 2020 at AU

Dr.D. D. Vyas has shared a journey of Atmiya University. He has discussed about the journey from institute to the university. He has also descussed about different programs offered by university.

The National Education Policy (NEP) 2020 aims to overhaul the Indian education system, making it more holistic, flexible, multidisciplinary, aligned to the needs of the 21st century, and aimed at bringing out the unique capabilities of each student. Atmiya University (AU) has been actively working on implementing the key recommendations of NEP 2020. This report provides an overview of the implementation status of NEP 2020 at AU.

## University Governance and Administration, University Structure and Functioning, Innovation & Start up at AU.

Fostering an environment that encourages start-ups and innovation is crucial for academic institutions aiming to stay at the forefront of research and development. This section of the induction training program is designed to equip new faculty members with the knowledge and skills necessary to contribute to and lead innovative projects and entrepreneurial ventures.

Mr. Pratik Munjani Has delivered session on Start up, Innovation activities & facilities in Atmiya University. He has covered following topics

- Understanding Innovation
- Entrepreneurial Mindset
- Innovation Ecosystem
- Funding and Resources
- Practical Skills for Start-Ups

## Role of TQM, Preparation data for NAAC, Accreditation & Ranking Process

### *Session Objectives:*

1. Understand the principles of Total Quality Management (TQM) in an academic setting.
2. Learn the process and requirements for preparing data for NAAC accreditation.
3. Gain insights into the overall accreditation and ranking processes, including how to enhance institutional rankings.
4. Understanding NAAC Criteria
5. Data Collection and Documentation
6. Accreditation and Ranking Processes

## Curriculum framework

The curriculum framework topic is designed to provide a comprehensive orientation and professional development for newly joined faculty members. It encompasses various modules, methodologies, and resources to ensure that new faculty members are well-equipped to meet the institution's academic and research standards. Dr. D. D. Vyas has shared following points.

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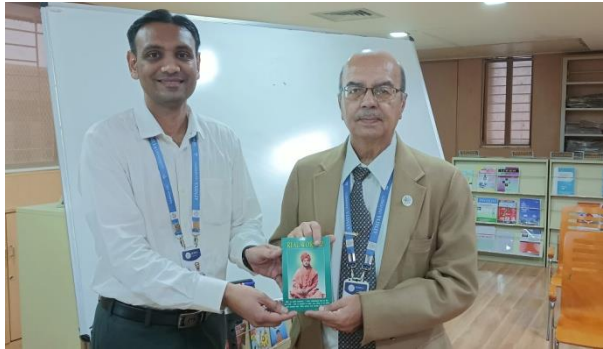


- Curriculum design and development
- Academic integrity and ethics
- Grading and assessment policies
- Faculty responsibilities and workload management
- Effective teaching strategies
- Use of technology in education
- Student engagement and motivation techniques
- Performance evaluation and feedback mechanisms

## Academic & Administrative Audit

Dr. Dharmesh pandya has shared the following points

- Purpose and Scope of Administrative Audit
- Process of Conducting an Administrative Audit
- Best Practices



## Good Academic Practice for a Teacher

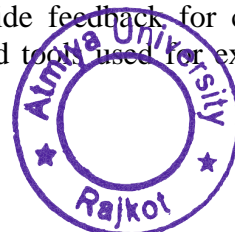
Dr. Vyas has mentioned the following points

- Develop a well-structured syllabus with clear learning objectives, content, and assessment methods.
- Prepare detailed lesson plans that outline the teaching methodology, activities, and assessment strategies.
- Use a variety of teaching methods such as lectures, discussions, group work, and multimedia presentations to engage students.
- Stay updated with the latest research, teaching techniques, and technological advancements in your field.

## Assessment and Evaluation

Examination and assessment are crucial components of the induction training program for newly joined faculty members. They serve to evaluate the effectiveness of the program, ensure participants' understanding of key concepts, and provide feedback for continuous improvement. This section outlines the strategies, methods, and tools used for examination and assessment in the induction training program.

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Dr. Vishal vora has covered different terminology used in examination. He has covered following topic

1. CBCS
2. Passing Marks & Grades
3. use of CMS- Campus Mngement system for exam & evaluation process
4. Guidelines and Evaluation Norms
5. Theory Paper Setting Process
6. Practical SEE- Viva Voce Examination Process
7. Theory SEE Paper Assessment Process
8. Pre, during & post Examination Concerns

## Library & Learning Center

Dr. Sheetal Tank has mentioned the facility provided by the Library & Learning Center. She has mentioned that the Library and Learning Center is a critical resource for faculty members, providing access to a vast array of information and tools necessary for teaching, research, and professional development. This module in the induction training program is designed to familiarize new faculty members with the services, resources, and support available through the Library and Learning Center.



## Learning management system(LMS) of AU

A Learning Management System (LMS) is a digital platform used by educational institutions to deliver, manage, and track online learning and training programs. Atmiya University (AU) may utilize an LMS to enhance the teaching and learning experience. Dr. Govind Vagadiya has mentioned the overview of what an LMS at AU might include and how it can be effectively utilized:

## Practicing of Universal human values at Atmiya University

Dr. Manhar Kagtar has mentioned the practices followed by university faculty members and students on Jeevan Vidya. he has discussed following points

- Overview of Jeevan Vidya
- Implementation of Jeevan Vidya
- Benefits of Jeevan Vidya

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## OBE & CBCS

The integration of Outcome-Based Education (OBE) and Choice-Based Credit System (CBCS) into the curriculum is essential for modern educational institutions aiming to enhance the quality of education and cater to the diverse needs of students. This module in the induction training program is designed to familiarize new faculty members with the principles, implementation strategies, and benefits of OBE and CBCS.

Dr. Preetam Joshi has covered following topics in his session

- Understanding Outcome-Based Education (OBE)
- Understanding Choice-Based Credit System (CBCS)
- implementation of OBE and CBCS at atmiya university
- Assessment and Continuous Improvement

## Branding of Atmiya University

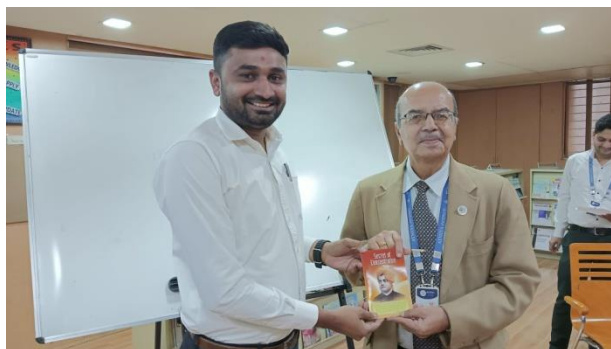
Branding a university involves creating a distinct and compelling image that represents the institution's values, strengths, and aspirations. Effective branding enhances the university's reputation, attracts students, faculty, and funding, and fosters a sense of pride and community among stakeholders. Dr. Gopal Sharma has covered following topics

- Brand Identity
- Brand Positioning
- Brand Communication
- Brand Experience
- Brand Monitoring and Evaluation

## Important Procedures & Practices at the University, Staff welfare practices (insurance, EPF, Day care) & Introduction to CMS

Dr. Hiren Kavathiya has outlined key university procedures to ensure the smooth operation of daily activities. He has also highlighted various welfare practices available for students and staff, including medical benefits and the Public Provident Fund (PPF).

Additionally, Mehulbhai has provided details on the Campus Management System (CMS) at Atmiya University, which is designed to streamline and manage campus operations efficiently.



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## **Concept To practice , Center for Student & Customer Initiatives (CSCI)**

Concept to Practice is a process or approach that focuses on transforming theoretical ideas and concepts into practical applications and solutions. This approach is essential in various fields, including education, research, and industry. The session is delivered by Dr. Pratik Kikani.

The Center for Student & Customer Initiatives (CSCI) is an organization or department within an educational institution designed to bridge the gap between concepts and their practical application. It focuses on addressing the needs and enhancing the experiences of both students and customers (which can include industry partners, alumni, and other stakeholders). The session is delivered by Dr. Parul Mandaviya.

## **Role of Research, Innovation & Translation(RIT) in AU,**

This topic is designed to equip new faculty members with the necessary skills and knowledge to excel in research, foster innovation, and effectively translate research findings into practical applications. By integrating these elements, the program aims to enhance the faculty's ability to contribute to academic excellence and societal impact.

Dr. Ashish Kothari has discussed many points as below

- Research Fundamentals
- Advanced Research Skills
- Innovation in Research
- Collaboration and Networking
- research data repository at Atmiya University

## **Funding project proposal preparation**

Dr. Rohan Pandya has shared following points

- Understanding the Funding Opportunity
- Proposal Preparation
- Proposal Writing and Presentation

## **IKS**

Indian Knowledge Systems (IKS) represent a rich heritage of scientific, philosophical, and cultural knowledge that has been developed over millennia. This module in the induction training program is designed to introduce new faculty members to the principles, content, and applications of IKS, and how they can be integrated into modern educational practices.

Ms. Bhumika Zalavadia has discussed the following points.

- Introduction to Indian Knowledge Systems
- Integrating IKS into Curriculum
- Research and Innovation in IKS
- Cultural and Historical Appreciation
- Application of IKS in Modern Education

## **Effective teaching methods**

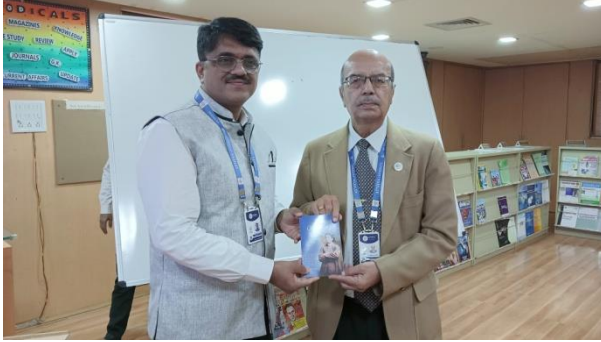
Effective teaching methods are essential for fostering an engaging and productive learning environment. This module in the induction training program is designed to introduce new

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faculty members to a variety of teaching strategies that can enhance student learning and engagement. Dr. Yagnesh Shukla has mentioned following topics

- Understanding Pedagogical Approaches
- Enhancing Student Engagement
- Assessment and Feedback
- Continuous Improvement in Teaching



## Conclusion

The induction training program is a critical initiative to ensure that new faculty members are well-prepared to contribute to the institution's academic and research goals. By providing comprehensive orientation, professional development, and support, the program aims to foster a positive and productive environment for both new and existing faculty members.

A handwritten signature in black ink, appearing to be 'Dr. Yagnesh Shukla'.

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## List of Participants

Sr. No.	Name of Faculty Member
1	Dr. Ojas M. Suroo
2	Ravi Trivedi
3	Kinjal Shashikantbhai Raja
4	Devangi Paneri
5	Dr. Pooja J Patel
6	Reena Avichal Ughreja
7	Riddhi Pandya
8	Shikha Thakur
9	Dr. Rajeshwari Kubavat

### Report Prepared By:

1. Dr. G.D. Acharya
2. Dr. Pratik Kikani



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