



**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 – 2022-23**

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Rajkot**



# ATMIYA UNIVERSITY RAJKOT

A

REPORT

ON

INDUCTION TRAINING PROGRAM FOR NEWLY JOINED  
FACULTY MEMBERS

01/10/2022 to 10/10/2022

Coordinator: Dr. G.D. Acharya

Co-coordinator: Mr. 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>University Governance and Administration</li> <li>University Structure and Functioning</li> </ul>	Dr. Jayesh Deshkar	1 1/10/22	1
2	<ul style="list-style-type: none"> <li>Accreditation &amp; Ranking Process</li> </ul>	Dr. K.D. Ladva		2
3	<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	2 3/10/22	1
4	<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	3 4/10/22	1
5	<ul style="list-style-type: none"> <li>Curriculum Framework and Content Development</li> <li>Academic &amp; Administrative Audit</li> </ul>	Dr. Dharmesh Pandya	4 6/10/22	1
6	<ul style="list-style-type: none"> <li>Assessment and Evaluation</li> </ul>	Dr. Vishal Vora	4	1
7	<ul style="list-style-type: none"> <li>Library &amp; learning resources</li> </ul>	Dr. Sheetal Tank	7/10/22	2
8	<ul style="list-style-type: none"> <li>C2P</li> </ul>	Mr. Pratik Kikani	5	1
9	<ul style="list-style-type: none"> <li>UHV</li> </ul>	Dr. Manhar Kagtara	8/10/22	2
10	<ul style="list-style-type: none"> <li>IKS</li> </ul>	Ms. Bhumuka zalavadiya	6	1
11	<ul style="list-style-type: none"> <li>Counselling (Personal &amp; Emotional Development)</li> </ul>	Dr. Ghanshyam Aacharya	10/10/22	2



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## About Atmiya University

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

## University Governance and Administration, University Structure and Functioning

University governance and administration involve establishing policies, strategic planning, and oversight to guide the institution's academic, financial, and operational functions. Effective governance ensures that the university aligns with its mission, promotes transparency, and facilitates smooth decision-making processes across departments.

The university's structure encompasses various academic and administrative divisions, each responsible for distinct functions, such as teaching, research, student services, and administration. This organized structure enables efficient operations, clear communication, and coordinated efforts to meet the university's educational goals and objectives.



## Accreditation & Ranking Process

The accreditation and ranking process evaluates a university's quality, credibility, and performance against established educational standards. Accreditation ensures that the institution meets specific quality benchmarks, while rankings provide a comparative analysis of its standing in various academic and research areas. Together, these processes help improve institutional quality, enhance reputation, and guide prospective students in their educational choices.



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## **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

## **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).

## **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. Dharmesh Pandya has shared following points.

- 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



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### 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.

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.



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## 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

## Concept to practice

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.



## 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

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- Cultural and Historical Appreciation
- Application of IKS in Modern Education



## 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.

## List of Participants

ONE WEEK INDUCTION TRAINING PROGRAM FOR NEWLY JOINED FACULTY MEMBERS BATCH 2 ATTENDANCE SHEET									
Sr. No	Department	Name of Faculty Member	Sign						
			1/10/22	3/10/22	4/10/22	6/10/22	7/10/22	8/10/22	10/10/22
1	Biotechnology	Aarjav Pinara	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
2	Chemistry	Dharmishtha Maheshbhai Vala	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
3	Civil Engineering	Jagniyant Hirabhai Lunagariya	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
4	Civil Engineering	Shaileshsinh Ranjeetsinh Jadeja	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
5	Commerce	Mayuri Bhikhubhai Renuka	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
6	Commerce	Surbhi Hareshbhai Oriya	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
7	Commerce	Bhumika Jagdish Savlani	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
8	Commerce	Parth Kishorkumar Dave	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
9	Commerce	Akshita Kishorbhai Makwana	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
10	Commerce	Alpa Amit Pujara	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
11	Commerce	Manthan Manojbhai Joshi	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
12	Commerce	Neha P Rawal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
13	Commerce	Pankti Atulbhai Pandya	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
14	Commerce	Suresh Vasani	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
15	Commerce	Amisha Chintan Ghelani	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
16	Commerce	Archana Vipul Joshi	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
17	Commerce	Hardita Pareshbhai Dhamelia	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
18	Commerce	Pratik Pravin	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
19	Computer Application	Ekta Ratanghayara	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
20	Computer Application	Jigar Dhirajlal Dave	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
21	Computer Application	Kavita Malay Solanki	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
22	Computer Application	Madhuri Chintan Barchha	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]

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**ONE WEEK INDUCTION TRAINING PROGRAM FOR NEWLY JOINED FACULTY MEMBERS**  
**BATCH 2**  
**ATTENDANCE SHEET**

Sr. No	Department	Name of Faculty Member	Sign							
			1/10/22	3/10/22	4/10/22	6/10/22	7/10/22	8/10/22	10/10/22	
23	Computer Application	Sheetal Umeshbhai Dave	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
24	Computer Application	Mira Manishbhai Shah	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
25	Computer Engineering	Jitendra Kantilal Karia								[Signature]
26	Computer Engineering	Nidhi Kaushikbhai Vinzuda	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
27	Computer Engineering	Rohit Pravinbhai Chavda	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
28	Computer Engineering	Shital Arunbhai Vaghela								
29	Computer Engineering	Krina Bhaveshbhai Masharu	[Signature]	[Signature]	[Signature]					[Signature]
30	Computer Engineering	Nisha Mukeshbhai Vadodariya	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
31	Computer Sci. & IT	Chintan Joshi	[Signature]							
32	Computer Sci. & IT	Falguni Mukeshbhai Barad		[Signature]	[Signature]		[Signature]	[Signature]	[Signature]	[Signature]
33	Computer Sci. & IT	Malay Dineshbhai Solanki	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
34	Computer Sci. & IT	Priyal Kamal Chhatrala	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
35	Computer Sci. & IT	Jaydeep Ramniklal Ramani			[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	
36	Computer Science & IT	Jalpa Rahuljati Goswami								
37	Computer Science & IT	Kshitij Kantibhai Vachhani								
38	Computer Science & IT	Rupal Ketankumar Kachalia	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
39	Electrical Engineering	Kartikkumar Natubhai Joshi								
40	Electrical Engineering	Rajesh Karshanbhai Panara	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
41	English	Hima Mukeshbhai Mehta	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
42	English	Pankajkumar Rajashibhai Shingrakhiya	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
43	English	Drashti Purohit	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
44	English	Disha Jitendrabhai Chhatbar	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]

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**ONE WEEK INDUCTION TRAINING PROGRAM FOR NEWLY JOINED FACULTY MEMBERS**  
**BATCH 2**  
**ATTENDANCE SHEET**

Sr. No	Department	Name of Faculty Member	Sign							
			1/10/22	3/10/22	4/10/22	6/10/22	7/10/22	8/10/22	10/10/22	
45	English	Geeta Manapuram	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
46	English	Riya Jyotindrabhai Raval	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
47	Management	Ankita Mishra								
48	Management	Devang Rajnikantbhai Mehta								
49	Management	Kausumi Nanavati	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
50	Management	Krishna Dhirubhai Lodhiya								
51	Management	Devanshi Bhargav Dave								
52	Microbiology	Dr. Bhargav Waghela	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
53	Microbiology	Krishna Kuldip Joshi	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
54	Microbiology	Leena Sheth	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
55	Microbiology	Nancy Jayeshbhai Pipaliya	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
56	Microbiology	Radhika Anand Joshi	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
57	Microbiology	Raksha Vinay Talmale	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
58	Microbiology	Vivek Bipinchandra Pattani	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
59	Pharmacy	Aayushi Agarwal Bansal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
60	Physics	Nikunj Dharmendrabhai Pandya			[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
61	Science & Humanities	Sonaliben Mansukhlal Thoriya	[Signature]		[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
62	Science & Humanities	Gaurav Parmar								
63	Mathematics	Shingala Kunal	[Signature]							
64	Sops (Mech)	Cemi Heene					[Signature]			

**Report Prepared By:**

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

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