

## **New Horizon Quality Assessment and Skill Development Centre**

### **Induction report of the newly joined teaching staff of NHCM, NHCK & NHPUC**

The induction for the newly joined teaching staff of NHCM, NHCK & NHPUC on the 15<sup>th</sup> and 16<sup>th</sup> of July 2021, from 1:30 pm to 5:00pm at the NHCE library conference hall. We had 15 participants from different institutions.

The program schedule is mentioned below.

| <b><u>New Horizon Quality Assessment &amp; Skill<br/>Development Centre</u></b>                           |  |  |  |
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| <b>Induction program for the Newly Joined teaching staff – 15<sup>th</sup> &amp; 16<sup>th</sup> 2021</b> |  |  |  |
| <b>Dates</b>  | <b>1:30 to 2:30pm</b>  | <b>2:30 to 3:30pm</b>  | <b>3:45 to 5:00pm</b>  |
| <b>15<sup>th</sup> July<br/>2021</b>  | Interpersonal skills-grooming, social etiquette by Ms. Hima Bindu Chilla NHQASDC | Need for research & development activities for professional development of faculty by Dr. Gopala Krishnan-Dean-R & D                                     | Library resources by Dr. Anitha Rai, Head Library & Information centre |
| <b>16<sup>th</sup> July<br/>2021</b>  | Importance of branding & brand image by Ms. Hima Bindu Chilla NHQASDC            | Teaching learning process- planning, RBT levels, methodology, classroom assessment and classroom management by Dr. Girija N Srinivasalu Director-NHQASDC |  |

In order to prepare and equip the newly joined faculty members for getting adjusted to the institutional culture, in house experts in the respective fields, were asked to brief on the selected topics by using varied examples and relevant situations.

## **Day 1 – 15<sup>th</sup> July 2021**

Session 1: **Ms. Hima Bindu, education analyst and trainer from QASDC** has conducted induction on Interpersonal skills- grooming, social etiquette and general organizational behaviour.

**General organizational behaviour** - Under this topic the details of all the institution listed under NHEI were shared. A holistic picture of people, structure and environment of the institutions was given. As the newly joined worked earlier under different organizational structures before joining us, the standards and expectations of our institutions was told so that they can easily mould themselves to the required job roles. Some of the expectations set were about,

- a) Punctuality
- b) Importance of responsibility
- c) Loyalty
- d) Respectful behaviour towards seniors and heads
- e) Professional environment

**Interpersonal skills**- To successfully sustain in an organization it's very important to be aware of the interpersonal skills. These skills are important for communicating and working with groups and individuals in both personal and professional life. People with strong interpersonal skills tend to build good relationships and can work well with others. Under Interpersonal skills following were discussed.

- a) Importance of active listening
- b) Team work and its implication
- c) Dependability
- d) Flexibility
- e) Patience
- f) Empathy
- g) Responsibility

**Professional & Social Etiquette**- To survive in a professional environment it is essential for the professional to understand the professional etiquette expected out of them.

- a) What is etiquette
- b) Importance of making first impression
- c) Avoid forming clique.
- d) Communication styles – passive, assertive and aggressive
- e) Put efforts to understand the values, policies, atmosphere, situations and colleagues at the place of work.
- f) Be friendly but don't make friendship at work place
- g) Confidentiality

**Session 2: Need for Research & Development activities at our institution & procedures to follow for research papers publication by Dr. Gopala Krishnan-Dean-R & D**

- 1) The available library resources to support researchers at New Horizon.
- 2) Importance of citation
- 3) How to identify quality journals and the process to publish articles.
- 4) How to choose research topics.
- 5) Understanding of rules for book publications.
- 6) About the patents that we have already filed and those on which we are working were briefed.

Session 3: **Dr. Anitha Rai, Head, Library & Information Centre**, briefed them about the library resources with the below mentioned details, for motivating them to make use of the available resource for their professional growth.

- 1) The login details for Library resources.
- 2) The available online resources for teachers to plan their lessons and curriculum.
- 3) Online courses links like, NPTEL, Course Era.
- 4) Details of MOU with many top colleges at national level to access their library resources.
- 5) Various available software for research publications.
- 6) A tour to the library was also conducted

**Day 2 –16<sup>th</sup> July 2021**

**Session 1: Importance of branding and brand image building**

Trainer for this session Ms. Hima has focussed towards importance of branding and how an institutes brand is built by the people working in the same. To give further clarity about the same trainer gave an activity to participants. An image consisting of five items, 1) an eraser, 2) a broken pencil, 3) a sharpener, 4) pallet of colours, 5) Tulasi plant was displayed. Participants were asked to relate themselves with any two items and speak out how do they personify themselves with these items.

The trainer wanted to make the participants understand how the image can be built and how to showcase the same in right manner. To build personal brand image the importance of personal grooming was discussed.

**Personal Grooming** - Under this the need for grooming was mentioned and told that since we are in the industry of making professionals out of students it is very important for us to take care the way we present ourselves. The importance of personal hygiene was discussed in details. Points covered includes

Face – Men have been suggested to ensure that they need to clean shave and make sure they look neat and clean; women have been recommended not to overdo their makeup and avoid loud accessory. Also ensure to wear mask.

Skin – Dryness and oily skin both need to be avoided with proper care.

Hair – Need to have well done hair for both men and women and cannot colour hair with unprofessional shades (only black, burgundy and dark brown allowed)

Nails – Well maintained and not too long which might hinder the typing work.

Feet& shoes- Formal shoes is must for men and women have to avoid pencil heels that might hinder their daily work routine. Fresh socks need to worn

Clothes – We have to be always wearing formal clothes either western or Indian formals.

Session 2: Teaching learning process- planning, RBT levels, methodology, classroom assessment and classroom management was conducted by Dr. Girija N Srinivasalu Director-NHQASDC

At the end of the two days of induction it was observed that the newly joined teachers were able to acquire understanding of the work culture of the institution and their roles and responsibilities as facilitators in their interaction with their respective resource persons.