



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(Established under Haryana Act No. XXV of 1975)  
**'A+' Grade University accredited by NAAC**

No. AC-I/2019/F-410/11489-544

Dated: 27.07.2019

To

1. All the Deans of Faculties,  
M.D. University, Rohtak
2. Dean Students' Welfare, M.D. University, Rohtak
3. All the Heads/Directors of the Departments/Institutes/Centers  
M.D. University, Rohtak
4. The Director,  
MDU-Centre for Professional and Allied Studies, Gurugram
5. Director, Sports Office, M.D. University, Rohtak

**Sub:- Minutes of the meeting of Committee constituted by the Vice-Chancellor held on 17.07.2019 to prepare the draft for Students' Induction Program.**

Sir/Madam,

Please find enclosed herewith a copy of the Minutes of the meeting of the Committee constituted by the Vice-Chancellor held on 17.07.2019 to prepare the draft for Students' Induction Program to be organised from 5<sup>th</sup> August to 10<sup>th</sup> August 2019 (copy enclosed) duly approved by the Vice-Chancellor for taking further necessary action.

Encl. As above.

Yours faithfully,

-Sd/-

Deputy Registrar (Academic)

Endst. No. AC-1/F-410/2019/11545-553

Dated: 27.07.2019

Copy of the above is forwarded to the following for information and taking further necessary action:-

1. The Controller of Examinations, M.D. University, Rohtak.
2. Finance Officer, M.D. University, Rohtak.
3. Deputy Registrar (R&S), M.D. University, Rohtak
4. Director, Public Relations, M.D. University, Rohtak
5. Director, University Computer Centre, M.D. University, Rohtak for uploading the above information on University website.
6. OSDs to Vice-Chancellor/ Registrar, M.D. University, Rohtak for kind information of the Vice-Chancellor/Registrar.
7. P.A. to Dean, Academic Affairs, M.D. University, Rohtak for kind information of the Dean, Academic Affairs.

-Sd/-

Deputy Registrar (Academic)

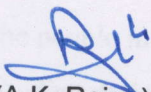
**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 17.07.2019 AT 11.00 A.M. IN THE OFFICE OF DEAN ACADEMIC AFFAIRS, M.D.UNIVERSITY, ROHTAK TO PREPARE DRAFT FOR STUDENT INDUCTION PROGRAM**

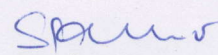
---

**Members present:**

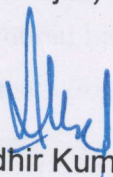
- |   |          |
|---|----------|
| 1. Dean, Academic Affairs                           | Chairman |
| 2. Prof. Surender Kumar, Head, Deptt. of Humanities | Member   |
| 3. Prof. Rahul Rishi, Director, UIET                | Member   |
| 4. Prof. Sudhir Kumar, Deptt. of English            | Member   |
| 5. Dr. Madhuri Hooda, Education                     | Member   |
| 6. Dr. Sandeep Malik, IHTM                          | Member   |

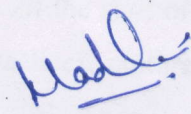
The Committee met on 17.07.2019 at 11.00 A.M. in the office of Dean, Academic Affairs and considered the guidelines issued by University Grants Commission in respect of Student Induction Programme. After detailed deliberation on the guidelines, the committee has prepared a draft for the Students Induction Programme proposed to be organised from 5<sup>th</sup> August to 10<sup>th</sup> August 2019. (Copy attached)

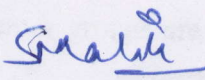
  
(A.K. Rajan)

  
(Surender Kumar)

(Rahul Rishi)

  
(Sudhir Kumar)

  
(Madhuri Hooda)

  
(Sandeep Malik)

## Student Induction Programme

### 1 Introduction

Transition from school to university/college life is one of the most challenging events in a students' life. When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment, and many of them have little knowledge of a university/college. An important task, therefore, is to welcome new students to Higher Education and prepare them for their new role.

Currently, most institutions, except for an orientation Programme lasting a couple of days, do precious little. Student Induction is designed to help in the whole process. Therefore, it should be taken seriously, and as something more than the mere orientation Programme.

### 2 Student Induction Programme

Purpose of Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well-planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Student Induction Programme engages with the new students as soon as they come into the institution; before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed.

Students Induction could cover a number of different aspects (SAGE):

- **Socializing:** meeting other new students, senior students, students union, Lectures by Eminent People;
- **Associating:** visits to University / college, visits to Dept./Branch/ Programme of study & important places on campus, local area, city and so on;
- **Governing:** rules and regulations, student support etc;

- **Experiencing:** Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

**List of activities to be included:**

1. Physical Activity
2. Mentoring
3. Familiarization to Dept.
4. Creative Arts and Culture
5. Literary Activity
6. Lectures by Eminent People
7. Visits to Local Area
8. Extra-Curricular Activities in College

**Schedule:**

The activities of the One Week Induction Programme of the University can be divided into 2 levels i.e. Central and Departmental Level. The Central Level Activities can be performed at one place e.g. Tagore Auditorium; whereas Departmental Level Activities are to be accomplished at the Department.

Day	Time	Activity
Day 0 (at the department)	9:00 AM	<ul style="list-style-type: none"> <li>• Reporting at Department</li> <li>• Welcome address by HOD, a brief about dept.</li> <li>• Faculty and Student introduction</li> <li>• Assigning Mentors to the students</li> <li>• A brief about the Induction Programme</li> <li>• Filling of Student Profile Form: which should contain name, father's name, Mobile numbers and e-mail addresses, Programme Enrolled, Roll No., Information regarding co-curricular activities such as Yoga, Sports, interests in Cultural activities etc.</li> </ul>

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

		(Note: Dept. will provide a list of students interested in different activities i.e. Yoga, Sports & Cultural activities to the concerned Office such as Director Sports, DSW etc. to facilitate smooth organization of these activities, well in advance)
<b>Day 1 (Centralised)</b>	7:00 AM - 8:00 AM	<ul style="list-style-type: none"> <li>• Students will perform <i>Yajna</i> at the Yajshala (on voluntary basis). Dayanand Chair of the University shall perform this.</li> <li>• Yoga session for the students (on voluntary basis).</li> </ul>
	10:00 AM – 11:00 AM	<ul style="list-style-type: none"> <li>• Lamp lighting and Kulgeet</li> <li>• Floral welcome of Guests</li> <li>• Address by the Vice-Chancellor</li> </ul>
	11:00 AM – 11:20 AM	<ul style="list-style-type: none"> <li>• Information about Maharshi Dayanand by Prof Surendra Kumar</li> </ul>
	11:20 AM – 11:40 AM	<ul style="list-style-type: none"> <li>• Address by Dean, Academic Affairs about vision and mission of the University</li> </ul>
	11:40 AM – till Lunch	<ul style="list-style-type: none"> <li>• Address by Chief Guest</li> </ul>
	<b>Post Lunch Session</b>	
	2:30 PM – 3:30 PM	<ul style="list-style-type: none"> <li>• Address by Eminent Speaker</li> </ul>
	3:30PM – 3:45 PM	<ul style="list-style-type: none"> <li>• Address by Chief Librarian</li> </ul>
	3:45PM – 4:00PM	<ul style="list-style-type: none"> <li>• Address by Director Sports about various sports facilities of the University</li> </ul>
	4:00PM – 5:00PM	<ul style="list-style-type: none"> <li>• Cultural Programme to be organized by the Office of DSW</li> </ul>
5:00PM onwards	<ul style="list-style-type: none"> <li>• Voluntary participation in different Sports; these are to be managed by the Director, Sports.</li> </ul>	

<b>Day 2</b> <b>(Centralised)</b>	7:00 AM - 8:00 AM	<ul style="list-style-type: none"> <li>• Students will perform <i>Yajna</i> at the Yajshala (on voluntary basis). Dayanand Chair of the University shall perform this.</li> <li>• Yoga session for the students (on voluntary basis).</li> </ul>
	10:00 AM – 11:00 AM	<ul style="list-style-type: none"> <li>• Address by Eminent Speaker</li> </ul>
	11:00 AM – 11:30AM	<ul style="list-style-type: none"> <li>• Address by Registrar regarding University Administration</li> </ul>
	11:30 AM-12:00 Noon	<ul style="list-style-type: none"> <li>• Address by Controller of Examination regarding examination process and rules</li> </ul>
	12:00-01:00 PM	<ul style="list-style-type: none"> <li>• A light musical programme to be organised by the Dept. of Music</li> </ul>
	<b>Post Lunch Session</b>	
	2:30 PM – 3:30 PM	<ul style="list-style-type: none"> <li>• Interaction of students with celebrities from Entertainment Industry</li> </ul>
	3:30 PM-4:30 PM	<ul style="list-style-type: none"> <li>• Address by Dean Student Welfare regarding various student welfare schemes and cultural activities</li> <li>• Address by Proctor regarding issues related to student discipline</li> <li>• Address by Medical Officer about health and well-being facilities available at the University campus</li> </ul>
	4:30 PM-5:00 PM	<ul style="list-style-type: none"> <li>• Cultural Programme to be organized by the Office of DSW</li> </ul>
	5:00 PM onwards	<ul style="list-style-type: none"> <li>• Voluntary participation in different Sports; these are to be managed by the Director, Sports.</li> </ul>

*[Handwritten signature]*

*[Handwritten signature]* — *[Handwritten signature]*

*[Handwritten signature]* *[Handwritten signature]*

<b>Day 3 (Centralised)</b>	7:00 AM - 8:00 AM	<ul style="list-style-type: none"> <li>• Students will perform <i>Yajna</i> at the Yajshala (on voluntary basis). Dayanand Chair of the University shall perform this.</li> <li>• Yoga session for the students (on voluntary basis).</li> </ul>
	10:00 AM-11:00AM	<ul style="list-style-type: none"> <li>• Patriotic Programme to be organized by the Office of DSW</li> </ul>
	11:00AM-11:30AM	<ul style="list-style-type: none"> <li>• Address by Chief Warden, Boys</li> </ul>
	11:30AM-12:00 Noon	<ul style="list-style-type: none"> <li>• Address by Chief Warden, Girls</li> </ul>
	12:00 – 1:00PM	<ul style="list-style-type: none"> <li>• Eminent Motivational Speaker on Moral &amp; Ethical Values</li> </ul>
	<b>Post Lunch Session</b>	
	2:30 PM – 3:30 PM	<ul style="list-style-type: none"> <li>• Interaction with prominent alumni from the field of Sports</li> </ul>
	3:30PM-5:00PM	<ul style="list-style-type: none"> <li>• Cultural Programme to be organized by the Office of DSW</li> </ul>
5:00PM onwards	<ul style="list-style-type: none"> <li>• Voluntary participation in different Sports; these are to be managed by the Director, Sports.</li> </ul>	
<b>Day 4 (Centralised)</b>	7:00 AM - 8:00 AM	<ul style="list-style-type: none"> <li>• Students will perform <i>Yajna</i> at the Yajshala (on voluntary basis). Dayanand Chair of the University shall perform this.</li> <li>• Yoga session for the students (on voluntary basis).</li> </ul>
<b>(at the Department.)</b>	10:00 AM till Lunch	<p>The students will report to their respective Depts. And Dept. will inform them about:</p> <ul style="list-style-type: none"> <li>• Institutional Ethos and Values System</li> <li>• Their programmes</li> <li>• Syllabi, Ordinances &amp; Academic Calendar</li> <li>• Different Labs and their lab rules</li> </ul>

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

		<ul style="list-style-type: none"> <li>• Other facilities such as Departmental Library</li> <li>• Schedule of different examination activities</li> </ul>
	<b>Post Lunch Session</b>	
	2:30 PM – 5:00 PM	<ul style="list-style-type: none"> <li>• Mentor and mentee interaction</li> </ul>
	5:00PM onwards	<ul style="list-style-type: none"> <li>• Voluntary participation in different Sports; these are to be managed by the Director, Sports.</li> </ul>
<b>Day 5 (Centralised)</b>	7:00 AM - 8:00 AM	<ul style="list-style-type: none"> <li>• Students will perform <i>Yajna</i> at the Yajshala (on voluntary basis). Dayanand Chair of the University shall perform this.</li> <li>• Yoga session for the students (on voluntary basis).</li> </ul>
<b>(at the Department.)</b>	10:00 AM – 10:30AM	<ul style="list-style-type: none"> <li>• Career Counselling and Career Opportunities</li> </ul>
	10:30AM-11:30AM	<ul style="list-style-type: none"> <li>• Interaction with Departmental Alumni</li> </ul>
	11:30- till lunch	<ul style="list-style-type: none"> <li>• Interaction with seniors</li> </ul>
	<b>Post Lunch Session</b>	
	2:30 PM – 5:00 PM	<ul style="list-style-type: none"> <li>• Fresher's Party</li> </ul>
	5:00 PM onwards	<ul style="list-style-type: none"> <li>• Voluntary participation in different Sports; these are to be managed by the Director, Sports.</li> </ul>
<b>Day 6 (Centralised)</b>	7:00 AM - 8:00 AM	<ul style="list-style-type: none"> <li>• Students will perform <i>Yajna</i> at the Yajshala (on voluntary basis). Dayanand Chair of the University shall perform this.</li> <li>• Yoga session for the students (on voluntary basis).</li> </ul>
	9:00AM-10:30AM	<ul style="list-style-type: none"> <li>• Feedback at Departmental Level. Director, IQAC to design and provide the proforma for Students' Feedback. The filled-in proformas</li> </ul>

*De*

*Madh*

*Stam*

*Prabhu*



		may be analyzed by IQAC and a summary may be presented.
	11:00AM-12:00	• Address by an Eminent Speaker
	12:00 – 1:00 PM	• Cultural Programme to be organized by the Office of DSW
	1:00 PM-1:15 PM	• Concluding speech by the Vice-Chancellor
	1:15PM-2:00PM	• Refreshment to Students
	<b>Post Lunch Session</b>	
	5:00 PM onwards	• Voluntary participation in different Sports; these are to be managed by the Director, Sports

**Note:**

- During these days, no fee will be charged from the students participating in the Induction Programme.
- The office of the DSW may organize Health Check-Up camp for participants.

Since the Induction Programme is a student related activity, so it is further proposed that it may be organized by the Office of the Dean, Students' Welfare.

**Summary**

The programme should be designed in such a way that it would make the transition process of new students easy and comfortable; and help them in their academic interests and activities, reducing competition and making them work for excellence, promote bonding within them, build relations between teachers and students, open new horizons of life and leading to character building.

**References and Acknowledgement**

[https://www.ugc.ac.in/pdfnews/0559509\\_A-Guide-to-Student-Induction-Programme.pdf](https://www.ugc.ac.in/pdfnews/0559509_A-Guide-to-Student-Induction-Programme.pdf)

*[Handwritten signatures]*

*[Handwritten signature]*

*[Handwritten signature]*