

## Comprehensive Faculty and Staff Induction Program Evaluation Report

### Introduction

The Faculty Induction Program (FIP) and Staff Induction Program (SIP) are critical components of our college's on boarding process. Therefore, the 7 day long FIP / SIP was conducted from 16-02-2024 to 23-02-2024 for the new faculty and staff. There were 8 Modules which were finalized in the last IQAC meeting. One extra module on Examination System was introduced with the objective of acclimatizing the faculty and staff with the examination system of the college. The detailed program schedule followed is given in the Annexure.

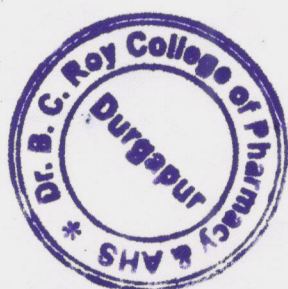
At the end of the programs, feedback was collected on each module from all participants. This comprehensive report synthesizes valuable feedback from both faculty and staff regarding various program modules. We analyzed their comments and suggestions to enhance the effectiveness of future induction programs.


### Program Modules Evaluation

Sl. No.	MODULE	% satisfaction	
		FIP	SIP
1.	College Rules & Regulations, Code of Conduct and Quality Policy	97.89	94.29
2.	Teaching – Learning System including ICT ·Organizational Hierarchy College Infrastructure & Lab Facilities	95.79	88.57
3.	NAAC, NBA - documentation, Online Content, Course Files / FDP & Up-gradation Programs	98.95	88.57
4.	NIRF efforts & Documentation	94.74	85.71
5.	Training & Placement Support Industry – Institution Partnership (MoU, Collaborations, Consultancy)	94.74	91.43
6.	Mentoring System	96.84	91.43
7.	Examination System	97.89	94.29
8.	BCRCP Research Policy	95.79	94.29
9.	Add-On Courses	95.79	91.43
	Overall Average (including Inaugural Session)	<b>96.49</b>	<b>91.11</b>

Overall satisfaction level for both FIP and SIP was higher than 90% implying successful conduction of the program. However, the constructive feedbacks received from the employee are summarized under each module for improvement in future such programs in particular and the college protocols in general.

The brief content, resource person and important suggestions received from the participants are being reproduced below:



  
Prof. (Dr.) Samir Kumar Samanta  
M. Pharm., Ph.D (J.U.)  
Principal  
Dr. B. C. Roy College of Pharmacy & AHS  
Durgapur, West Bengal-713206

## 1. College Rules & Regulations, Code of Conduct, and Quality Policy

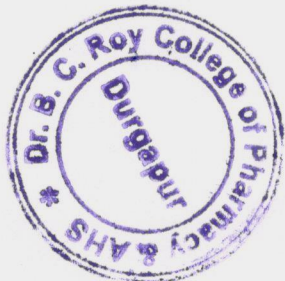
- **Resource Person:** Mr. Sagar Sengupta, Registrar & Asso. Prof., BCRCP
- **Brief Content of the Module:**
  - Rules & Regulations of the College as per Service Rules and Bye-Laws.
  - Code of Conduct to be followed by all stakeholders
  - Quality Policy of the College
- **Feedback:**
  - Participants appreciate the explanation of the Rules & Regulations, Code of Conduct and Quality Policy.
  - Suggestions:
    - Provide more elaborate details on the Code of Conduct and quality policy.
    - Extend the bereavement leave period for parents or parent-in-law.
    - Automate policy communication during joining.
    - Provide hard copies of rules and regulations during the onboarding process.
    - Consider conducting a presentation (PPT) for better understanding.


## 2. Teaching – Learning System including ICT, Organizational Hierarchy, College Infrastructure & Lab Facilities

- **Resource Person:** Prof. Samir K. Samanta, Principal, BCRCP
- **Brief Content of the Module:**
  - Concepts of effective teaching and class management was explained vividly.
  - Organization Hierarchy to be followed was explained pictorially.
  - Information regarding College infrastructure and laboratory facilities were described.
  - On-hand ICT use through smart classroom was demonstrated.
- **Feedback:**
  - Clear communication on organizational hierarchy.
  - Participants recommend more teacher-student interaction.
  - Hands-on training during induction for using ICT is essential.
  - Consider incorporating Problem-Based Learning (PBL) into teaching methods.
  - Assistance in understanding instrument operating procedures is requested.

## 3. NAAC, NBA - Documentation, Online Content, Course Files / FDP & Up-gradation Programs

- **Resource Person:** Prof. Subhabrata Ray, PIC (PG Studies & Research) & Coordinator, IQAC, BCRCP
- **Brief Content of the Module:**
  - NAAC and NBA framework and brief SOP was discussed along with expectations from the employees
  - Online Content delivery system of the college was explained
  - Course file, it's importance and maintenance was explained.
  - Need and Selection criteria for planning & conducting FDP & Upgradation programs was discussed
- **Feedback:**
  - Timely upload of online content is appreciated.



  
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- New faculty should receive an overview of the curriculum structure through course files.
- Training for faculty involvement in audit programs is essential.
- Re-evaluate several Course Outcomes (COs) based on findings.

#### 4. NIRF Efforts & Documentation

- **Resource Person:** Mr. Sagar Sengupta, Registrar & Asso. Prof., BCRC
- **Brief Content of the Module:**
  - NIRF framework, its calculations and scope of improvement were discussed.
- **Feedback:**
  - Participants appreciate the focus on NIRF efforts.
  - Suggestions: Provide clearer guidelines for documentation.

#### 5. Training & Placement Support, Industry – Institution Partnership

- **Resource Person:** Dr. Manabendra Dhua, Asst. Prof. & Training Officer, BCRC
- **Brief Content of the Module:**
  - T&P efforts of the college was explained
  - Employee involvement in improving T&P was described
  - Future plans for TPO cell was discussed.
- **Feedback:**
  - A session from a previous Training officer would have been useful.
  - Face-to-face interactions with students are essential.
  - Job interview training is recommended.
  - Proper industry training for faculty is crucial.
  - Alumni interaction can provide valuable job-related information.


#### 6. Mentoring System

- **Resource Person:** Dr. Abhik Si, Asso. Prof. & Chief Mentor, BCRC
- **Brief Content of the Module:**
  - Need and significance of the Mentoring System was explained
  - Mentoring hierarchy was described.
  - Documentation was explained
- **Feedback:**
  - At least three mentor-mentee meetings in two months are suggested.
  - Consider avoiding direct contact with parents or guardians by creating an automated system for student attendance.
  - Workshops on pedagogy for mentors are essential.
  - Mentors should be aware of their mentees' future plans.
  - Address all queries effectively and consider physical interactions with parents.

#### 7. Examination System

- **Resource Person:** Mr. Shobhan Bose, Asst. Prof. & In-Charge, Exam Cell, BCRC
- **Brief Content of the Module:**
  - Roles & responsibilities of the College Exam Cell was discussed
  - The college and university examination system and its SOP was discussed
  - Grading / Evaluation Process was described



  
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- **Feedback:**
  - Answer sheets should include Course Outcome (CO) mapping options.
  - Briefly describe the PhD registration process for outside students, faculty, or industry personnel.
  - Encourage student-led lecture presentations.

## 8. BCRCP Research Policy

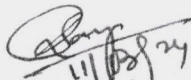
- **Resource Person:** Prof. Subhabrata Ray, PIC (PG Studies & Research) & Coordinator, IQAC, BCRCP
- **Brief Content of the Module:**
  - BCRCP Research Policy was described
  - UGC anti-plagiarism regulation was discussed
  - Anti-plagiarism policy and software system was discussed
- **Feedback:**
  - Anticipation for a new research policy promoting practical-oriented work for both UG and PG students.
  - Consider opening PhD registrations to outside students, faculty, or industry personnel.

## 9. Add-On Courses


- **Resource Person:** Dr. Souvik Basak, Asso. Prof. & DIC, Pharm. Chem., BCRCP
- **Brief Content of the Module:**
  - Need and structure of Add-On Courses as NAAC, NEP 2020 discussed
  - Shared experience of Designing Add-On courses
  - Currently running and future add-on courses
- **Feedback:**
  - Faculty members express the need for more implemented add-on courses.
  - Recommendations:
    - Future FIP/SIP sessions on add-on courses should be chaired by faculty members who have designed these courses.
    - Involve experts from outside the college to enrich discussions.
    - Propose an introductory add-on course on basic organic chemistry for first-year students.
    - Encourage more such engaging discussions in the future.
    - Explore additional add-on courses to enhance knowledge across different job profiles.
    - The current add-on program is deemed sufficient.


## Overall Assessment

- The feedback highlights both successful modules and areas for improvement.
- We appreciate the active participation of all faculty and staff members.
- Let's continue enhancing our induction programs based on this valuable input!
- It was felt that some additional modules such as Administrative Workflows might be useful addition in future FIP/SIP.

  
Prof. Subhabrata Ray  
Coordinator, IQAC



  
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