

Centre for Life Skills and Skill Development

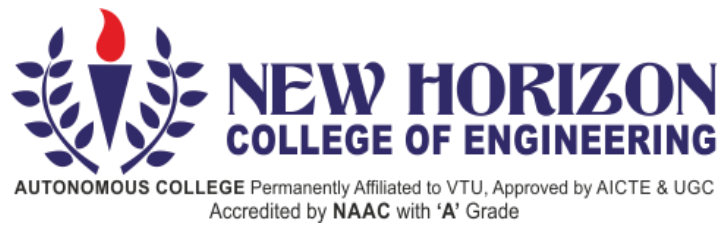
Department of HRD

Induction Report: Non – Teaching Staff

New Horizon College of Engineering

Bengaluru

10 February 2024



Introduction

A day's induction was organised to orient and support our new employees (non – teaching and technical staff) as they embark on their journey with the New Horizon Educational Institutions. A wide range of topics were covered that provided valuable insights into our institutional history, affiliation and accreditation, HR policies, interpersonal skills, time management and office etiquette. The program also focused on acquainting them with administrative procedures and resources available for them to facilitate their association with the institutions.

About the institution

New Horizon College of Engineering is an Autonomous college affiliated to Visvesvaraya Technological University (VTU), approved by the All India Council for Technical Education (AICTE) & University Grants Commission (UGC). It is accredited by NAAC with 'A' grade & National Board of Accreditation (NBA). New Horizon College of Engineering is located in the heart of the IT capital of India, Bangalore. The college campus is situated in the IT corridor of Bangalore surrounded by MNCs and IT giants such as Intel, Accenture, Capgemini, ARM, Symphony, Wipro, Nokia, JP Morgan and Cisco to name a few. NHCE has a scenic and serene campus that provides an environment which is conducive for personal and intellectual growth. The infrastructure and the state – of – art facilities act as facilitators for the effective delivery of the curriculum.

Executive Summary

- This report has been prepared to provide the management with insights and updates on the one – day induction program for the new employees, held in the NHCE campus on Saturday, 10 February, 2024.
- The training was primarily coordinated by Dr. Sowmya Narayanan (Director – CLSSD) in association with Ms. Manjula (Executive Director – HR), Mr. Pratik (HR Trainer) and Ms. Suneetha (Asst. Professor - CLSSD).
- The induction encompassed the aforementioned conducting informative sessions based on the following topics:
 - ✓ Welcome and Introduction
 - ✓ Time Management
 - ✓ Stress Management
 - ✓ Interpersonal Skills
 - ✓ Office etiquette (telephone and email)
 - ✓ Feedback

Objectives

- To ensure the new inductees are aware of the SOPs, functioning model, growth opportunities and allied provisions at the college.
- To align the new employees with the history, vision and mission of the organization.
- To provide a holistic view of the principles and protocols that NHCE stands on.
- To enable the faculty to be able to deal with the customary challenges that they might face at work.

Methodology

The topics for the induction were delegated to the speakers on the basis of their expertise and the departments that they handle. The first session was initiated and conducted by Ms. Manjula and the duration of the session was of 40 minutes. Later, Mr. Pratik conducted two sessions of 1 hour duration each. The sessions were interspersed with activities and anecdotes. Ms. Suneetha's session was for 1 hour too. The training content was well structured with presentations, FAQs, mutual interaction and personal reflection. Ultimately, the employees were inducted to promote and uphold a culture of respect and support within the institute. It was a professional initiative to welcome the new faculty members to the New Horizon College fraternity.

Program schedule

INDUCTION TRAINING FOR NON TEACHING STAFF FEBRUARY 2024 ORGANIZED BY CENTRE FOR SKILL DEVELOPMENT, DEPT. OF HRD					
Sl.No.	DATE	TIMINGS	TOPIC	DESCRIPTION	SPEAKER
1	10.02.2024	10:00 - 10:40	Welcome and Introduction	Overview of College, History, Vision and Mission Review of College Policies and procedures, HR policies	Ms Manjula, Executive Director Human Resources
2	10.02.2024	10:50 - 11:50	Etiquette and Grooming	Email and telephone etiquette, personal grooming and hygiene	Mr Pratik, Human Resources Trainer
3	10.02.2024	11:50 - 12:00	Refreshments		
4	10.02.2024	12:00 - 13:00	Interpersonal skills	Team work, effective communication, empathy and social skills	Mr Pratik, Human Resources Trainer
5	10.02.2024	13:00 - 13:40	Lunch		
6	10.02.2024	13:40 - 14:40	Life Skills	Stress Management and Time Management	Ms. Suneetha, Asst. Professor, Centre for Life Skills and Skill Development
7	10.02.2024	14:40 - 15:30	Feedback	Feedback and closure	Mr Pratik, Human Resources Trainer

Initial Communication from the Director – SDC's desk

From: Dr. Sowmya Narayanan <director_sdc@newhorizonindia.edu>
Sent: Friday, February 2, 2024 3:54 PM
To: principalnhck@newhorizonindia.edu <principalnhck@newhorizonindia.edu>; Dr. Bodhisatvan R <principalnhcm@newhorizonindia.edu>; Manjula V <ed_humanresources@newhorizonindia.edu>; Dr. Rajalakshmi B <hod_cse@newhorizonindia.edu>; Prof. Gurucharan Singh <sr.ed_hrd@newhorizonindia.edu>; H N Surya Prakash <registrar@newhorizonindia.edu>; SANTOSH AV <hod_mktg@newhorizonindia.edu>; Dr. Uma Reddy N V <hod_aiml@newhorizonindia.edu>
Cc: Prof. Gurucharan Singh <sr.ed_hrd@newhorizonindia.edu>; Manjula V <ed_humanresources@newhorizonindia.edu>; Pratik Kumar Kundu <pratik.kk_hrd_nhce@newhorizonindia.edu>; suneethav@newhorizonindia.edu <suneethav@newhorizonindia.edu>
Subject: Induction training for non teaching staff reg:

Greetings from the Centre for Skill Development, Department of HRD, New Horizon College of Engineering!

This is to announce an upcoming Induction program for the Newly Joined Staff members (non teaching and technical), scheduled on 10th February 2024 (Saturday) from 10:00 am – 3:00 pm. The induction training program is designed to orient, support and guide our new staff members as they embark on their journey with NHEI. It will cover topics that will aid their daily functioning and provide valuable insights into our institution's culture, policies, and expectations. Their integration and success is paramount to our continued growth and excellence. We request your support and assistance in making this program a success. Your insights will be invaluable in ensuring that our new colleagues have a smooth transition into their roles.

Attendance is mandatory!

The induction training schedule and the list of participants are attached for your reference. Also please find an instruction sheet to be shared with the new joiners. Kindly circulate this to your newly joined staff members.

For any clarifications kindly contact the undersigned.



Dr. Sowmya Narayanan
 Director
 Centre for Life Skills and Skill Development
 New Horizon College of Engineering
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 P: 91-80-66297777 Extn: 2120
 M: 91-9952389818
 W: www.newhorizonindia.edu

Detailed Report

Session: 1

Name of the session	Welcome and Introduction
Name of the speaker	Ms. Manjula
Designation	Executive Director - HR
Date and Time	10.02.2024 / 10:00 - 10:40

Description:

Ms. Manjula explained the vision and mission of the institution besides providing an overview of the college's history since inception. She discussed the HR policies with the new employees and motivated them to uphold the culture of the institution.



Figure 1: Session 1 by Ms. Manjula

Session: 2

Name of the session	Etiquette and grooming
Name of the speaker	Mr. Pratik Kundu
Designation	HR Trainer
Date and Time	10.02.2024 / 10:50 - 11:50

Description:

Mr. Pratik briefed the trainees on the nuances of email and telephone etiquette besides highlighting the importance of being well – groomed at work. The session began with a warmer with few yoga stretches, followed by an interactive session with activities. The trainees practiced mock email writing and telecall sessions.



Figure 2: Session 2 by Mr. Pratik

Session: 3

Name of the session	Interpersonal Skills
Name of the speaker	Mr. Pratik
Designation	HR Trainer
Date and Time	10.02.2024 / 12:00 – 13:00

Description:

This was an anecdote and activity – oriented session where the trainees participated in team – building simulations like paper relay and glass pyramid. The participants were put into two groups and they were encouraged to work as a team to win the various games. It was a fun – filled yet constructive way of making them understand the importance of effective communication and interpersonal skills at work.



Figure 3: Session 3 by Mr. Pratik

Session: 4

Name of the session	Stress and Time Management
Names of the speaker	Ms. Suneetha
Designation	Asst. Professor - CLSSD
Date and Time	10.02.2024 / 13:40 – 14:40

Description:

Ms. Suneetha conducted a session that explained the concept of good and bad stress and the ways of handling stress. The briefing on stress management was coupled with time management concepts. It was a rewarding session as the participants shared their personal experiences related to the topic and discussed the remedial at length.



Figure 4: Session 4 by Ms. Suneetha

Session: 5

Name of the session	Feedback
Names of the speaker	Pratik Kundu
Designation	HR Trainer
Date and Time	01.02.2024 / 2:00 - 3:10

Description:

The participants shared their verbal and digital feedback. The feedbacks were documented for the report. The session was concluded with a vote of thanks.



Figure 5: Closure by Mr. Pratik

Testimonial

The following is a testimonial received from an inductee:

INDUCTION PROGRAM FEEDBACK



Pavan Aradhya S S
To: Pratik Kumar Kundu



Fri 16/02/2024 10:42

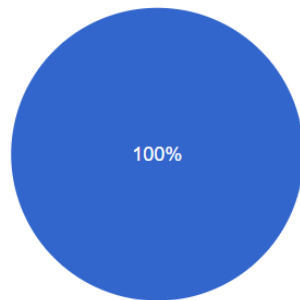
The session was so good Introduction to Know about the college & Interact with each other we can learn new things from others & stress & time management was good

Feedback

1st session - Introduction by Ms. Manjula

7 responses

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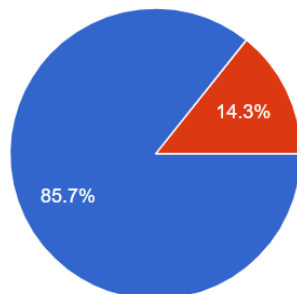


- Excellent content and knowledge dissemination
- Content and information sharing at par with the expectations
- Content and information sharing unsatisfactory
- Content and knowledge dissemination below standard

2nd session - Telephone and Email Etiquettes and Grooming by Mr. Pratik

7 responses

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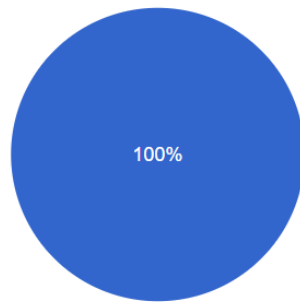


- Excellent content and knowledge dissemination
- Content and information sharing at par with the expectations
- Content and information sharing unsatisfactory
- Content and knowledge dissemination below standard

3rd session - Interpersonal Skills by Mr. Pratik

7 responses

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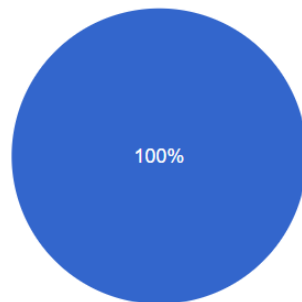


- Excellent content and knowledge dissemination
- Content and information sharing at par with the expectations
- Content and information sharing unsatisfactory
- Content and knowledge dissemination below standard

4th session - Stress and Time Management by Ms. Suneetha

7 responses

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- Excellent content and knowledge dissemination
- Content and information sharing at par with the expectations
- Content and information sharing unsatisfactory
- Content and knowledge dissemination below standard

Attendance

New Horizon Educational Institution Non Teaching Staff Induction February 2024						Attendance					
Sl	Name	Designation	Dept.	DOJ	Contact No.	Email Id.	Session 1	Session 2	Session 3	Session 4	Session 5
1	Savitha G S	HR Executive	HR	25-10-2023	9620766711	savitha.g.s@newhorizonindia.edu		Savitha	Savitha	Savitha	Savitha
2	Venkatesh T	Lab Instructor	CSE	02-11-2023	8073355829	venkatesh.t.cse@nhce@newhorizonindia.edu	Venkatesh	Venkatesh	Venkatesh	Venkatesh	Venkatesh
3	Mr. Babuprasad B	Lab Instructor	CSE	02-11-2023	9599443217	babuprasad.b.cse@nhce@newhorizonindia.edu	B	B	B	B	B
4	Gowrav M U	HR Intern	HRD	02-11-2023	9482254286						
5	Sentimongla	Office Executive	Admin	02-11-2023	7005849581	sentimongla.admin@nhce@newhorizonindia.edu	Sentimongla	Sentimongla	Sentimongla	Sentimongla	Sentimongla
6	Harish Mittapalli	Lab Instructor	CSE	06-11-2023	9108648624	harish.m.cse@nhce@newhorizonindia.edu	Harish	Harish	Harish	Harish	Harish
7	Pratik Kumar Kundu	HR Trainer	HRD	15-11-2023	9560859006	pratik.k@nhce@newhorizonindia.edu	P	P	P	P	P
8	Rakhee Kundu	Office Executive	Admin	20-11-2023	9849283112	rakhee.k-admin@nhce@newhorizonindia.edu	Rakhee	Rakhee	Rakhee	Rakhee	Rakhee
9	Apoorva I S	Lab Instructor	AIML	23-11-2023	9972095604						
10	V Mithra	Office executive	Admin	05-12-2023	9036529229						
11	Pradeep H	Content Writer	M & B	05-12-2023	9844038489						
12	Basil Varghese	Graphic Designer	M & B	05-12-2023	9495045115						
13	Sunil Kumar M R	Video Editor	M & B	06-12-2023	6363089047						
14	Ramalaxmi Murugesan	HR Executive	HR	08-01-2024	9372292459	ramalaxmi.m.hr@nhce@newhorizonindia.edu	R	R	R	R	R
15	S Dhanushree	SMME	M & B	09-01-2024	9538441048	dhanushree.s.mb@nhce@newhorizonindia.edu	S	S	S	S	S
16	Purushotham S	Content Creator-Social Media	M & B	16-01-2024	9482044466						
17	Prasaad Subramanian	Lab Instructor	NHCM	23-01-2024	9894388516						
18	Nishitha D Rai	Admin Office Executive	NHPUC		9164602164	nishitha.d.admin@nhce@newhorizonindia.edu	N	N	N	N	N
19	Pavan Aradhya S S	CSE Lab Instructor	NHPUC		9632980109	pavan.aradhya.s.s@nhce@newhorizonindia.edu	P	P	P	P	P
20	Meghana	Admin Personal Assistant	NHCK		8867002425	meghana.hp-admin@nhce@newhorizonindia.edu	M	M	M	M	M

Key Outcomes:

- Participants will be able to apply the knowledge and information gained from the Induction Programme to execute their daily actions and functions;
- There will be an enhanced sense of ownership in their respective areas of work.