

Centre for Life Skills and Skill Development

Department of HRD

Induction Report: Non – Teaching Staff

New Horizon College of Engineering

Bengaluru

13 April 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, 13 April, 2024.
- The training was primarily coordinated by Dr. Sowmya Narayanan (Director – CLSSD) and Mr. Pratik (HR Trainer) in association with Ms. Manjula (Executive Director – HR), Ms. Sulochana (HR Administrator) and Ms. Suneetha (Asst. Professor - CLSSD).
- The induction encompassed the aforementioned conducting informative sessions based on the following topics:
 - ✓ Welcome and Introduction
 - ✓ Interpersonal Skills
 - ✓ Office etiquette (telephone and email)
 - ✓ Personality Development and grooming
 - ✓ 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. Sulochana and the duration of the session was of 40 minutes. Later, Mr. Suneetha conducted two sessions of 1 hour duration each. The sessions were interspersed with active learning and anecdotes. 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. This was the second round of induction for the new employees to orient them to the New Horizon College fraternity.

Program schedule

DATE	TIMINGS	TOPIC	DESCRIPTION	SPEAKER
13.04.2024	10:30 - 11:20	Welcome and Introduction	Overview of College, History, Vision and Mission Review of College Policies and procedures, HR policies	Ms Manjula, Executive Director Human Resources
13.04.2024	11:20 - 11:30	Refreshments	Tea/coffee and snacks	
13.04.2024	11:30 - 12:30	Etiquette and Grooming	Email and telephone etiquette, personal grooming and hygiene	Ms. Suneetha, Asst. Prof - CLSSD
13.04.2024	12:30 - 13:00	Interpersonal skills	Team work, effective communication, empathy and social skills	Ms. Suneetha, Asst. Prof - CLSSD
13.04.2024	13:00 - 13:10	Feedback	Feedback and closure	Ms. Suneetha, Asst. Prof - CLSSD

Initial Communication from the Director – SDC's desk

Re: Induction Training for Non Teaching new Joinees reg:

Dear All,

The details of the venue for the Induction Training for the Non Teaching are as follows:

Venue: **Executive Training Room - Department of HRD**

Time: 10:30 am - 13:30 pm

The schedule is also attached for your reference.

Best Wishes



**New Horizon
College of
Engineering
(NHCE)
Bengaluru,
Karnataka, India**

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Detailed Report

Session: 1

Name of the session	Welcome and Introduction
Name of the speaker	Ms. Sulochana P.
Designation	HR Administrator
Date and Time	13.04.2024 / 10:30 - 11:20

Description:

On behalf of Ms. Manjula (Executive Director – Human Resources), Ms. Sulochana 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: Ms. Sulochana being introduced by Dr. Sowmya Narayana (Director – SDC)



Figure 2: Ms. Sulochana addressing the staff



Figure 3: Ms. Sulochana's session on HR policies

Session: 2

Name of the session	Etiquette and grooming
Name of the speaker	Ms. Suneetha V.
Designation	Asst. Professor - CLSSD
Date and Time	13.04.2024 / 11:30 - 12:30

Description:

Ms. Suneetha guided trainees on the importance of email and telephone etiquette besides highlighting the importance of being well – groomed at work. The session began with sharing of anecdotes and experiences, followed by an interactive session with self - reflection. The trainees practiced mock email writing and telecall sessions.



Figure 4: Ms. Suneetha's session on etiquette and grooming

Session: 3

Name of the session	Interpersonal Skills
Name of the speaker	Ms. Suneetha V.
Designation	Asst. Professor - CLSSD
Date and Time	13.04.2024 / 12:30 – 13:00

Description:

Ms. Suneetha conducted this session and highlighted the necessity for liaising within various departments of the institute as the new employees have joined in departments like HR, Marketing, Administration and Library which need effective communication and interpersonal skills to facilitate departmental work as well as interacting with the students to address their queries and concerns on a daily basis.



Figure 5: Ms. Suneetha's session on interpersonal skills

Session: 4

Name of the session	Feedback
Names of the speaker	Suneetha V.
Designation	Asst. Professor - CLSSD
Date and Time	13.04.2024 / 13:00 - 13:10

Description:

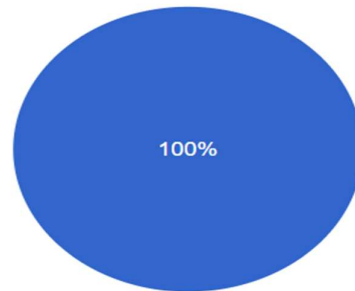
The participants shared their verbal and digital feedback. The feedbacks were documented for the report. The session was concluded with a vote of thanks.



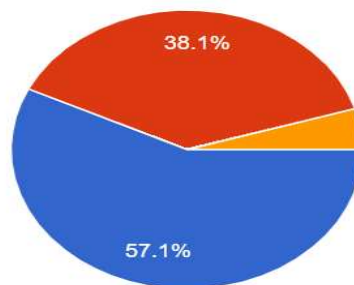
Figure 5: Closure by Ms. Suneetha V.

Feedback

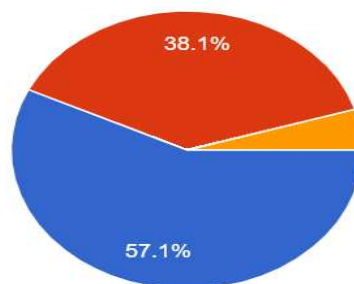
- 1st session by Ms. Sulochana
12 responses



- 2nd session by Ms. Suneetha V.
9 responses



- 3rd session by Ms. Suneetha V.
9 responses



Attendance

New Horizon College of Engineering Non Teaching Staff Induction April 2024							Attendance		
Sl	Name	Designation	Dept.	DOJ	Contact No.	Email Id.	Session 1	Session 2	Session 3
✓ 1	S Dhanushree	SMME	M&B	09-01-2024	9538441048				
✓ 2	Purushotham S	Content Creator-Social Media	M & B	16-01-2024	9482044466				
✓ 3	Amarnath	Graphic Designer	M&B	04-03-2024	6360700288	amarnathk10@yahoo.com			
✓ 4	Dikmi Saikia	Graphic Designer	M&B	05-02-2024	8951185190	dikmi.s_mb@nhce.edu.in			
✓ 5	Naveen Kumar	Lab Instructor -DS	CSE (DS)	02-11-2023	9482254286	naveenkumar75@gmail.com			
✓ 6	Shanthi Theodore	CRE	Admissions	19-02-2024	9902809511	Shanthi.T.Adm			
✓ 7	Varsha G	Admission Executive	Admissions	04-03-2024	9844878282	varshagvashu25@gmail.com			
✓ 8	Pooja N	CRE	Admissions	18-03-2024	7204057196	PROSANAGRAJ33@gmail.com			
✓ 9	Anna Jogie	Student Counselor	Counseling	04-03-2024	9482983158	annajogie@gmail.com			
✓ 10	Manoj VRC Swami	Residential Staff Nurse	Administration	04-03-2024	8147291675	parmanikayashwan@gmail.com			
✓ 11	Praveen Kumar	CSO	Administration	01-04-2024	8277685937	praveenkumar7510@gmail.com			
✓ 12	Namrata Nagappa Pai	Asst. Librarian	Library	26-03-2024	6360953652	namrata.lib-nhce@newhorizonindia.edu			
✓ 13	Jayachandran M	Aptitude Trainer	HRD	18-03-2024	9345932131				
✓ 14	Sharvani S	HR Executive	Recruitment HR	01-04-2024	8618550589	solanisharvanis26@gmail.com			
✓ 15	Merinla	HR Executive	Recruitment HR	01-04-2024	7005411150	merinlasing@gmail.com			
✓ 16	Sonali V. Mhatre	TAM	Recruitment HR	01-04-2024	8976061607	sonicmbatrc@yahoo.co.in			
✓ 17	Sonali Gayen	Asst. Librarian	Library	08-04-2024	7306489212	sonaligayen2@gmail.com			
✓ 18	B Bindu Sree	Accounts Executive	Accounts	01-03-2024	9538486308	Bindusree81097@gmail.com			

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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.