



NIRMALA
COLLEGE OF PHARMACY

Nirmaia Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

STAFF INDUCTION DOCUMENT & RECORD

Instructions

- ♦ Kindly go through the document & fill it completely.
- ♦ Where ever necessary, get the signature from concerned authorities
- ♦ You are advised to attend for all the inductions mentioned in the document within a period of one week from the date of joining
- ♦ All documents pertaining to staff induction are available in INDUCTION section in "Academics" - 'My Subjects' in NCP-Campus7 Software.
- ♦ On completion, you are advised to submit the filled document to The Induction Coordinator of **Student Staff Welfare Committee**.
- ♦ To complete the various sections given In Page 3-6, you are advised to refer the College Diary.
- ♦ All Heads of the Departments are advised to make sure that the newly joined staffs in their department undergo the Induction program. Any doubts from their side must be cleared immediately .
- ♦ Kindly be informed that the use of mobile phones is strictly prohibited in lecture halls.

Prepared by,
Coordinator
(Student Staff Welfare Committee)
Date: 24/11/22

Recommended by
Prof., Dr., Badmanaban R
Principal
Date: 24/11/22

Approved by,
Rev. Fr. Jose Pulloppillil
Administrator
Date: 24/11/22



NIRMALA

COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O.
Ernakulam district, Kerala, India - 686 661

STAFF DETAILS



Name of the Staff : MANEESHA PETER

Age & Date of Birth : 26, 20/04/1996

Sex : (F)

Aadhaar Card No : 7773 5418 1130

PAN Card No : DWPPP4981K

Permanent Address : CHERUKUNNATH (CH),
KOLENCHERY P.O
ERNAKULAM
PIN: 682311

Phone Number : 9562747062

Email Id : maneeshapeter7@gmail.com ; maneeshanirmala@gmail.com

Degrees Awarded : B.Pharm ; 2018 ; KUHS
(Degree, Year, University) M.Pharm ; 2020 ; AMRITA VISHWA
VIDYAPEETHAM

Previous Experiences : LECTURER AT LISIE COLLEGE OF PHARMACY,
02/11/2020 - 30/09/2022

I hereby declare that all the details furnished above are true to the best of my Knowledge,

Maneesha Peter
02/12/2022

Signature with Date

OFFICE

Day 1 (Of Utmost Importance)

1) Have you Received your Appointment Order & signed the Joining Report?

YES/NO

Endorsed by Office

2) Have you made sure that the dates mentioned in the joining report and the date in your appointment order are the same?

YES/NO

3) Have you submitted the given documents for Verification

Aadhaar Card, Pan Card, UG & PG Certificates, PhD Degree, Council Registration Certificates, SSLC Certificate, Experience & Relieving

YES/NO

Endorsed by Office

4) Have you been enrolled your Biometrics in the Enterprise Resource Planning System for monitoring attendance?

YES/NO

5) Have you met the IT Admin of NCP to register yourself for Institution Email?

YES/NO

: maneesha@nirmalacp.org

State your Institution E-Mail

6) Have you received the Login ID and Password for NCP-Campus7 ERP Software

YES/NO

7) Have you been added in the following Institutional WhatsApp groups

*) NCP OFFICIAL

YES/NO

*) NCP- ACADEMIC

*) NCP ATTENDANCE

*) exams@nirmalacp.org

Within Three Days

8) Do you have a valid KUHS Faculty id? (If Yes give details)

Id: P22712

If No, have you initiated procedures to register?

YES/NO

9) Have you made sure that you are relieved by your previous Institution from both PCI and KUHS databases? (If applicable)

YES/NO

Endorsed by Office

10) Have you initiated procedures to register your appointment at NCP in both PCI & KUHS databases

YES/NO

Endorsed by Office

11) Have you filled the new Service book received from Office and submitted it back?


YES/NO

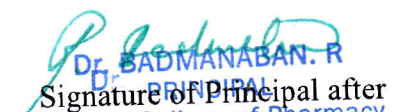
12) Have you been informed about the need of Institutional Bank account and have started the formalities to open a new Bank account?

YES/NO

13) Do you have a valid Provident fund account? If Yes have you started formalities to transfer it?

YES/NO


Signature of Administrator


Signature of Principal after
Verification
Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist)
Muv. Kerala - 686 661

DEPARTMENTAL INTERACTION

- | | |
|---|-------------|
| 1) Was your Roles & responsibilities at Departmental Level explained to you by Head of the Department | ✓
YES/NO |
| 2) Were you allotted with subjects by your HOD ? | ✓
YES/NO |
| 3) Has the Class teacher assigned you to the respective subjects? | ✓
YES/NO |
| 4) Mention the Subjects allotted to you : | |

II Sem - HAP II (Theory & Practical)
Pathophysiology

[Signature]

Endorsed by HOD,

INDUCTION BY ACADEMIC REGULATORY CELL

- | | |
|---|-------------|
| 1) Was the Academic policies practiced in the College explained to you? | ✓
YES/NO |
| 2) Was the Policies regarding continuous assessment explained to you which includes | |
| ♦ Evaluation of Continuous Assessment | ✓
YES/NO |
| ♦ Grading of Students Based on the evaluation & Remedial Measures | |
| 3) Was the concept of Peer-Learning explained to you | ✓
YES/NO |
| 4) Was the concept, Roles & Responsibilities of Class Coordinator and Batch Coordinator briefed to you? | ✓
YES/NO |
| 5) Were you briefed about the documents you have to maintain as a Subject – In-Charge at NCP | ✓
YES/NO |
| 6) Was the Disciplinary Policies in the College briefed | ✓
YES/NO |
| 7) Have you been briefed with the Exit Policy | ✓
YES/NO |

[Signature] 5/12/22
Endorsed by the Head,

INDUCTION BY TEACHING & LEARNING COMMITTEE

- | | |
|--|-------------|
| 1) Were you briefed about the criteria for Test Paper & Sessional Question Paper Setting such as | ✓
YES/NO |
| ♦ Concept of Bloom Taxonomy & Question Paper Key | |
| 2) Curriculum Planning and identification of Gaps in Syllabus. | ✓
YES/NO |
| Steps to be taken to Bridge the identified Gaps | |
| 3) Preparation of Course File - Uploading to NCP-Campus7 Software. | ✓
YES/NO |
| 4) Outcomes | |
| ♦ Program Outcomes—Course Outcomes—Topic Outcomes | ✓
YES/NO |
| ♦ Blooms Taxonomy in Outcomes | |
| 5) Teaching Pedagogy | ✓
YES/NO |
| ♦ Student Centric Methods of Teaching | ✓
YES/NO |

[Signature] 5/12/22
Endorsed by the Head,

INDUCTION BY RESEARCH & DEVELOPMENT COMMITTEE

1) Were you briefed about the Research Support policies in the College Such as

- ♦ Guidelines for Research Grant Application
- ♦ Guidelines for Seed Grant Application

✓
YES/NO

2) Incentive policies for

- ♦ Publication
- ♦ Conference Registration & Travel Grant for Oral/Poster Presentations.
- ♦ Patent Applications
- ♦ Honorarium for Grants received from external bodies.

✓
YES/NO

3) Project Guidelines for UG & PG Projects

✓
YES/NO

Signed
3/12/2022
Endorsed by the Head,

NCP-CAMPUS7 TRAINING

1) Were you trained on how to update the following

- ♦ Attendance
- ♦ Subject Proposed Plan
- ♦ Subject Actual Plan
- ♦ Assignments
- ♦ Final Internals
- ♦ Learning Materials
- ♦ Online Exam
- ♦ Report

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

7) Exam Result

Exam Wise Ranking

Signed
3/12/22
Endorsed by the Coordinator,

INDUCTION BY EXAMINATION COMMITTEE

1) Were you briefed about the process of conduct of Sessional Examinations which includes

- ♦ Planning of Sessional Examination Date
- ♦ Setting of Question Paper
- ♦ Concept of Invigilation duty
- ♦ Correction of Marksheets and submission of Marks
- ♦ University Cut-off Class Average Marks for Sessional Examination

✓
YES/NO

2) Frequency & Conduct of Sessional Practical Examination for each course

✓
YES/NO

3) Exam creation and mark entry in NCP-Campus7

- ♦ Class Test
- ♦ Assignments
- ♦ Viva/Group Discussion

✓
YES/NO

4) Entry of final internals and generating report for University Mark entry

✓
YES/NO

5) Process of assigning KUHS Invigilation Duty

- ♦ Etiquettes in Examination Hall

✓
YES/NO

Endorsed by the Head,

INDUCTION BY STAFF WELFARE COMMITTEE

1) Have you been briefed on the prevailing HR Policies?

✓
YES/NO

2) Were you briefed on the College timings & leave policies?

YES/NO

3) Were you introduced to the Faculty Feedback Questionnaire in place?

✓
YES/NO

4) Were you briefed on the collection of Staff fund and scope of Utilization of collected amount?

✓
YES/NO

5) Were you informed that a Initial feedback from Students will be taken on your performance at the end of one month, which will be shared to the Academic Regulatory Committee?

✓
YES/NO

6) Were you briefed on the prevailing Appraisal & Increment Policies?

✓
YES/NO

7) Have you been informed about the Current Library Policies?

✓
YES/NO

Endorsed by the Head,

Signature with date on Completion of Induction



NIRMALA
COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

STAFF INDUCTION DOCUMENT & RECORD

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- ♦ Kindly go through the document & fill it completely.
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- ♦ To complete the various sections given In Page 3-6, you are advised to refer the College Diary.
- ♦ All Heads of the Departments are advised to make sure that the newly joined staffs in their department undergo the Induction program. Any doubts from their side must be cleared immediately .
- ♦ Kindly be informed that the use of mobile phones is strictly prohibited in lecture halls.

Prepared by,
Coordinator
(Student Staff Welfare Committee)
Date: 24/11/22

Recommended by
Prof., Dr., Badmanaban R
Principal
Date: 24/11/22

Approved by,
Rev. Fr. Jose Pulloppillil
Administrator
Date: 24/11/22



NIRMALA

COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

STAFF DETAILS



Name of the Staff : DEVIPRIYA P.V

Age & Date of Birth : 28 ; 30-10-1994

Sex : FEMALE

Aadhaar Card No : 3397 3861 7598

PAN Card No : DJAPDI416B

Permanent Address : PULICKAL (H)
KODIKULAM P.O
THODUPUZHA ; IDUKKI
PIN : 685582

Phone Number : 8281376742 ; 7907932367

Email Id : devipulickak@gmail.com

Degrees Awarded :
(Degree, Year, University) @ B. PHARM (2012 - 2016)
- CHEMISTS COLLEGE OF PHARMACEUTICAL SCIENCES
& RESEARCH ; ERNAKULAM
- KUHS ; THRISSUR
@ M PHARM (2017 - 2019)
- ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES
- KUHS ; THRISSUR

Previous Experiences : ASSISTANT PROFESSOR
KMP COLLEGE OF PHARMACY ; PERUMBAVOOR
3 YEARS 3 MONTHS

I hereby declare that all the details furnished above are true to the best of my Knowledge,

Signature with Date

OFFICE

Day 1 (Of Utmost Importance)

1) Have you Received your Appointment Order & signed the Joining Report? (04-01-2023)

✓
YES/NO

Endorsed by Office

2) Have you made sure that the dates mentioned in the joining report and the date in your appointment order are the same?

✓
YES/NO

3) Have you submitted the given documents for Verification

Aadhaar Card, Pan Card, UG & PG Certificates, PhD Degree, Council Registration Certificates, SSLC Certificate, Experience & Relieving

✓
YES/NO

Endorsed by Office

4) Have you been enrolled your Biometrics in the Enterprise Resource Planning System for monitoring attendance?

✓
YES/NO

5) Have you met the IT Admin of NCP to register yourself for Institution Email?

YES/NO

State your Institution E-Mail

: devipriya@nirmalacp.org

6) Have you received the Login ID and Password for NCP-Campus7 ERP Software

✓
YES/NO

7) Have you been added in the following Institutional WhatsApp groups

*) NCP OFFICIAL

✓
YES/NO

*) NCP- ACADEMIC

*) NCP ATTENDANCE

*)exams@nirmalacp.org

Within Three Days

8) Do you have a valid KUHS Faculty id? (If Yes give details)

Id: P22186

If No, have you initiated procedures to register?

YES/NO

9) Have you made sure that you are relieved by your previous Institution from both PCI and KUHS databases? (If applicable)

✓
YES/NO

Endorsed by Office

10) Have you initiated procedures to register your appointment at NCP in both PCI & KUHS databases

✓
YES/NO

Endorsed by Office

11) Have you filled the new Service book received from Office and submitted it back?


✓
YES/NO

12) Have you been informed about the need of Institutional Bank account and have started the formalities to open a new Bank account?


✓
YES/NO

13) Do you have a valid Provident fund account? If Yes have you started formalities to transfer it?

✓
YES/NO



Signature of Administrator


Signature of Principal after
Dr. P. MANABAN. R
PRINCIPAL

3
Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist.)
Kerala - 686 661

DEPARTMENTAL INTERACTION

- 1) Was your Roles & responsibilities at Departmental Level explained to you by Head of the Department
- 2) Were you allotted with subjects by your HOD ?
- 3) Has the Class teacher assigned you to the respective subjects?
- 4) Mention the Subjects allotted to you :

YES/NO

YES/NO

YES/NO

I SEM B-PHARM - Pharmaceutical Analysis (T+P)^{2 12 (3 batches)}
 I Pharm D - Pharmaceutical Inorganic Chemistry (T+P)
 M. Pharm - Analysis (2T)
 (Modern Practical Analytical Techniques)

Endorsed by HOD,

INDUCTION BY ACADEMIC REGULATORY CELL

- 1) Was the Academic policies practiced in the College explained to you?
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- 5) Were you briefed about the documents you have to maintain as a Subject – In-Charge at NCP
- 6) Was the Disciplinary Policies in the College briefed
- 7) Have you been briefed with the Exit Policy

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

Endorsed by the Head,

INDUCTION BY TEACHING & LEARNING COMMITTEE

- 1) Were you briefed about the criteria for Test Paper & Sessional Question Paper Setting such as
 - ♦ Concept of Bloom Taxonomy & Question Paper Key
- 2) Curriculum Planning and identification of Gaps in Syllabus.
Steps to be taken to Bridge the identified Gaps
- 3) Preparation of Course File - Uploading to NCP-Campus7 Software.
- 4) Outcomes
 - ♦ Program Outcomes—Course Outcomes—Topic Outcomes
 - ♦ Blooms Taxonomy in Outcomes
- 5) Teaching Pedagogy
 - ♦ Student Centric Methods of Teaching

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

Endorsed by the Head,

INDUCTION BY RESEARCH & DEVELOPMENT COMMITTEE

1) Were you briefed about the Research Support policies in the College Such as

- ♦ Guidelines for Research Grant Application
- ♦ Guidelines for Seed Grant Application

✓
YES/NO


2) Incentive policies for

- ♦ Publication
- ♦ Conference Registration & Travel Grant for Oral/Poster Presentations.
- ♦ Patent Applications
- ♦ Honorarium for Grants received from external bodies.

✓
YES/NO

3) Project Guidelines for UG & PG Projects

✓
YES/NO


Endorsed by the Head,

NCP-CAMPUS7 TRAINING

1) Were you trained on how to update the following

- ♦ Attendance
- ♦ Subject Proposed Plan
- ♦ Subject Actual Plan
- ♦ Assignments
- ♦ Final Internals
- ♦ Learning Materials
- ♦ Online Exam
- ♦ Report

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

✓
YES/NO

2) Lesson Plan- Modules & Topic - Import

✓
YES/NO

3) Time Table—Make Deviation

✓
YES/NO

4) Swapping - Send Request - Accept Request

✓
YES/NO

5) How to Apply for Leave

✓
YES/NO

6) Students - Student Profile & Achievements


✓
YES/NO

Mentors & Mentees

7) Exam Result

✓
YES/NO

Exam Wise Ranking


20/1/23
Endorsed by the Coordinator,



NIRMALA
COLLEGE OF PHARMACY

Nirmaia Hills, Muvattupuzha P.O,
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STAFF INDUCTION DOCUMENT & RECORD

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Prepared by,
Coordinator
(Student Staff Welfare Committee)
Date: 24/11/22

Recommended by
Prof., Dr., Badmanaban R
Principal
Date: 24/11/22

Approved by,
Rev. Fr. Jose Pulloppillil
Administrator
Date: 24/11/22

INDUCTION BY EXAMINATION COMMITTEE

1) Were you briefed about the process of conduct of Sessional Examinations which includes

- ◆ Planning of Sessional Examination Date
- ◆ Setting of Question Paper
- ◆ Concept of Invigilation duty
- ◆ Correction of Marksheets and submission of Marks
- ◆ University Cut-off Class Average Marks for Sessional Examination

✓
YES/NO

2) Frequency & Conduct of Sessional Practical Examination for each course

✓
YES/NO

3) Exam creation and mark entry in NCP-Campus7

- ◆ Class Test
- ◆ Assignments
- ◆ Viva/Group Discussion

✓
YES/NO

4) Entry of final internals and generating report for University Mark entry

✓
YES/NO

5) Process of assigning KUHS Invigilation Duty

- ◆ Etiquettes in Examination Hall

✓
YES/NO

Endorsed by the Head,

INDUCTION BY STAFF WELFARE COMMITTEE

1) Have you been briefed on the prevailing HR Policies?

✓
YES/NO

2) Were you briefed on the College timings & leave policies?

✓
YES/NO

3) Were you introduced to the Faculty Feedback Questionnaire in place?

✓
YES/NO

4) Were you briefed on the collection of Staff fund and scope of Utilization of collected amount?

✓
YES/NO

5) Were you informed that a Initial feedback from Students will be taken on your performance at the end of one month, which will be shared to the Academic Regulatory Committee?

✓
YES/NO

6) Were you briefed on the prevailing Appraisal & Increment Policies?

x ✓
YES/NO

7) Have you been informed about the Current Library Policies?

✓
YES/NO

Endorsed by the Head,

Gobind K

Signature with date on Completion of Induction

D1
08/02/2023



NIRMALA
COLLEGE OF PHARMACY
Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

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Date: 24/11/22



NIRMALA

COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

STAFF DETAILS



Name of the Staff : Vt Shamla

Age & Date of Birth : 29 yr 01/08/93

Sex : female

Aadhaar Card No : 5952 4668 4771

PAN Card No : BFVPV5682N

Permanent Address : D/o Vt Moosa (late).
Vengi-Hathodi (H)
(Po) Randathani
(Pin) 676510
Malappuram (Dist.)

Phone Number : 9946 617917

Email Id : shamla.tesla44@gmail.com

Degrees Awarded : M.pharm, Bpharm.

(Degree, Year, University) M. pharm : Amrita School of pharmacy,
Vishwa vidyapeetham
B. pharm : Devaki Amma Memorial College of
Pharmacy (Kerala university of health scien.
ces). (KUHLS)

Previous Experiences : No.

Present Institution: Nirmala college of pharmacy, Muvattupuzha.

I hereby declare that all the details furnished above are true to the best of my Knowledge,

Shamla
24/08/23


Signature with Date

OFFICE

Day 1 (Of Utmost Importance)

1) Have you Received your Appointment Order & signed the Joining Report?

YES/NO


Endorsed by Office

2) Have you made sure that the dates mentioned in the joining report and the date in your appointment order are the same?

YES/NO

3) Have you submitted the given documents for Verification

Aadhaar Card, Pan Card, UG & PG Certificates, PhD Degree, Council Registration Certificates, SSLC Certificate, Experience & Relieving

YES/NO


Endorsed by Office

4) Have you been enrolled your Biometrics in the Enterprise Resource Planning System for monitoring attendance?

YES/NO

5) Have you met the IT Admin of NCP to register yourself for Institution Email?

YES/NO

State your Institution E-Mail

6) Have you received the Login ID and Password for NCP-Campus7 ERP Software

YES/NO

7) Have you been added in the following Institutional WhatsApp groups

*) NCP OFFICIAL

YES/NO

*) NCP- ACADEMIC

*) NCP ATTENDANCE

*) exams@nirmalacp.org

Within Three Days

8) Do you have a valid KUHS Faculty id? (If Yes give details)

Id: P 27035

If No, have you initiated procedures to register?

YES/NO


9) Have you made sure that you are relieved by your previous Institution from both PCI and KUHS databases? (If applicable)

YES/NO


Endorsed by Office

10) Have you initiated procedures to register your appointment at NCP in both PCI & KUHS databases

YES/NO


Endorsed by Office

11) Have you filled the new Service book received from Office and submitted it back?

YES/NO

12) Have you been informed about the need of Institutional Bank account and have started the formalities to open a new Bank account?


YES/NO

13) Do you have a valid Provident fund account? If Yes have you started formalities to transfer it?

YES/NO



Signature of Administrator


Signature of Principal after

Verification
DR. DADIMANABAN. R
PRINCIPAL

Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist.)
Kerala - 686 661

DEPARTMENTAL INTERACTION

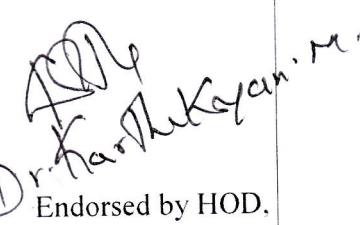
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- 3) Has the Class teacher assigned you to the respective subjects?
- 4) Mention the Subjects allotted to you :

YES/NO

YES/NO

YES/NO

- 1) Pharmacology 4th (5th sem) - 4L 3 Lab
- 2) CMP (Cellular and molecular Pharmacology) 4th sem - 2L
- 3) Experimental pharmacology 5th sem - 2L


 Endorsed by HOD.

INDUCTION BY ACADEMIC REGULATORY CELL

- 1) Was the Academic policies practiced in the College explained to you?
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- 7) Have you been briefed with the Exit Policy

YES/NO

YES/NO


YES/NO

YES/NO

YES/NO

YES/NO

YES/NO


 Endorsed by the Head.

INDUCTION BY TEACHING & LEARNING COMMITTEE

- 1) Were you briefed about the criteria for Test Paper & Sessional Question Paper Setting such as
 - ♦ Concept of Bloom Taxonomy & Question Paper Key
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 - ♦ Program Outcomes—Course Outcomes—Topic Outcomes
 - ♦ Blooms Taxonomy in Outcomes
- 5) Teaching Pedagogy
 - ♦ Student Centric Methods of Teaching

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO


 Endorsed by the Head.

INDUCTION BY RESEARCH & DEVELOPMENT COMMITTEE

1) Were you briefed about the Research Support policies in the College Such as

- ◆ Guidelines for Research Grant Application
- ◆ Guidelines for Seed Grant Application

YES/NO

2) Incentive policies for

- ◆ Publication
- ◆ Conference Registration & Travel Grant for Oral/Poster Presentations.
- ◆ Patent Applications
- ◆ Honorarium for Grants received from external bodies.

YES/NO

3) Project Guidelines for UG & PG Projects

YES/NO

[Signature]
Endorsed by the Head,

NCP-CAMPUS7 TRAINING

1) Were you trained on how to update the following

- ◆ Attendance
- ◆ Subject Proposed Plan
- ◆ Subject Actual Plan
- ◆ Assignments
- ◆ Final Internals
- ◆ Learning Materials
- ◆ Online Exam
- ◆ Report

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

2) Lesson Plan- Modules & Topic - Import

YES/NO

3) Time Table—Make Deviation

YES/NO

4) Swapping - Send Request - Accept Request

YES/NO

5) How to Apply for Leave

YES/NO

6) Students - Student Profile & Achievements

YES/NO

Mentors & Mentees

YES/NO

7) Exam Result

YES/NO

Exam Wise Ranking

[Signature]
17/09/23

Endorsed by the Coordinator,

INDUCTION BY EXAMINATION COMMITTEE

1) Were you briefed about the process of conduct of Sessional Examinations which includes

- ♦ Planning of Sessional Examination Date
- ♦ Setting of Question Paper
- ♦ Concept of Invigilation duty
- ♦ Correction of Marksheets and submission of Marks
- ♦ University Cut-off Class Average Marks for Sessional Examination

✓
YES/NO

2) Frequency & Conduct of Sessional Practical Examination for each course

✓
YES/NO

3) Exam creation and mark entry in NCP-Campus7

- ♦ Class Test
- ♦ Assignments
- ♦ Viva/Group Discussion

✓
YES/NO

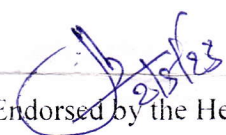
4) Entry of final internals and generating report for University Mark entry

✓
YES/NO

5) Process of assigning KUHS Invigilation Duty

✓
YES/NO

- ♦ Etiquettes in Examination Hall


 Endorsed by the Head.

INDUCTION BY STAFF WELFARE COMMITTEE

1) Have you been briefed on the prevailing HR Policies?

✓
YES/NO

2) Were you briefed on the College timings & leave policies?

✓
YES/NO

3) Were you introduced to the Faculty Feedback Questionnaire in place?

✓
YES/NO

4) Were you briefed on the collection of Staff fund and scope of Utilization of collected amount?

✓
YES/NO

5) Were you informed that a Initial feedback from Students will be taken on your performance at the end of one month, which will be shared to the Academic Regulatory Committee?


✓
YES/NO

6) Were you briefed on the prevailing Appraisal & Increment Policies?

✓
YES/NO

7) Have you been informed about the Current Library Policies?

✓
YES/NO


 Endorsed by the Head.


 Signature with date on Completion of Induction