

STUDENT INDUCTION PROGRAMME (SIP) 2026

INSTRUCTIONS TO HEADS OF DEPARTMENTS FOR EFFECTIVE CONDUCT OF STUDENT INDUCTION PROGRAMME (SIP) 2026

1. The Student Induction Programme should be conducted in **an interactive and student-friendly manner**. Faculty members should encourage active participation rather than adopting a lecture-only approach.
2. Departments should ensure that all orientation sessions are conducted through **PPT presentations** wherever smart board facilities are available. Visuals, photographs, videos, and **alumni success stories** may be incorporated to make the sessions engaging.
3. Every faculty member should introduce themselves briefly and interact with students to create a welcoming and supportive environment. Departments should also conduct appropriate **ice-breaking activities** to foster interaction among students and faculty members.
4. Departments should clearly explain the **FYUGP structure, Major-Minor system**, attendance regulations, internal assessment process, and examination system so that students understand their academic responsibilities from the beginning.
5. Departments shall devote at least 15 minutes to discussing **discipline-specific career pathways**, including higher studies, competitive examinations, employment opportunities, entrepreneurship, emerging career options, and success stories of former students.
6. Departments should collect the phone numbers & create a **WhatsApp group** during the session and ensure that all students are connected to receive notices and academic information.
7. HODs shall ensure that all students follow the **official College social media handles & website during** the orientation session itself to facilitate effective dissemination of information and timely communication.
8. Departments should conduct the **“Mentor Connect” session** and clearly explain the mentoring mechanism, student support systems, grievance redressal process, anti-ragging measures, and the role of the Internal Complaints Committee (ICC).
9. Every student should complete the **“My First-Year Goal Card” activity**. Departments should collect and preserve these cards for future mentoring and student progression activities.
10. Departments should encourage **participation of senior students (3rd, 5th & 7th Semester)** to interact with freshers and share their experiences regarding academics, examinations, internships, co-curricular activities, and campus life.
11. **Attendance of students** must be properly maintained during all SIP activities. Student signatures should be obtained in the departmental SIP register as prescribed.
12. Departments should ensure that students move to the designated venues according to the allotted group schedule and that the transition between sessions is smooth and orderly.
13. HODs should make special efforts to identify students who appear hesitant, anxious, or disconnected and facilitate their interaction with mentors and faculty members.
14. The focus of the induction programme should be on **helping students know their college**, explore available opportunities, and develop a positive vision for their future academic and professional journey.
15. A brief report of the activities conducted, along with photographs, short videos and attendance records should be submitted to IQAC (iqachgcollege@hgcollege.edu.in) within 7 days.

HANDIQUE GIRLS' COLLEGE
Student Induction Programme 2026
"Know Your College, Explore Your Opportunities, Shape Your Future"

DAY 1: KNOW YOUR COLLEGE
Implementation of the schedule will be monitored and inspected by Principal and Vice Principal
August 1st to August 5th, 2026

DAY 1

Date: 01/08/2026

9:00 -AM – Principal's address from the Open Stage

Welcome address by the Principal, introducing the rich heritage, achievements, vision, and mission of the College, while encouraging students to make the most of the opportunities available, strive for excellence, and develop into responsible citizens and future leaders.

9:15-12:15 PM – Students will go to their respective Major department for orientation. Only Minor Students can go to any one of the two departments in which they have enrolled their names as Minor Students. (For Example: A student who belongs to Only Minor category having Education and History as two Minors can go to either Education or History Department)

9:45 -AM –9:45 AM
Departments will conduct a PPT-based orientation session, preferably in smart-board-enabled classrooms, organized around the following **four modules**. HODs must ensure that all topics listed under these modules are adequately covered during the session.

Module A: Know Your Department

- Faculty introduction
- Department facilities, laboratories, library, classrooms and academic spaces, awards/scholarships.
- Sharing of syllabus and curriculum structure; Time-Table and Classrooms
- Collection of student contact details and creation of departmental WhatsApp group.
- Department clubs, wall magazine, e-magazine and student activities; Certificate Courses; Outreach Activities
- Alumni achievements and notable accomplishments of the department

Module B: Your Academic Journey

- FYUGP structure
- NEP 2020 and Major–Minor concept
- Curricular and co-curricular requirements and scope
- Major Papers-content- Common papers- AEC, MDC, VAC and SEC
- Internship requirements under FYUGP
- Internal assessment and evaluation; External Evaluation
- Attendance requirements
- Academic regulations and student responsibilities
- Notice boards and official channels of academic communication; Customized Department Calendar.

12:30-1:10 PM- Session I and 2 on Code of Conduct (Code of Conduct Committee will run the session)

Venue: 1) Day Home: Assamese, Bengali, Economics, Education, English, Hindi, Sanskrit
2) Room 30: Botany, Chemistry, Computer Science, Community Science

1:15 -2:00 PM- Session 3 and 4 on Code of Conduct

Venue: Day Home: History, Philosophy, Political Science, Psychology

Room: 30: Mathematics, Microbiology, Statistics, Physics, Zoology, BBA and B.Com

Date: 03.08.26 (Monday)
Day-2

9:00 -AM –11:00 PM

Sessions in the respective Departments

Module C: Learning in the Digital Age

- College website and official social media handles (**HOD to ensure students follow the social media handles during the session itself**)
- SWAYAM (Success stories to be included)
- NPTEL
- NDLI
- Academic Bank of Credits (ABC)
- Google Classroom and digital learning tools
- Google Forms, feedback mechanisms and online student services
- Responsible and ethical use of AI tools

Module D: Mentor Connect and Student Support

- Introduction of mentors and mentoring process
- Student support systems and welfare services including physical and mental health
- Grievance redress mechanisms
- Anti-ragging regulations
- Internal Complaints Committee (ICC)
- Hostel facilities
- Parents–Teacher Meet
- Sustainability Practices : (To keep the switches off when not in use,etc)
- Student expectation survey

Student Activity

My First-Year Goal Card

1. Why I have chosen this subject and this institution
2. My dream career
3. One skill I want to learn
4. One concern I have about college

After completion of orientation, departments will ensure that students follow the given schedule and move to venues according to their groups.

Day 2 (Afternoon Session)
STUDENT INDUCTION PROGRAMME, 2026
Date: 03/08/2026

<u>Library:Program</u> <u>Coordinator:</u> Dr. Nabajyoti Das Time: 11: 30- 12:30 PM <u>GROUP-A</u> (Assamese, Psychology, Sanskrit, BBA, B.Com) Resource Person: Dr. Nabajyoti Das	<u>Day Home</u> (Program Coordinators: Runjun Barman, Evarani Kalita, Jintu Thakuria) Time: 11:30-12:30 PM Clubs/Committee(IKS, Committee for Certificate Courses) /Cells (Health and Hygiene Cell, Student Mental Health Cell, Career Guidance & Placement Cell, SDEDG Cell, Equal Opportunity Cell) <u>GROUP-B</u> (Economics, Philosophy, Bengali, Statistics)	<u>ROOM-30</u> Time: 11: 30-12:30 PM NCC/NSS(Kandarpa Phukan, Dimpy Das) <u>Group C</u> Education, Botany, Political Science
<u>Library:</u> Time: 12:30-1:30 PM <u>GROUP-B</u> (Economics, Philosophy, Bengali, Statistics) Resource Person: Dr. Nabajyoti Das	<u>Day Home</u> (Program Coordinators: Runjun Barman, Evarani Kalita, Jintu Thakuria) Time: 12:30-1:30 PM Clubs/Committee(IKS, Committee for Certificate Courses) /Cells (Health and Hygiene Cell, Student Mental Health Cell, Career Guidance & Placement Cell, SDEDG Cell, Equal Opportunity Cell) <u>GROUP-C</u> (Education, Botany, Political Science)	<u>ROOM-30</u> Time:12:30-1:30 PM NCC/NSS (Kandarpa Phukan, Dimpy Das) <u>Group: A</u> Assamese,Psychology, Sanskrit, BBA, B.Com)
<u>Library:</u> Time: 1:30-2:30 PM <u>GROUP-C</u> (Education, Botany, Political Science) Resource Person: Dr. Nabajyoti Das	<u>Day Home: 1:30-2:30 PM</u> Time: (Program Coordinators: Runjun Barman, Evarani Kalita, Jintu Thakuria) Clubs/Committee(IKS, Committee for Certificate Courses) /Cells (Health and Hygiene Cell, Student Mental Health Cell) <u>GROUP-A</u> (Assamese, Psychology, Sanskrit, BBA/B.Com)	<u>ROOM-30</u> Time: 1:30-2:30 PM NCC/NSS (Kandarpa Phukan, Dimpy Das) <u>GROUP-B</u> (Economics, Philosophy, Bengali, Statistics.)

Day-3
Date: 04-08-2026 (Tuesday)
STUDENT INDUCTION PROGRAMME, 2026

DAY 3: EXPLORE YOUR OPPORTUNITIES

9:00 AM – 11:00 AM Department Session

Departments will conduct interactive sessions highlighting opportunities available to students beyond the regular curriculum and pathways for personal, academic, and professional growth. Only minor students will go to the Department in which they attended orientation on the previous two days.

Module A: Building Skills for Success

- Study skills and learning strategies under FYUGP
- Habit of reading textbooks in the AI era
- Time management and academic planning
- Note-making and examination preparation strategies
- Communication, leadership and teamwork skills
- Digital literacy and professional skills

Module B: Opportunities Beyond the Classroom

- Department clubs and student societies
- Co-curricular and extra-curricular activities
- College Week, Youth Festival, Freshers' Social and other institutional events (Sarat Goswami Memorial Debate)
- Cultural, creative, literary and sports activities
- Leadership opportunities through student participation

Module C: Internships, Research and Innovation

- How to identify and apply for internships
- Undergraduate research opportunities (Internships & TLSP, Summer Fellowships, IKS Centre Research fellowship)
- Innovation, entrepreneurship and start-up awareness
- Extension activities and community engagement
- Success stories of students involved in research, internships and innovation

Module D: Career Development and Future Pathways

- Discipline-specific career opportunities
- Higher education pathways
- Competitive examinations (NET, GATE, JAM, UPSC, APSC, Banking, SSC, etc., as relevant)
- Scholarships, fellowships, awards and financial support schemes
- Certificate courses and value-added programmes
- Alumni success stories and career journeys

Student Activity

My College Dream Sheet (Students will submit feedback on the orientation programme through google forms)

1. My career goal
2. My strengths
3. Skills I wish to develop during college
4. Opportunities I wish to explore at Handique Girls' College

After completion of orientation, departments will ensure that students follow the given schedule and move to venues according to their groups.

Day-3
Date: 04/08/2026

<u>Library</u> Time: 11:00-12:00 PM <u>Group-D</u> (English, Physics, Computer Science, Home Science)	<u>Room 29:</u> Program Coordinators: Prabhali Doley, Debarati Das, <u>Abhinit Dey</u> Time: 11:00-12:00 PM Clubs/Committee(IKS, Committee for Certificate Courses, Health, Hygiene Cell, Student Mental Health Cell, Career Guidance & Placement Cell, SDEDG Cell, Equal Opportunity Cell <u>Group E</u> (Hindi, Mathematics, Chemistry, Microbiology)	<u>Room-30</u> Time: 11:00-12:00 PM NCC/NSS (Dimpy Das, Kandarpa Phukan) <u>GROUP-F</u> (History, Zoology)
<u>Library</u> Time: 12:30-1:30 PM <u>Group-E</u> (Hindi, Mathematics, Microbiology, Chemistry)	<u>Room 29: 12:30-1:30 PM</u> Program Coordinators: Prabhali Doley, Debarati Das, Abhinit Dey Clubs/Committee(IKS, Committee for Certificate Courses,) /Cells Health, Hygiene Cell, Student Mental Health Cell, Career Guidance & Placement Cell, SDEDG Cell and Equal Opportunity Cell) <u>Group F</u> (History, Zoology)	<u>Room-30</u> Time: 12:30-1:30 PM NCC/NSS (Dimpy Das, Kandarpa Phukan) <u>GROUP-D</u> (English, Physics, Computer Science, Home Science)
<u>Library</u> Time: 1:30-2:30 PM <u>Group-F</u> (History, Zoology)	<u>Room 29: 1:30-2:30 PM</u> Program Coordinators: Prabhali Doley, Debarati Das, Abhinit Dey Clubs/Committee (IKS, Committee for Certificate Courses, Cells (Health, Hygiene Cell, Student Mental Health Cell, Career Guidance & Placement Cell, SDEDG Cell, Equal Opportunity Cell) <u>Group D:</u> (English, Physics, Computer Science, Home Science)	<u>Room-30</u> Time: 1:30-2:30 PM NCC/NSS (Dimpy Das, Kandarpa Phukan) <u>GROUP-E</u> (Hindi, Mathematics, Microbiology, Chemistry)

DAY 3: SHAPE YOUR FUTURE

Date: 04.08.25

Venue: Day Home

11:00 AM – Motivational Talk

Resource person: Ranjan Barua

Time	Group
11:00 AM-12:30 PM	Assamese, Economics, Psychology, Sanskrit,
12:40 -2:00 PM	Education, Philosophy, Bengali, Statistics

Please Note: A register is to be maintained by each Department, Cell, Committee and Club with details of the SIP done by them with Students' signatures. A report has to be submitted to IQAC through e-mail (igachgcollege@hgcollege.edu.in) within seven days.

Library, NSS, NCC, Committees, Cell and Clubs may engage students in conducting the induction program especially for taking of signatures, geo-tagged photos and videos.

Day-4 (Morning Session)

Date: 05/08/2026

Venue: Day Home

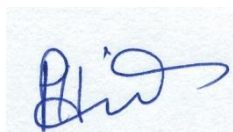
This final day gives the induction a forward-looking close and helps students leave with a sense of direction.

This induction programme is designed to help students know their college, explore their opportunities, and shape their future through a focused series of academic and developmental sessions.

Resource Persons Loya Agarwalla, Motivational Speaker and Career Consultant and Dr Bidita Das, Head, Department of Psychology.

Students who have attended the motivational talk the previous day and the students of the following departments after attending the talk will remain engaged in the classes as per time table.

Time	Group
9:30 -11:00 AM	Mathematics, Chemistry, Physics, Political Science, Zoology
11:15 -12:45 PM	Microbiology, English, Community Science, Botany
1:00-2:30 PM	Computer Science, History, Hindi, BBA, B. Com



Pori Hiloidari
Coordinator, IQAC



(Dr. Ranjit Sarma)
Principal
Handique Girls' College
Guwahati-01

