



**VIGNAN's** INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)  
Re-accredited by **NAAC** with '**A**' Grade (CGPA of 3.41 / 4.00)  
DUVVADA, VISAKHAPATNAM

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# JOB INDUCTION POLICY

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### ***Policy:***

An induction programme is the process of VIIT to welcome new [employees](#) to the Institute and prepare them for their new role. Induction training should, according to [VIIT](#) HR Policies & Practices, including development of theoretical and practical skills, but also meet interaction needs that exist among the new employees. An induction programme is part of an organisations knowledge management process and is intended to enable the new starter to become a useful,integrated member of the team, rather than being" thrown in at the deep end" without understanding how to do their job, or how their role fits in with the rest of the company.

### ***Purpose:***

An induction programme is an important process for bringing staff into an organisation. It provides an introduction to the working environment and the set-up of the employee within the organisation. The process will cover the employer and employee rights and the terms and conditions of employment. These programs can also play a critical role under the socialization to the organization in terms of performance, attitudes and organizational commitment. The main purpose of this policy to significantly increase the speed to competency of new employees thus meaning they are more productive in a shorter space of time.

### **Policy of job induction programme:**

All the teaching staff should complete the JOB INDUCTION programme and Dean Academics has to submit a brief report to concerned authorities after completion of this event.

**DAY-1:** (a) Introduction to own department staff and all other departments to know about all the staff members of VIIT. (b) To create an Employee ID (Biometric), Apply for Employee ID Card, Library Account, Counselling user ID pass word, and Bank Account etc.

**DAY-2:** To understand about service manual "HR POLICIES AND PRACTICES OF VIIT" (This will be provided at the time of joining). An employee may be clarified from HOD/Dean Admin if any information)

**DAY -3:** Orientation class to staff by senior funetimanies on Vignan culture, Examination system, R&D activities, Outcome based education system etc. On every day second half is allocated to Micro-Teaching to improve Pedogology skills. .

**DAY -4:** To visit various Cells and understand about the policy matters of Library, Sports department, Systems Cell, T&P Cell, R&D Cell, IQAC Cell, EDP Cell, DIC Cell etc. and followed by teaching notes preparation.

**DAY - 5:** To understand about periodic counselling system and attendance cell, Exam Cell rules & regulations including evaluation system, Marks updating rules, invigilation duties, Observer duties, role of Exam cell staff etc., and followed by teaching notes preparation.

**DAY-6:** To study about Work load updating procedures, Student attendance registers, Staff permission register, and Leave register etc., and followed by teaching notes preparation.

**DAY-7 DAY- 10:** Teaching Notes preparation

**DAY-11:** Submission of JOB INDUCTION report (Annexure-1) through proper channel:

**\*\*\*Detailed Annexure-VI will be provided at the time of joining\*\***

**Note:** 1) *Department coordinator will coordinate department level program*

2) *Dean- Academics will be the in-charge at college level*



**Annexure – VI**

**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM**

**JOB INDUCTION REPORT**

**Name of the staff member:**

**Department:**

**Designation:**

**Date of Joining:**

<b>Day</b>	<b>Description/work status</b>	<b>Signature of the coordinator</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11-15		
16		

**HOD**

**Dean-Academics**

**Principal**



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Copy to Department file, Personal file at office through DOA.