

## Induction Policy

REF NO.	LEAD/ADMN/GPOL/002	REVISION NO.	R2	13 APR 2021
---------	--------------------	--------------	----	-------------

### 1. PREAMBLE

LEAD College of Management realises the importance of induction to assist the employees, in new workplace to settle with the policies and procedures. Induction is the process by which an faculty is integrated into the institution and ensures that they have the knowledge and skills to perform their role safely and have an understanding of the values and principles of the institution.

### 2. APPLICABILITY

This policy is applicable for all the new staff members joining the institution.

### 3. OBJECTIVES

- To support the integration of new staff into the LEAD family and to help them perform effectively.
- To provide information on the LEAD Mission, Vision values, policies and procedures, practices and strategic objectives.
- To identify and find solutions to any difficulties encountered by new staff.

### 4. LEAD Orientation/Induction Policy

As a new faculty of LEAD institution, the faculty will be provided with information on certain functions of institution. The schedule of Induction consists of 3 different domains.

The first session will start from director, about the institution and “GURU SHISHYA – Mentoring”

- The second session will be by the Dean, about the college timing, mentor group, New Analysis session for students and staff, Skill development courses, Value Added Course, Research publication and external programmes for faculties, Leave and vacation details
- The third session continues by any of the expert from LEAD college about Outcome Based Education-OBE and Learning Management System -LMS (linways) followed in LEAD

Prepared & Issued by:	Approved by:
<b>Mrs. Yasmin Samad, Administrator</b>	<b>Dr. Thomas George K., Director</b>

