



PTVA's Institute of Management

Induction Policy

1. Objective

1.1 To facilitate smooth assimilation of *new employees* into the Institute and help them understand the Institute as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the Institute.

2. Applicability

2.1 All new employees of the institute

3. Policy

3.1 Every employee, irrespective of grade, shall go through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.

3.2 The duration and scope of COP may vary with the grade of the employee and the width and depth of information that needs to be shared during induction.

3.3 The COP shall include the following:

Sr. No.	Particulars	Responsibility	Topic/Coverage
1.	PTVA Trust	Dr. Tejashree Deshmukh	Introduction of the Parent Trust "PTVA" including their values, vision, mission, schools and colleges under PTVA, etc.
2.	PTVA's Institute of Management	Dr. Tejashree Deshmukh	Introduction to PTVA's Institute of Management and familiarization with the activities of the Institute with the help of an AV.
3.	HR Orientation	Dr. Tejashree Deshmukh	Brief introduction of the organizational structure; Introduction to the current employees in the department; Introduction to HR Policies, Information about duties & responsibilities
4.	Campus Tour	Dr. Tejashree Deshmukh	Tour of the Institute and introduction to key officials.



PTVA's Institute of Management

Employee Orientation Form

Name of the Employee:

Date:

Designation:

Department:

Sr. No.	Particulars	Evaluation	
		Yes	No
1	Did you get a proper orientation of PTVA's Institute of Management?		
2	Have you understood your Job Profile adequately?		
3	Did you understand the Institute/Department structures and their functions?		
4	Have you been told about the applicable HR Policies?		
5	Were you satisfied with the induction program?		
6	Anything else you would like to know or suggestions you would like to make? _____ _____ _____		

Signature: