# BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

# DEPARTMENT OF COMMERCE

## *Programme Sheet*

## *Student Induction Programme - Batch 2024*

| Topic | Faculty |
|---|---|
| **Session I: 9.30 a.m. to 10.30 a.m. (13th August, 2024)** <br> *Topic: Student Induction Program (SIP)* <br> *Welcome address, Department objectives, Programme outcome, learning outcomes, Academic Rules & regulation.* | **Prof. Prathiba David** <br> Head, Department of Commerce |
| **Session II: 10.45 a.m. to 12.00 noon (13th August, 2024)** <br> *Topic: Student Syllabus Orientation Program (SSOP)* <br> *Curriculum, Course structure, Assessment methods & Academic expectations, Grading criteria, Attendance requirements.* | **Asst. Prof. Porkodi. S** <br> Department of Commerce |
| **Session III: 12.00 noon to 1.00 p.m. (13th August, 2024)** <br> *Topic: Ice Breaker Activity - "The I's Have It"* <br><br> **Session IV: 1.30 noon to 2.30 p.m. (13th August, 2024)** <br> *Topic: Time Management Activity - "Zero Game"* | **Asst. Prof. Jenifer Soniya** <br> Department of Commerce |
| **Session V: 9.30 am to 10.30 am (14th August, 2024)** <br> *Topic: Analyse Your Priorities – "Desert Island"* <br><br> **Session VI: 11.00 a.m. to 12.00 noon (14th August, 2024)** <br> *Topic: Business Quiz – Basics of Accounting, Accounting Principles* | **Asst. Prof. Vandana** <br> Department of Commerce |

# BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

# DEPARTMENT OF COMMERCE

## *A Report on Student Induction Programme - Batch 2024*

## Introduction

The Student Induction Program (SIP) was successfully conducted on 13th & 14th August, 2024 with the primary objective of welcoming new students to the institution, familiarizing them with the campus and its facilities, and fostering a sense of belonging. The program was designed to provide a smooth transition for incoming students and equip them with essential information to navigate their academic journey.

## SESSION I: 9.00 am to 10.30 am (13th August, 2024)

- **Welcome Address:** The program commenced with a warm welcome address by the **Prof. Prathiba David**, Head, Department of Commerce. She emphasized the institution's commitment to providing a conducive learning environment and encouraged the new students to actively engage in both academic and extracurricular activities.

- **Key Points Covered**: The session covered a variety of topics related to rules and regulations, including:
  i. **Code of Conduct:** A detailed explanation of the institution's code of conduct, which outlines the expected behavior of students on campus and in the community.
  ii. **Academic Integrity:** Discussion of the importance of academic honesty and the consequences of academic dishonesty.
  iii. **Attendance and Participation:** Clarification of the attendance and participation requirements for classes and other academic activities.
  iv. **Campus Safety and Security:** Information about campus safety policies, emergency procedures, and available security resources.
  v. **Student Conduct:** Guidelines for student conduct, including rules related to dress code, discipline, ragging etc.

The Student Syllabus Orientation Program (SSOP) was conducted with the primary objective of familiarizing new students with the curriculum, course structure, and academic expectations for the upcoming academic year. The session aimed to equip students with the necessary information to plan their studies effectively and achieve academic success.

**Key Activities**

- **Syllabus Overview:** The faculty presented an overview of the respective courses, covering topics such as:
    - Course objectives and learning outcomes
    - Course content & Course matrix
    - Assessment methods & Scheme of University Examination
    - Grading criteria
    - Attendance requirements
    - Elective Groups
    - Survey project & Internship details
    - Value added courses & Certificate courses offered

- **Academic Calendar and Timetable:** The academic calendar and timetable for the semester were explained, highlighting important dates for exams, assignments, and other academic activities.

Topic: Ice Breaker Activity - "The I's Have It"

➢ **Introduction:** Fun and interactive activities to help new students meet and connect with each other.

➢ **Effective communication skills** play a major role when managers have to deal with responsibilities in improving employee productivity, performance and teamwork.

This game illustrates how we often tend to be more self-centric and self-absorbed and hesitate to delegate due to poor listening skills and tend to make unilateral decisions.

It is one of the best management games for MBA students aiming to become self-aware leaders.

➢ **How to Play:** Students have to find a partner and for the next two minutes, they will have to interact about anything in the world. But the rule here says *You cannot use the word 'I'*. After two minutes, discuss how many were able to talk without using the pronoun 'I'. Ever thought about why so many of us have difficulty in avoiding 'I' in the conversation.

## Session IV: 1.30 noon to 2.30 p.m. (13th August, 2024)

*Topic: Time Management Activity - "Zero Game"*

## Key Topics Covered

The session covered a variety of topics related to goal setting, time management, and strategy formulation, including:

➢ **Goal Setting:**
  o SMART goal setting (Specific, Measurable, Achievable, Relevant, Time-bound)
  o Breaking down goals into smaller, actionable steps

➢ **Time Management:**
  o Time tracking and analysis
  o Prioritization techniques
  o Productivity hacks and tools

➢ **Strategy Formulation:**
  o SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
  o Developing action plans
  o Contingency planning

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## Session V: 9.30 am to 10.30 am (14th August, 2024)

*Topic: Analyse Your Priorities – "Desert Island"*

**Great for:** Teaching the student's how to analyze what their priorities are

➢ **How it's played:**

- Everyone is given a pen and paper — the task is to imagine being trapped on a desert island

- Set a time limit — for example, two minutes

- During this time, everyone should write down what they would bring to a desert island

- All items deemed as essential by the group will bring them points

- All tasks not deemed as essential by the group will bring the player no points

➢ **What you'll learn:**

- Every player will get a chance to learn how to quickly assess what their priorities/essentials in work are.

- You'll learn to be more careful about assigning your time blocks to unessential tasks, just as you should be careful about what you're bringing to a desert island (if given the option to choose).

*Topic: Business Quiz – Basics of Accounting, Accounting Principles*

➢ **Overview**

The business quiz on the basics of accounting and accounting principles was designed to test student's knowledge and understanding of fundamental accounting concepts. The primary objectives of the quiz were to:

- Assess participants' comprehension of key accounting terms and principles.
- Encourage learning and engagement with accounting concepts.
- Identify areas for further study or improvement.

➢ **Quiz Format and Content**

- Fundamental accounting concepts (e.g., assets, liabilities, equity, revenue, expenses)
- Accounting principles (e.g., generally accepted accounting principles (GAAP), accrual basis, matching principle)
- Financial statements (e.g., balance sheet, income statement, cash flow statement)
- Basic accounting transactions and calculations