



Date: 6th July 2025

A Report of

Faculty Induction Program (New faculty joined between March 2025 to June 2025)

Resource Person: Head and In-charge of respective committees and Departments.

Event Date: 2nd July to 4th July 2025.

Event Time: 10:00 AM to 04:00 PM

Event Venue: MIC Hall, Second Floor, AB-1, GL Bajaj Institute of Technology and Management,
Greater Noida

No. of Attendees : 25

GL Bajaj Institute of Technology and Management (GLBITM), Greater Noida, believes in fostering an inclusive, collaborative and quality-driven environment for all its stakeholders. With the aim of aligning the new faculty and staff members with the institutional values, systems and procedures, a comprehensive Three-Day Induction Program was organized from 2nd July to 4th July 2025. The program was a joint initiative of the HR Department and the Centre for Innovation in Learning and Development (CILD). It was designed to orient new joiners with the academic processes, institutional policies, and available support mechanisms to ensure their smooth transition into the professional setting at GL Bajaj.

The objective of the workshop:

- To familiarize the new faculty and staff with the vision, mission and core values of GLBITM.
- To introduce institutional processes such as academics, research, administration, and student management.
- To ensure understanding of key functional areas such as T&P, IQAC, Alumni, Branding, IT, and HR operations.
- To provide clarity on policies regarding discipline, examinations, grievance redressal, and CDC.
- To encourage early engagement, collaboration, and alignment with institutional goals.

Day-wise Summary of the Induction Program

- Enhanced communication between departments and the newly faculty members.
- Development of a positive institutional engagement culture from day one.
- Seamless integration into the academic, research, and co-curricular frameworks of the institute.
- Improved confidence and clarity among new joiners regarding their roles and responsibilities.
- New faculty members become acquainted with the institutional structure, processes, and expectations.

Expected Outcomes:

- To build comfort and connectivity among new faculty through interactive and collaborative sessions.
- To promote awareness of institutional policies including grievance redressal, code of conduct, and HR operations.

- To provide orientation on key functional departments like T&P, R&D, Examination, IQAC, CDC, etc.
- To enable a clear understanding of the academic and administrative processes.
- To onboard and integrate new faculty members into the institutional culture of GL Bajaj.

Day 1: 2nd July 2025 (Wednesday)

The program began with an inaugural address by the Hon'ble Director, who emphasized the importance of continuous learning, integrity, and collaboration in academia. Following the inauguration, Mr. Sunil Dutt (Registrar) gave an overview of academic procedures, department vision, and core policies related to class management, student portals, and NAAC/NBA documentation.

Mr. Aditya Saraswat, Chief Administrative Officer, briefed participants on the institutional culture, working ethics, and key policies.

Dr. Shashank Awasthy offered insights into the legacy of GL Bajaj Group of Institutions and elaborated on the faculty's pivotal role in student admissions and strategic outreach.

Dr. Dinesh Kumar Singh, Examination Head, elaborated on exam responsibilities, internal and external assessments, paper setting protocols, and faculty duties during examinations.

Post-lunch sessions included Dr. Mayank Singh's presentation on Research and Development, Turnitin usage, and fostering innovation.

Mr. Anant Agarwal engaged the attendees with an overview of the Training & Placement process and the department's future vision.





Day 2: 3rd July 2025 (Thursday)

Day 2 began with detailed department-wise presentations by HoDs covering lab infrastructure, departmental milestones, ongoing projects, and distinctive features. This helped new joiners understand their departmental roles more clearly.



Dr. MS Narukha introduced the Student Affairs department and emphasized the role of faculty in discipline and cultural activities.

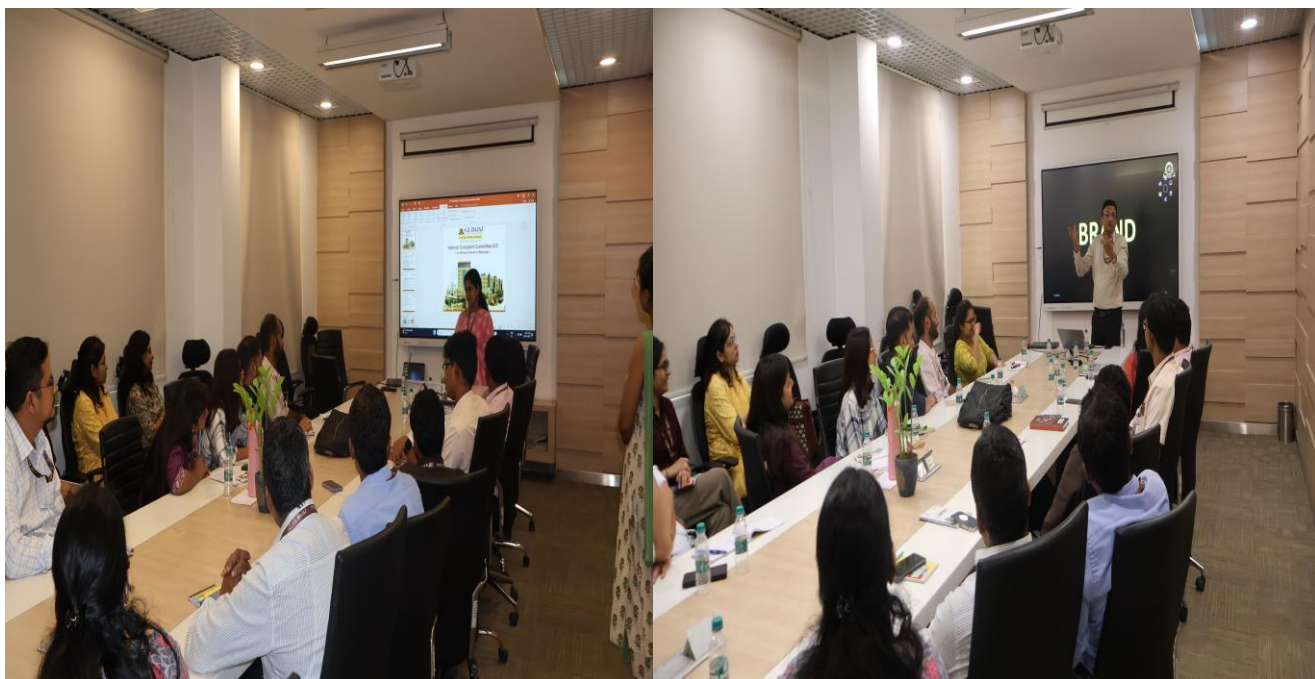
Dr. Arun K. Biswal shared insights about Central Library rules, RFID system, book issues, and software usage.

Dr. Ojha presented the role of the IQAC cell in maintaining academic quality and shared the historical milestones achieved.

Dr. V.R. Mishra (Dean – CDC) described the training-placement pipeline and the role of faculty in making students industry-ready.

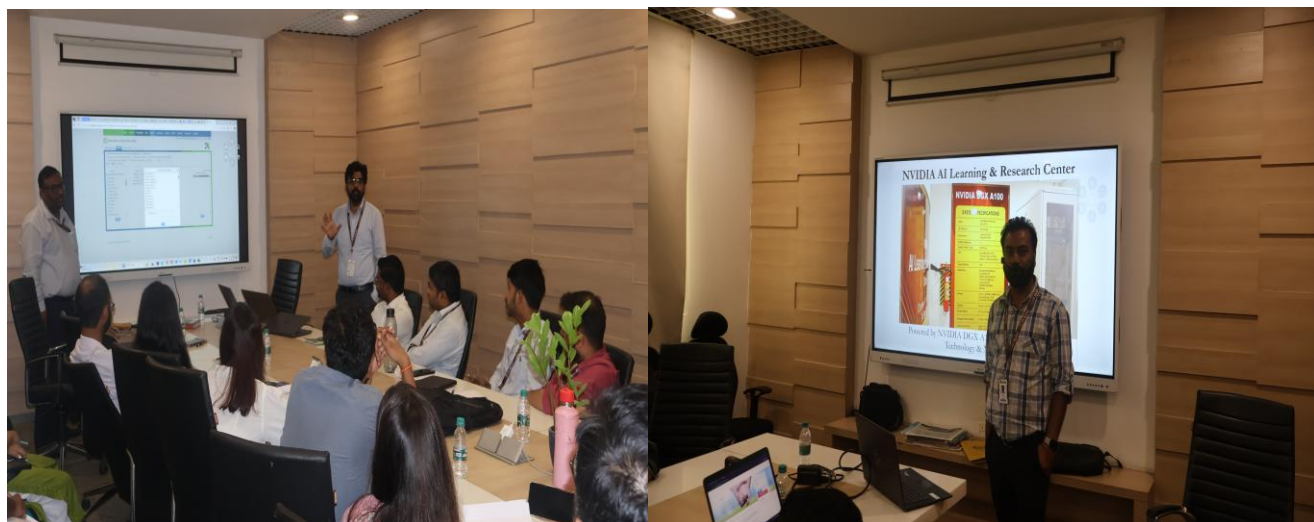
Afternoon sessions covered Grievance Redressal & ICC by Dr. Madhu Gaur, Alumni Cell, and Media & Branding Cell by Ms. Artee Khandelwal.

The day concluded with an interactive employee engagement session including team-building activities and games led by Mr. Anant Agarwal.



Day 3: 4th July 2025 (Friday)

The final day commenced with an informative session by Mr. Narendra Kumar on IT operations and digital infrastructure, including internet usage, biometric, printing systems, and virtual campus tour.





Dr. Nitin delivered a comprehensive lecture on GLB Hamsafar ERP, its modules, e-leave system, student tracking, and the paperless vision aligned with sustainability goals.

Administrative aspects including hostel rules, transportation, security and conduct were discussed by Dr. Satyendra, Chief Hostel Warden.

Dr. Purnendu explained the objectives and functioning of the Centre for Research & Incubation (CRI), showcasing ongoing startups.

Mr. K.P. Singh elaborated on salary, PF, ESI, reimbursements, and income tax procedures under the Accounts and Finance department.

Post-lunch sessions included presentations by Computer Science Department HoDs – Dr Sansar Singh Chauhan, CoE activities by Dr. Sanjeev Pippal, and Value Education Cell introduction by Dr. Jay Singh. The program concluded with a valedictory address by the Director.





Participants expressed high satisfaction with the structured content and expert delivery. The sessions were noted to be well-organized, engaging, and crucial for new joiners to understand their professional responsibilities. Suggestions included more hands-on demonstrations and brief department visits in future editions.

Report Prepared By:


Mrs. Deepti Dohre (Member, CILD)

GL Bajaj Institute of Technology and
Management, Greater Noida

Under the Guidance of:


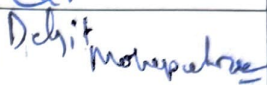
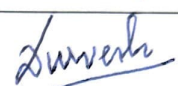
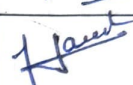
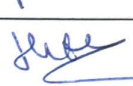
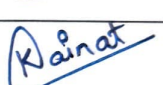
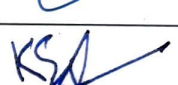
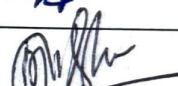
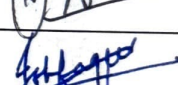
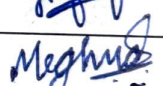
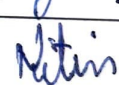
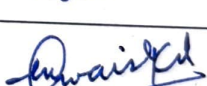
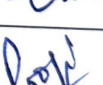


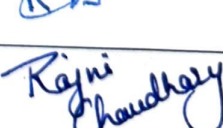


Dr. Jay Singh (Head- CILD & Member- IQAC)

GL Bajaj Institute of Technology and Management, Greater Noida

Enclosure: Attendance Sheet




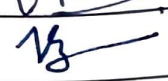
Induction Attendance Sheet


Date 2nd July 2025


| S. No. | Employee Code | Name of Participant (in full) | Designation | Department | Signature |
|--------|---------------|-------------------------------|---------------------|-------------|---|
| 1 | GLBITM3726 | AVINASH GAURAV | Assistant Professor | ASH EEE |  |
| 2 | GLBITM3721 | DEBJIT MOHAPATRA | Trainer | CS AI |  |
| 3 | GLBITM3732 | DURVESH | Assistant Professor | ASH ME |  |
| 4 | GLBITM3722 | HARENDRA SINGH | Assistant Professor | CS DS |  |
| 5 | GLBITM3727 | HITESH SEHRAWAT | Assistant Professor | ASH Chem |  |
| 6 | GLBITM3714 | KAINAT KHAN | Assistant Professor | CS DS |  |
| 7 | GLBITM3715 | KARAN SINGH JOSHAL | Assistant Professor | ASH EEE |  |
| 8 | GLBITM3716 | MAMTA MISHRA | Assistant Professor | ASH Chem |  |
| 9 | GLBITM3720 | MD ISHFAQUE AHMED | Assistant Professor | CS DS |  |
| 10 | GLBITM3725 | MEGHNA MATHUR | Assistant Professor | ASH English |  |
| 11 | GLBITM3723 | NITIN | Assistant Professor | ASH Maths |  |
| 12 | GLBITM3724 | OWAIS KHAN | Assistant Professor | ASH EEE |  |
| 13 | GLBITM3728 | POOJA SINGH | Assistant Professor | ASH Chem |  |
| 14 | GLBITM3713 | RAHUL | Assistant Professor | ASH Physics |  |
| 15 | GLBITM3719 | RAHUL BANSAL | Assistant Professor | ASH ECE |  |
| 16 | GLBITM3712 | RAJNI CHAUDHARY | Assistant Professor | ASH Physics |  |
| 17 | GLBITM3729 | ROHIT KUMAR SINGH | Assistant Professor | ASH ME |  |
| 18 | GLBITM3734 | SONIKA PAHUJA | Assistant Professor | ASH ECE | |

Induction Attendance Sheet

Date 2nd July 2025

| | | | | | |
|----|------------|-----------------|---------------------|-------------|---|
| 19 | GLBITM3731 | SURESH PRATAP | Assistant Professor | ASH ME |  |
| 20 | GLBITM3733 | VANSHIKA RAJPUT | Assistant Professor | ASH English |  |
| 21 | GLBITM3730 | VINITA | Assistant Professor | ASH ECE |  |
| 22 | GLBITM3735 | VIRENDRA KUMAR | Assistant Professor | ASH Maths |  |

23 GLBITM3680 Dr. Rituparna Assistant CSE -
Sarma Professor DS 

24 GLBITM Dr. Alakesh Assistant
3687 Kumar Professor MBA 

Induction Attendance Sheet

Date 3rd July 2025

| S. No. | Employee Code | Name of Participant (In full) | Designation | Department | Signature 10:00 am | Signature 2:00 pm |
|--------|---------------|-------------------------------|---------------------|-------------|--------------------|-------------------|
| 1 | GLBITM3726 | AVINASH GAURAV | Assistant Professor | ASH EEE | | |
| 2 | GLBITM3721 | DEBJIT MOHAPATRA | Trainer | CS AI | | |
| 3 | GLBITM3732 | DURVESH | Assistant Professor | ASH ME | | |
| 4 | GLBITM3722 | HARENDRA SINGH | Assistant Professor | CS DS | | |
| 5 | GLBITM3727 | HITESH SEHRAWAT | Assistant Professor | ASH Chem | | |
| 6 | GLBITM3714 | KAINAT KHAN | Assistant Professor | CS DS | | |
| 7 | GLBITM3715 | KARAN SINGH JOSHAL | Assistant Professor | ASH EEE | | |
| 8 | GLBITM3716 | MAMTA MISHRA | Assistant Professor | ASH Chem | | |
| 9 | GLBITM3720 | MD ISHFAQUE AHMED | Assistant Professor | CS DS | | |
| 10 | GLBITM3725 | MEGHNA MATHUR | Assistant Professor | ASH English | | |
| 11 | GLBITM3723 | NITIN | Assistant Professor | ASH Maths | | |
| 12 | GLBITM3724 | OWAIS KHAN | Assistant Professor | ASH EEE | | |
| 13 | GLBITM3728 | POOJA SINGH | Assistant Professor | ASH Chem | | |
| 14 | GLBITM3713 | RAHUL | Assistant Professor | ASH Physics | | |
| 15 | GLBITM3719 | RAHUL BANSAL | Assistant Professor | ASH ECE | | |
| 16 | GLBITM3712 | RAJNI CHAUDHARY | Assistant Professor | ASH Physics | | |
| 17 | GLBITM3729 | ROHIT KUMAR SINGH | Assistant Professor | ASH ME | | |
| 18 | GLBITM3731 | SURESH PRATAP | Assistant Professor | ASH ME | | |

Induction Attendance Sheet

Date 3rd July 2025

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|----|-------------------|---------------------|------------------------|----------------|-----------------------------------|-----------------------------------|
| 19 | GLBITM37 33 | VANSHIKA RAJPUT | Assistant Professor | ASH English | <i>Vanshika</i> | <i>Vanshika</i> |
| 20 | GLBITM37 30 | VINITA | Assistant Professor | ASH ECE | | |
| 21 | GLBITM37 35 | VIRENDRA KUMAR | Assistant Professor | ASH Maths | <i>VS</i> | <i>VS</i> |
| 22 | GLBITM 36 & 37 | AKHILESH KUMAR | Assistant Professor | MBA | <i>Akhilesh</i> | <i>Akhilesh</i> |
| 23 | | Kajal Gupta | Assistant Professor | CSE | <i>Kajal</i> | <i>Kajal</i> |
| 24 | | LABONI MUKHERJEE | Assistant Professor | ASH ENGLISH | <i>Laboni</i> <i>Mukherjee</i> | <i>Laboni</i> <i>Mukherjee</i> |

Induction Attendance Sheet

Date 4th July 2025

| S. No. | Employee Code | Name of Participant (In full) | Designation | Department | Signature 10:00 am | Signature 2:00 pm |
|--------|---------------|-------------------------------|---------------------|-------------|--------------------|-------------------|
| 1 | GLBITM3726 | AVINASH GAURAV | Assistant Professor | ASH EEE | | |
| 2 | GLBITM3721 | DEBJIT MOHAPATRA | Trainer | CS AI | | |
| 3 | GLBITM3732 | DURVESH | Assistant Professor | ASH ME | | |
| 4 | GLBITM3722 | HARENDRA SINGH | Assistant Professor | CS DS | | |
| 5 | GLBITM3727 | HITESH SEHRAWAT | Assistant Professor | ASH Chem | | |
| 6 | GLBITM3714 | KAINAT KHAN | Assistant Professor | CS DS | | |
| 7 | GLBITM3715 | KARAN SINGH JOSHAL | Assistant Professor | ASH EEE | | |
| 8 | GLBITM3716 | MAMTA MISHRA | Assistant Professor | ASH Chem | | |
| 9 | GLBITM3720 | MD ISHFAQUE AHMED | Assistant Professor | CS DS | | |
| 10 | GLBITM3725 | MEGHNA MATHUR | Assistant Professor | ASH English | | |
| 11 | GLBITM3723 | NITIN | Assistant Professor | ASH Maths | | |
| 12 | GLBITM3724 | OWAIS KHAN | Assistant Professor | ASH EEE | | |
| 13 | GLBITM3728 | POOJA SINGH | Assistant Professor | ASH Chem | | |
| 14 | GLBITM3713 | RAHUL | Assistant Professor | ASH Physics | | |
| 15 | GLBITM3719 | RAHUL BANSAL | Assistant Professor | ASH ECE | | |
| 16 | GLBITM3712 | RAJNI CHAUDHARY | Assistant Professor | ASH Physics | | |
| 17 | GLBITM3729 | ROHIT KUMAR SINGH | Assistant Professor | ASH ME | | |
| 18 | GLBITM3731 | SURESH PRATAP | Assistant Professor | ASH ME | | |

Induction Attendance Sheet

Date 4th July 2025

| | | | | | | |
|----|------------|------------------|---------------------|-------------|-------------------------|-------------------------|
| 19 | GLBITM3733 | VANSHIKA RAJPUT | Assistant Professor | ASH English | <i>Vanshika Rajput</i> | <i>Vanshika Rajput</i> |
| 20 | GLBITM3730 | VINITA | Assistant Professor | ASH ECE | | |
| 21 | GLBITM3735 | VIRENDRA KUMAR | Assistant Professor | ASH Maths | <i>Vs</i> | <i>Vs</i> |
| 22 | | NEERAT SHARMA | Assistant Professor | ASH Phy | <i>Neerat Sharma</i> | <i>Neerat Sharma</i> |
| 23 | GLBITM3737 | LABONI MUKHERJEE | Assistant Professor | ASH English | <i>Laboni Mukherjee</i> | <i>Laboni Mukherjee</i> |
| 24 | | Kajal Gupta | Assistant Professor | CSE | <i>Kajal</i> | <i>Kajal</i> |

25 GLBITM 3687 Akhilesh Kumar Assoc. Prof. MBA *Akhilesh Kumar*