



## **IBRI COLLEGE OF TECHNOLOGY**

### **STUDENT INDUCTION POLICY**

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\*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the review process.

## Version Control Table

### A. Document development details and summary of revisions

Version	Author	Date(dd/mm/yyyy)	Summary of revisions	Contributed by
1.0	PMC through ad-hoc committee, IbriCT	2015	First draft written based on the ISAA manual.	PMC through ad-hoc committee
1.1	PMC through ad-hoc committee, IbriCT	2018	a. Rephrased all content and added sections based on the policy template. b. Changes made by the ad-hoc committee members. c. Changes made according to the PMC's comments.	PMC through ad-hoc committee
1.2	QAD, IbriCT	13/05/2019	Incorporated the feedback from staff	PMC
1.3	QAD, IbriCT	29/05/2019	Added an abbreviation. Revised the scope, procedures and responsibilities.	PMSC
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

### B. Plagiarism verification

Version	Team/Committee/Person	Date (dd/mm/yyyy)	% of plagiarism	Signature
1.0	QAU	2015		
2.0	QAD			

### C. Document proofread by

Version	Team/Committee/Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
2.0	Proofreading Team	30/05/2019		



<b>Policy Title</b>	Student Induction Policy
<b>Policy No.</b>	03
<b>Policy Outline</b>	The policy aims to create awareness among students regarding the college programmes, support services and available resources
<b>Status</b>	Active

### **1. POLICY TITLE**

Student Induction Policy

### **2. POLICY STATEMENT**

IbriCT organizes and conducts student induction program in the Foundation and Post Foundation to familiarize the students with the college programmes, student affairs department, student support service and the available resources.

### **3. SCOPE**

The policy is applicable to all foundation and post foundation students of the college.

### **4. PROCEDURES**

#### **A. Procedures to organize student induction for foundation:**

1. The new student intake induction is conducted and supervised by a committee comprising of The College Dean (Chairman) Asst. Dean for Academic Affairs, Asst. Dean for Student Affairs and HOD/HOC/HOS ELC.
2. The foundation students are called on an officially decided date to the college to attend the induction program.
3. On the first day of the induction, the students gather at the reception to meet the Dean, ADAA, ADSA and Head of ELC.
  - A. The Dean welcomes the new students and enlightens the mission, vision and goals of the college to the student.
  - B. The ADAA makes clear the academic programs and standards to the students.

The contents of the topics to discuss in the induction program are as follow but not limited to:

1. Academic Program (Curriculum) and Specialization
  2. Students Standards
  3. Student Learning Objectives
  4. Academic Problems
- C. The ADSA explains the code of conduct and support services to the students.

The contents of the topics to discuss are as follow but not limited to:

1. Student Support Services
    - a. Medical
    - b. Counselling
    - c. Social Recreation
    - d. Accommodation and Transportation
    - e. Registration
    - f. Student activities
    - g. Student grievances
    - h. Student behaviour/discipline
    - i. Student finances
- D. The HOC, ELC gives a foundation program presentation.

The contents of the topics to discuss are as follow but not limited to:

1. Program Structure and Progression
2. Assessment System
3. Attendance System
4. ELC Resources

The contents of the student handbook are as follow but not limited to:

5. Goals and Objectives of the Colleges of Technology
6. Students services
7. Graduate Attributes
4. Program structure for the Foundation and Post Foundation
5. Technical Support Services
6. Examinations/Assessment and Registration
7. Students Attendance
8. Disciplinary System
9. Code of Conduct
10. Student allowance
11. Student grading system

4. Then students are guided to go to their assigned classes. Attendance is taken by the tutor and the tutor distributes the induction pack, the student guide and the student handbook. The tutor explains the induction program schedule.

5. The tutor conducts tour around the college to show the college facilities to the new student.

6. On the second day, Placement Test in English is administered to all the groups.

7. Results of the English Placement Test are released the following day together with the list of students' level according to the marks they obtained from the test.

8. On the third day, students open their bank account.

9. At the end of the week, timetables and books are distributed to the students. Questionnaires are also handed out to the students for student need analysis.

#### **B. Procedures to organize student induction for Post Foundation**

1. The respective academic heads receives the list of their department students who have successfully completed the foundation program from the Head of registration.
2. Each department conducts induction program for its students.

3. The Post Foundation induction is conducted and supervised by a committee comprising of the department HOD, HOS and a senior staff member.
4. The students are informed about the Induction program schedule through announcement on the bulletin board, TV screens around the college and the college website.
5. On the induction day, the HOD welcomes the students and introduces the academic staffs of the department.
6. The HOD gives presentation about academic program and support services. The contents of the topics to discuss are as follow but not limited to:
  - a. Introduction to Technical Education System at colleges of Technology
  - b. Objectives of the Colleges of Technology
  - c. Goals of the Ibri College of Technology
  - d. College Mission and Vision
  - e. Departmental Profile
  - f. Department Organizational Structure
  - g. Department Staff Profile
  - h. Study Programs
  - i. Study Level and System Progression
  - j. Examinations and Assessment
  - k. Student Attendance and Discipline
  - l. Students Advising
7. At the end of the presentation the Students handbook is provided to the students for their awareness and questionnaire is provided to the student for student need analysis.

## **5. SUPPORTING DOCUMENTS**

- Bylaws of Colleges of Technology, Ministry of Manpower, Oman.
- Quality Assurance Manual, Ibri College of Technology. Version 1 (2009)
- Quality Audit Manual, Oman Accreditation Council .March 2008