

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

INDUCTION POLICY



1. The Objectives and Scope of the Policy

We view student induction as one of the most important factors in achieving our organizational goal of welcoming, introducing, and integrating our students into campus life as soon as feasible.

We recognize that orientation plays a crucial role in shaping students' perceptions of our offerings and our commitment to providing high-quality services. We also acknowledge that orientation is frequently our students' first exposure to AIMS.

This policy outlines the induction requirements for all incoming pupils (at all levels). It is consistent with our organizational objectives. The policy is also consistent with our commitment to improve the quality of the overall student experience and to integrate all students into Faculties by assigning those Personal Tutors.

This Policy is committed to ensuring continuous quality improvement and will endeavor to evaluate, receive feedback, and monitor the efficacy of its implementation, as well as make any necessary adjustments to the policy and its implementation.

The Objective of Induction

The primary goal of induction is to welcome and introduce new students to AIMS so that we can recognize and appreciate their decision to join our diverse and vibrant learning community. We want to ensure that our students settle in as swiftly as possible and are aware of the support and services available to them and form a partnership with us to shape their educational program and maximize their experience at AIMS.

The primary components of induction should consist of:

- Welcoming, by providing opportunities for social interaction between staff and students and demonstrating our appreciation for their decision to study with us.
- Orientation, consisting of a comprehensive introduction to our services and facilities, regulatory information, the student hardship fund, the student charter, and the complaints procedure.
- Establishing a learning partnership by introducing and/or reinforcing the program of study, the methods of assessment, the appeals mechanisms, the availability of additional learning support,

the opportunity to undergo an assessment of learning needs, and relevant information and advice regarding postgraduate and employment opportunities. These goals will be attained through a program of routine tutorial evaluations.

- Establishing effective administration by allowing each student to engage with the necessary administrative procedures so that he or she is precisely enrolled on his or her course of study and registered for the appropriate modules.

3. Accountability

3.1 We will ensure that the Chancellor, Vice-Chancellor, Heads of Faculties, or other members of the Corporate Management Team personally welcome all new students.

3.2 Heads of Faculties are accountable for the overarching planning, allocation of resources, and implementation of induction program within their respective faculties.

3.3 Each faculty will be responsible for evaluating the quality and efficacy of its induction delivery and personal support/tutoring arrangements.

3.4 Personal Tutors will take the lead in providing regular academic reviews that identify and monitor student progress, barriers to effective learning, and provide academic and personal support, which may include referring students to appropriate internal services, including Student Services, Learning Resource Centers and Facilities (library, security, and catering services).

3.5 The Director of Studies is responsible for ensuring that an appropriate and effective induction program is in place for all students, for disseminating good practice, and for coordinating the availability of appropriate Student Services to contribute to the induction program.

3.6 All AIMS' employees will be expected to treat both new and continuing students with courtesy and respect.

3.7 Faculties are accountable for:

- Planning and coordinating induction program
- The timely distribution of the First Week program to new students
- Verifying that the student has met the terms of the offer, including qualification verification

- Where applicable, assessing students' capacity to meet course requirements, especially in terms of English Language proficiency and numeracy

3.8 The enrollment process is accountable for:

- Enrolling students
- Verifying student identities
- Issuing identification cards
- Collecting the initial payment of tuition

3.9 The Counseling and Advisory Service is responsible for the institution-wide welcome day for students.

3.10 The Finance Committee is responsible for providing guidance on student financial support-related matters.

3.11 Information Technology Services is accountable for the distribution of network login credentials.

4. Monitoring Policy

4.1 Each Head of Faculty, with assistance from the Director of Studies, will oversee the policy's implementation.

4.2 Each December, the Corporate Management Team will receive an annual summary report on induction.

5. Essential Components

The following elements are present in all induction programs:

- Icebreaker and camaraderie activities
- Welcome and congratulate students on their selection of AIMS
- Social event with teaching staff (distance learning program that provide staff information)
- Advice on money-management and time-management

- Introduction to social events, and subject-based and other clubs and societies information regarding recreational and spiritual facilities
- Introduction to the Important facts about AIMS
- Campus tour; Library tour and introduction to information searching; Introduction to utilizing IT facilities; Introduction to counseling and health services; Introduction to the campus's facilities
- Introduction to career counseling
- Location of academic program, campus map(s)
- The AIMS Campus Regulations
- Campus map(s)
- Student Complaints and Appeals Procedure
- Introduction to and information about service areas
- Student Charter Transportation to and between campuses.

Academic

- Aims and objectives of the study program; possibility to discuss course objectives
- Meeting with named member of staff to discuss curriculum construction
- Academic Calendar/Academic Framework/Program schedule
- Course structure - main, options
- Discussion about expectations for higher education
- Diagnostic testing for English and Mathematics
- Self-assessment of key skills
- Discussion about referencing and plagiarism
- Introduction to Student Handbook
- Assessment methods and assessment criteria
- Credit accumulation
- English language threshold requirements - referral opportunities
- Advice on study skills - identify support available
- Use of ICT
- Reading lists and guidance on programs.

- Health and Safety regulations for laboratory and studio-based courses

Registration and Enrolment

- Registration for students
- Guidance on completing enrolment and other forms
- Attendance at enrolment centers as agreed with the enrolment operation
- Payment of fees
- Issue of ID card
- Notification of network log-in code.