

Karmaveer Bhaurao Patil College, Urun-Islampur

STUDENT INDUCTION PROGRAMME

POLICY

It is the policy of Karmaveer Bhaurao Patil College, Urun-Islampur that all students are entitled to receive an induction programme that introduces the student to their programme of study and the facilities available to them. The purpose of this programme is to prepare students for their programme of study and ensure a smooth transition into College life.

Objectives of Induction Programme

1. To enable students to familiarise themselves with the college environment.
2. To provide an opportunity to build relationships with staff, students and teachers.
3. To provide a comprehensive introduction on college administration.
4. To create awareness of college policies and procedures including equality.
5. To create an awareness and understanding of the rights and responsibilities of both staff and students.
6. To assess additional learning needs.
7. To give clear information about methods of learning and assessment procedures.
8. To enable students to review their progress and manage their transition to their present course.

2. Induction Quality Standards

1. All students should participate in an induction programme.
2. Curriculum and support teams will prepare and deliver an induction programme.
3. Annual review will be presented to the students

The Induction Programme and Procedures

The induction programme and procedures are given below. Most of the following points must be completed within a reasonable time scale.

Students will:

1. Complete initial guidance and enrolment procedures.
2. Explain the College academic and administrative procedures, personal responsibility for their own safety and that of others.
3. Explain the arrangements for reporting absence, contact with parents or employers, making complaints and the College punctuality and attendance policy standards.
4. Arrange any learning support that may be required.
5. Issue the programme handbook or course information sheets giving details of the structure, content and learning outcomes, the staff involved, assessment procedures, exam schedules, completion dates and appeals, the course calendar, internal and external examinations, and review periods.
6. Explain major College policy documents: Attendance Policy, Fees Refund Policy, Disciplinary Procedures and the Equal Opportunities and Diversity Policy.
7. Evaluate induction activities.



A handwritten signature in blue ink, appearing to be 'M. J.' or similar, written in a cursive style.

PRINCIPAL
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