

## Induction Process

EDUWEB understands that when new students enter an institution, they come with diverse thoughts and backgrounds. The induction programme is used to help students adjust and feel comfortable in the new environment; help them build bonds with both students and staff; inculcate them into the culture of the College, and expose them to a sense of greater purpose.

The new students will be engaged before the start of their classes. They will learn about the institution's policies, processes, culture, and the various student groups they can be a part of.

Student Induction covers a number of different aspects:

- Socialise: students will meet other students, senior students, lecturers, and support staff
- Manage: college rules, regulations, policies, student support etc.;
- Experience: course lectures, study groups, group activities, online learning community etc.

### Objectives

- To help the students feel comfortable in the new environment and adjust to the customs and practices of the college.
- To enable the students to become familiar with accessing the resources offered at the College
- To foster better relationships between students and faculty members, while also setting the pace for fruitful teaching-learning experiences.
- To create a comfortable environment for communication. The newly admitted students should become comfortable enough to approach Eduweb College staff members when facing any academic, financial, and psychological problems.
- To introduce students to the support systems of the College.

### Components of EDUWEB Induction programme

- Orientation by faculty and key academic personnel
- Orientation by Academic Head of the College
- Orientation on Code of conduct, policy documents and student handbook
- Orientation on programme/ course curriculum, syllabus and assessments
- Orientation on available resources, online library, online learning community
- Orientation to various communication channels
- Orientation on feedback and evaluation process

An Orientation session for staff and students is conducted at the start of each semester. This session would cover all seven (7) components of the induction programme.

The induction process is reviewed by the Programme Approval Committee (PAC) on an annual basis or as

Approved: Board of Directors

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Nigel Polar  
Academic Director  
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Administrative Director  
Date: 22nd August, 2023

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