



ICON College of Technology and Management

INDUCTION SCHEDULE (September 2019 Intake)

Monday Tuesday, Wednesday, Thursday, Friday and Saturday
17 – 22 February 2020

BUS/ COMPUTING/HSC/TTM-HM

Day 1

9:30 - 11:00am

Welcome by Principal/Vice-Principal

- Housekeeping rules fire evacuation and First Aid
- About ICON College
- College Mission statement
- Awarding body Pearson and HN progression route (Careers, Employability, further studies)
- Student Engagement
- What does being a Student Representative mean at ICON?
- The Office for Student (OfS)
- Quality Assurance Agency (QAA) and UK Quality Code of Higher Education
- Prevent Duty and Safeguarding Policy
- Equal Opportunity
- Health and Safety at work
- DLHE, NSS and Pearson Annual Student Survey
- HN Global
- Student Handbook
- College Rules and Regulations

11:00 – 11:15 am **MINI BREAK**

11:15 – 1.15pm **Part B induction slides**

- Overview of HN Courses
- Course Specification
- Course Structure and Level
- Assessment and Grading
- Assessment Board, Internal Verification and External Examiner
- Assignment Submission and Feedback
- Late and Resubmission of assignments
- Certification Process
- Progression

1:15pm – 2.15pm **LUNCH BREAK**

2:15 pm – 3.00pm How to use ICON VLE, IT Services, **Professor Reza Joadat**

3:00pm – 3:30pm **MINI BREAK**

3:30pm – 4:30pm Administrative Support, SLC/HEFCE and Monitoring of Attendance, Student and Career Welfare Services; **Mr Aziz Rahman**

- Submission of outstanding documents for final enrolment and registration with awarding body Pearson
- SLC matters
- Administrative procedures:

TFL, issuing letters, change of course and timetable, deferral, authorised absence, ID card, updating personal information, suspension/deregistration.

- Disability Support Services
- Careers, employability and further study, support services
- Counselling and Welfare services
- Extracurricular support services

Day 2:

9:30 - 11:30am

- Academic writing

11:30 -11:45 am MINI BREAK

11:45 am – 1.15pm

- Academic writing

1:15pm – 2.15pm LUNCH BREAK

2.30 – 3.30PM

- Finger Print (Syed Mazibar Rahman and Sk Mohammad Sultan)
- Student Feedback Survey and Enrolment Form
- Distribution of ID cards, Class Timetable
- Tour of College (Library, Canteen, IT Lab, Fire Exit and Fire Assembly point)
By Nasir Uddin



Professor Nurun Nabi, MBA (Henley at Oxon), PhD (Lond), Cert. in SBM (Harvard), FInstLM, MPDSE, Principal

The following administrative staff will be available on the induction day at the beginning of the session and at the end of the session to take attendance, feedback and distribution of class timetable and ID card.

Isabela Giurgi, Shaila Hafiz and Nabeel Nilar

Stair and entrance will be covered by:

2nd Floor: Nabeel Nilar and Sk Sultan, 3rd Floor: Ehatashamul Haque: Entrance: Mizanul Kabir (9am - 10am)

cc: Aziz Rahman, Professor Reza Joadat, Nazimudeen Saleem, Dr Gilbert Zvobgo, Dr Alo Tosin, Professor Zakir Hossain, Mr Eanyet Sarwar; M A Chowdhury, Syed Mazibar Rahman, Waseem Ahammed, Nasir Uddin, Anisuzzaman Fahad, Mizanul Kabir, Mary Ann, Taurean Bryan, Nabeel Nilar, Mohammad Anis Sarkar, Milon Shah, Ehatamul Haque, Sk Mohammad Sultan, Isabela Giurgi, Shaila Hafiz, Nikita, Ana