



ICON College of Technology and Management

INDUCTION SCHEDULE (February 2020 Intake) Evening

BUS/HSC/TTM-HM/Computing

Tuesday, Wednesday and Thursday evening and Saturday, 18, 19, 20, and 22 February 2020

5:30 - 7:00 pm

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

7:00 – 7:15 pm MINI BREAK

7:15 pm Part B induction slides

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

- 9.30am - 10:30am** Administrative Support, SLC 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

10.30am- 11.45am How to use ICON VLE, IT Services; **Professor Reza Joadat**

11:45 am – 12.00 **MINI BREAK**

12:00 am – 1.00 Academic Writing

1:00 – 2:00 **LUNCH BREAK**

2:00 - 3:15 pm Continue Academic writing

3:15 – 4:00 pm

- Student Feedback Survey
- Distribution of ID card
- Tour of College (Library, Canteen, IT Lab, Fire Exit and Fire Assembly point) By Nasir Uddin



Professor Nurun Nabi, BCom (Hons), M.Com, MBA, PhD, FinstLM
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, Ehatsamul Haque, Sk Mohmmad Sultan, Isabela Giurgi, Shaila Hafiz, Ana, Nikita.