Staff Handbook
AY 2021-2022
TABLE OF CONTENTS

Contents

Message from the Head of the Department ................................................................. 2
About the Sultanate of Oman ...................................................................................... 3
About the Municipality of Ibra ..................................................................................... 3
Human Resource Department......................................................................................... 7
E-Learning Portals ......................................................................................................... 11
About the Business Studies Department .................................................................... 13
Objectives of the UTAS-Ibra and the Department as per the by-laws: ................. 15
Duties and responsibilities of the Teachers as per the By-Law ............................... 16
Role of Academic Advisor .......................................................................................... 19
Academic Advising Structure ....................................................................................... 25
Societies and Student Forums ...................................................................................... 29
Important Directions from the Bylaws of the UTAS-Ibra ........................................ 31
Role of Committee Member ......................................................................................... 35
Campus Map ................................................................................................................. 42
Message from the Head of the Department

Dear Valued Lecturers,

It gives me great pleasure to extend you a warm welcome. Thank you for deciding to join our Business Department team at UTAS-Ibra. You have joined an organization that has established an outstanding reputation for providing high standards of quality education. UTAS-Ibra provides the opportunity to work in a creative environment by providing ample scope for the dedicated and involved teachers.

The purpose of Business Department handbook is to acquaint you with the UTAS-Ibra policies, study programs and staff responsibilities. The handbook describes many of your responsibilities as a lecturer and outlines the study programs to benefit the students. It also explains important UTAS-Ibra policies, which every lecturer is expected to know and follow. Policies in this handbook apply to all UTAS lecturers. UTAS reserves the right to change or amend these policies at any time with or without notice.

We will advise you of significant changes in employment policies as, and when they occur. Our objective is to provide a work environment that is conducive to your professional growth. This handbook is intended only to summarize and highlight UTAS-Ibra benefits and policies. It is not an employment contract, and it does not create contractual obligations. We bring to our attention any employment issue that needs to be addressed.

It is your responsibility to read and understand this handbook. Please speak to your immediate supervisor or Human Resources Manager about any questions, comments, concern you have regarding any of the policies described in this handbook or about your employment in general. We encourage you to bring your questions, suggestions, and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations. Welcome aboard.

Warm Regards

Dr. Habiba AL Mughairy
HoD, Business Studies Department
About the Sultanate of Oman

The Sultanate of Oman is located in Southwest Asia. It is situated on the southeast coast of the Arabian Peninsula. It shares borders with United Arab Emirates to the northwest, Yemen to the southwest, Saudi Arabia to the west, Arabian Sea on the southeast, and Gulf of Oman to the northeast. Muscat is the capital of Oman. The city is situated in northeast Oman, along the Gulf of Oman. It used to be an important trading port between the eastern and the western world. Arabic is the official language of Oman. November 18 is celebrated as the National Day of Oman. It is the longest continually independent Arab state in modern history. November 18 marks the beginning of Sultan Qaboos bin Said's rule in 1970 and also coincides with His Majesty’s birthday. The Climate of Oman can be described as subtropical dry, hot desert climate with low annual rainfall, very high temperatures in summer and a big difference between maximum and minimum temperatures, especially in the inland areas.

About the Municipality of Ibra

Ibra is the second largest city in the Ash Sharqiyah Region of Oman. It is located about 170 km from Muscat. Ibra has become a more modern city since 1970 under the reign of Sultan Qaboos. Improvements include connections to Muscat via a two-lane highway, which has increased tourism. Communications have been improved to include broadband access, and there is now a substantial hospital. Ibra provides three choices of higher education: UTAS-Ibra, Nursing Institute, and A’Sharqiyah University. Mountains are surrounding Ibra on every side, and there is some outstanding mountain scenery close by. From November to March, the climate is relatively cool, with temperatures dropping as low as 10 C in December. In the summer, the climate is hot and dry, with temperatures reaching 50 C in July.
Vision/Mission

Vision
To be at the forefront of higher education institutions in technological education nationally & regionally.

Mission
To provide a high quality learning, training & research environment towards developing technological, innovative & entrepreneurial capabilities to meet the ever evolving social & economic needs.
Goals and Values

1. To anchor our identity of technological education within an effective and efficient institutional system.

2. To foster an environment that promotes applied research, innovation and consultancy in various fields of technology.

3. To continuously develop institutional relationships in all relevant spheres with all stakeholders.

Values

1. Integrity
   To demonstrate ethical practices in all transactions, interactions and processes.

2. Professionalism
   To apply agreed rules and regulations, following set policies including codes of conduct and standard operating procedures and working diligently to attain set outcomes.

3. Pursuit of Knowledge & Excellence
   To establish life-long learning excellence in technological knowledge acquisition, application and innovation.

4. Participation and partnership
   To enhance participation and participation relations within and beyond Colleges of Technology.
Graduate Attributes
Human Resource Department

Human Resources Department (HRD) supports the university staff, both from the Ministry and Agency, by providing general human resources services such as leave of absence, issuance of certificates, attendance, clearance, transfers, etc. The HRD is located in AD103 Administration building, with extension no: 805. Staffs are assisted by their respective sponsors for passports, salaries, visas, tickets, sick leave, medical cards, certificates, maternity leave, resignation, transition to retirement or separations, conditions of service etc. Staff can check the Oman Labor Law for further information:

Sick/Medical Leave

Staff is entitled to avail leave as per Circular No 2/ (2010-2011) and Ministerial decisions. Valid Sick Leave Certificates shows the number of days the staff will be on sick leave. Attendance certificate from Clinic/Hospital is not considered as valid Sick Leave Certificate. For invalid Sick leave Certificates, staff must request again a valid certificate from the Clinic/Hospital or apply for Emergency Leave or Internal Credit / Offset Leave. For Company sponsored staff, original SL certificate must be forwarded to the Centre's/Department's Attendance coordinator for monthly attendance reporting. For Ministry staff, original SL certificate must be forwarded to the Human Resource Department and secure copy and forward to the Centre's/Department Attendance coordinator for record keeping purposes.

Staff will be informed with the new amendments on Attendance / Leave Application Policy from time to time.

Maternity Leaves

Staff can avail maternity leave from the day of delivery to 55days. The Office of HR will verify the request and will coordinate with immediate Head for permission/approval.

Upon approval, the staff can coordinate with Human Resource Department Staff, by calling them on local 812, 857 or apply for maternity leave with evidence using the sick leave e-form

If you have issue/s using this e-form, please contact SharePoint Support team at local 948.
Staff Policies and Procedures

UTAS- Ibra has a bundle of policies that gives directions to staff about what must be done namely:

- College Council Meeting Policy
- Academic Department/Center Council Meeting Policy
- Staff Meeting Policy
- College Planning Policy
- Risk Management Policy
- Data Collection Policy
- Health and Safety Policy
- Program/Curriculum Review Policy
- Plagiarism Policy
- Student Placement Policy
- Assessment Policy
- Examination Policy
- Students Retention and Progression Policy
- Academic Advising Policy
- Teaching Resources Policy
- Student Learning Support Policy
- Student Admission Registration Policy
- Student Induction Policy
- Student Grievances/Complaints Policy
- Staff Recruitment Policy
- Staff Induction Policy
- Professional Development Policy
- Staff Attendance Policy
- Staff Grievances Policy
- Staff Performance Appraisal Policy
- Class Observation Policy
- Communication Policy
- Repair or Replacement of Equipment and Furniture Policy
- General Feedback Policy, etc.

Note: Please refer to Quality Assurance Manual for detailed information on the above listed policies.
Dress Code for Staff

Staffs are to be sensitive to the local customs and dress accordingly. Staff must bear in mind that they are guest workers in a society where modesty in dress is not simply recommended, it is in fact a strong requirement and carries with it much meaning.

It must be borne in mind what students are used to seeing, what is considered right and wrong, and that seeing otherwise may create a wrong impression, which could damage the image of a staff. What might be seen as normal and unremarkable in one culture could be quite significant in another, with a very different and perhaps negative meaning.

To attempt to impose upon the students any values which run counter to local values, is not part of a staff role or job description. No jeans, tee-shirts, shorts, tight-fitting or transparent clothing is the general rule for both genders.

Male Staff

Male staff are to wear business-like clothing – long trousers, shirts with sleeves to the elbow or wrist, buttoned up to the neck, or a tie. Full shoes are advised. Tattoos should be covered, and facial jewelry is not to be worn. Hair may be shown.

Female Staff

The guiding rule for females is loose and covering, not tight, transparent, or gaping. Female staff should wear long skirts at least to mid-calf, preferably to the ankle, and shirts and dresses with sleeves below the elbow, preferably to the wrist. Upper-body clothing should cover up to the base of the neck. If long pants are worn, they should not be tight and should preferably be covered by a long shirt to mid-thigh length.
Facilities of UTAS - Ibra

UTAS-Ibra has a wide range of facilities and resources to support the teaching and learning process.

Communication channels like circulars, notice boards, LCD TVs, suggestions boxes, IP phones, meeting rooms, conference halls and learning resource center are available. Staffs are provided with their own personal computers while each office is equipped with printers, photocopiers, and scanners. Each staff member has a user account which allows him/her to communicate through the portal and e-mail system. The campus is equipped with wired and wireless connectivity to use shared resources on the network and fast internet bandwidth. Students can use laboratory computers or their own laptops to access their own folders and use the internet services.

The library as a learning tool for university operations will uplift the educational quality of teaching and extend support to the curriculum whose main objective is to provide excellent learning resources for students and encourage students to develop their skills. UTAS-Ibra maintains one of the important resources – the university library. The UTAS-Ibra Library supports learning, teaching and research in the university, thus, helping its patrons to acquire more knowledge and for the students in gathering information needed to complete their academic requirements. The library is the biggest storage of information and learning resources. The UTAS-Ibra library occupies books, periodicals, subscriptions, electronic materials, and other reference learning materials. The library consists of a number of books and references in supporting the different specializations of the university. Apart from library the ICT also has eBooks and ICT e- Library

Classrooms are equipped with whiteboards and LCD projectors with computer systems. All labs are equipped with computer systems connected to the university network and ceiling mounted LCD projectors. Interactive boards are also installed in the labs. A qualified technician is assigned to each lab to help students in their learning process.

ICT implements Colleges Information Management System (CIMS) maintained by Ministry of Manpower (MoM) for student enrollment and registration activities. CIMS is an online system and delivers access for the approved stake holders (staff and students) with several levels of access rights. CIMS is frequently reviewed by ICT and feedback are submitted to the Ministry of Manpower for further action. CIMS maintains its students’ records and related data. CIMS is extremely secured with strict verification. The data and records of the student from enrollment to graduation are securely retained in the CIMS data server.
UTAS- Ibra Library

The UTAS-Ibra library is located next to the Engineering Department. Students are encouraged to read books, journals and newspapers and they can also access textbooks for reference.

Business Resource Centre

Business Studies Department has a learning resource center well equipped with computers, projector, books, newspapers, magazines, and journals. Students can use this resource to enhance their knowledge and skills.

Biometric Attendance Recording System

Biometric attendance recording devices are installed in the Business, IT, ELC and Admin buildings of the university. These terminals use advance technology to scan fingerprints. It is mandatory for staff to punch-in and punch-out regularly. With this biometric attendance system, employee attendance is accurately logged.

Classrooms

The classrooms are well equipped with furniture, lights, air conditioners, white boards, LCD projectors etc. to facilitate teaching.

Free Access Lab

The university has a free access lab with separate sections for boys and girls. It is open from 8.00 am to 8.00 pm to all students of the college. The lab also has internet facilities.

Computer Lab

The department has two spacious computer labs with state of art modern equipment. These labs have Pentium-IV computers with broad band internet connection, laser printers, scanners, and LCD projectors. These labs provide students with hands-on training experience in computers and management. The labs are also equipped with a “SMART BOARD” for easy learning.

E-Learning Portals

For students E-LEARNING PORTALS are very useful. All the students should use MOODLE and EBRAY facility given by university to students. Students will find the various important contents regarding their courses. Like sample papers for Midterm, Final exam Assignment etc. To get the reference for the topics from other books, students should use EBRAY. To answer questions of experimental sheets they should refer EBRAY.
E-Services

Student can make use of the following e-services:

College Information Management System (CIMS)
(https://cims.manpower.gov.om/tcms/faces/login.jsf)
- Online Registration
- Course Withdraw
- Postponement of Study

College Website
- Online Complementary Exam
- AdTrac for Academic Advising
- Post-Foundation Online Appeal (After Final Examination)
- CAF for Student
- Exam Timetable
- E-LEARNING PORTALS
About the Business Studies Department

The Department of Business Studies, under the New Programme, started in September 2003, currently it runs three levels of study viz. Diploma, Advanced Diploma and Bachelor. Presently the department offers two major specializations namely:

2. B. Tech - Accounting & Finance

Organizational Chart
### Academic Calendar

<table>
<thead>
<tr>
<th>Semester</th>
<th>Mid-Term Exam Date</th>
<th>Final Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>7th to 11th November 2021</td>
<td>26th to 30th December 2021</td>
</tr>
<tr>
<td>Semester 2</td>
<td>6th March to 10th March 2022</td>
<td>1st May to 7th May 2022</td>
</tr>
<tr>
<td>Semester 3</td>
<td>5th June to 11th June 2022</td>
<td>17th July to 23rd July 2022</td>
</tr>
</tbody>
</table>

### Academic Program

**Study and Training Program of the Technological Education**

- **FOUNDATION**
  - CGPA >= 2.00
- **DIPLOMA**
  - CGPA >= 2.50
  - IELTS score 4
- **ADVANCED DIPLOMA**
  - CGPA >= 2.75
  - IELTS score 4.5
- **BACHELOR**
  - CGPA >= 2.00

- **OJT**
- **JOB MARKET**
Objectives of the UTAS-Ibra and the Department as per the by-laws:

- Working towards the application of technical and administrative knowledge in technological and administrative fields in line with requirements of the labor market
- Meeting the students’ needs by creating opportunity for individual, social, academic, technological, and vocational development.
- Bringing up a generation of highly competent technicians through the provision of accredited, high quality technological programs.
- Catering for private and public sectors’ needs with technically and administratively qualified personnel.
- Offering technological, parallel education and training services
- Carrying out and publishing scientific and applied research for the benefit of the university and the community.
Duties and responsibilities of the Teachers as per the By-Law

Each teaching staff, (lecturer, senior assistant lecturer, and assistant lecturer), laboratory, and workshop technician will have the following duties and tasks:

Lecturer and Senior Assistant Lecturer:

The duties and tasks of the lecturer and senior assistant lecturer are:

- Teaching the assigned courses, preparing related material, and keeping a file for each course.

- Supervising and counseling students on theoretical and practical activities.

- Keeping records of the students' results, activities, and attendance.

- Writing exam papers and quizzes, conducting examinations, carrying out the necessary assessment and reviewing results in compliance with the bylaws and the prevailing UTAS-Ibra regulations and instructions.

- Offering academic counseling and career advice to students.

- Supervising the on-the-job training of the students, providing assistance to the supervisors of industrial sector in charge of the university students during their training, and presenting reports on the students' progress to the concerned heads.

- Presenting a report for every semester's activity and suggesting development to the concerned heads.

- Carrying out any other tasks assigned by the concerned heads of center, department, or section.
Staff Workload

Staff workload comprises of role of a teaching staff, role of an academic advisor and role of a committee member or coordinator as detailed below.

Role of Teaching Staff

Every staff member is entitled to do the following as a part of teaching load.

1. **Maintenance of Course File:**

   All staff members have to maintain separate file for each of the courses handled by them. The lists of documents to be maintained in the course file are:

   - Ministry outcomes
   - UTAS-Ibra calendar
   - Term Plan
   - Course delivery plan
   - Course material
   - Presentation material
   - Class list
   - Attendance record
   - Warning letters
   - Medical excuses for examination
   - Samples of assignments/reports with key
   - Sample of Phase test / midterm with key
   - Presentation guidelines and marking scheme
   - Final exam paper with key
   - Course outcome coverage
   - CAF
   - Coverage of outcomes in assessments
   - Course evaluation report
   - Records of meeting with coordinator
2. **Course Delivery Plan:**

   It is the duty of every staff member to prepare delivery plan for each of the course handled by them. It includes list of outcomes and week number in which it will be taught, assessment procedure of the course, % of ‘type and level’ of assessment questions in final exam, grading system, general rules, ICT Graduate Attributes and matrix of graduate attributes based on course learning outcomes. It also includes the office hours, tutorial hours, room number and email id of the course tutor. In case, a course is handled by more than one lecturer, the delivery plan is prepared by the course coordinator and circulated to other lecturers.

3. **Course Material:**

   For each course the respective course tutors are assigned the task of distributing the course material before the commencement of classes. Wherever and whenever needed course material should be updated by the respective staff members.

4. **Course Coordinator:**

   In case if a course is handled by more than one lecturer, a coordinator will be assigned for the course. Alternatively, if a course is handled by one lecturer the concerned lecturer will be the course coordinator. The course coordinators are responsible for updating of course material, preparing course delivery plan, and preparing question papers for exams.

5. **Tutorial hours:**

   Every staff member has to allocate 2 hours in a week as tutorial hours to provide additional guidance for slow learners. The tutorial hours for each course should be mentioned in the respective course delivery plan.

6. **Office Hours:**

   Every staff member has to allocate 1 hour per course in a week as office hour and the same is mentioned in the course delivery plan also. This enables the students to discuss clarifications if any with the concerned course lecturer in his/ her office.

7. **Final Exam Procedure:**

   The chief Invigilator, for the Post Foundation program, is nominated by the
College Council on a rotational basis for each academic year to ensure that the following are adhered to:

- Final examination timetable
- Invigilation schedule
- Instructions to Invigilators and Students

A set of regulations for the conduct of examinations will be issued and updated regularly. This will be carried out by Chief Invigilator reporting to the Assistant Dean for Academic Affairs. It will cover:

- The role and responsibilities of invigilators
- A list of invigilators and examinations
- The content and layout of examination halls
- Special procedures for exams that are held in computer laboratories or workshops
- Rules for student behavior during examinations (including entering and leaving the examination room, cell phones, calculators, and other electronic aids)

Refer to ICT Policy Handbook – 2.5 Examinations Policy (section 6) for more information.

**Role of Academic Advisor**

Each staff member is assigned the role of ‘Advisor’ for a maximum of 25 advisees. It is the duty of the advisor to advise courses, check for course registration, update course withdrawal, and print transcripts of their advisees. Each advisor has to maintain the full history of advisees in a file named ‘Advisee File’. The following are the important points to remember as an academic advisor.

- Counsel the students and provide the necessary guidance to achieve their academic goals.
- Academic advisor has to study different variables in degree audits and explaining them to advisees like prerequisites, passing grades, GPA and CGPA calculations, probations etc.
- Academic Advisor has to study registration rules and regulations carefully and communicate same to advisees.
- Academic advisor has to focus on probation students and explain them how they come out of probation status.
- Academic advisor has to provide statistical information of their advisees whenever needed by department.
- Academic advisor has to provide data for timetable committee for projected number of students for different courses.
- Academic advisor has to check the information in the ministry software system
about advisees, if any discrepancies in the information about their advisees, communicating them to the departmental registrars for corrective action.

- Academic advisor has to follow up various activities like student absenteeism, not registered students etc.
- Academic advisor has to guide the students in various activities like clearance procedures while transferring to other university, graduation, withdraw, appealing the examination result, complementary examinations etc.
- Academic Advisor has to update the latest information of the advisees like latest contact phone numbers, email id, national id etc. in the ministry software.
- Academic advisor has to communicate the necessary information to the advisees whenever needed.
- Academic advisor has to approve the courses for the advisee for online registration.
- Academic advisor has to guide their advisees in registering courses online.
- Academic advisor has to check dismissal cases after probation 3, if necessary, presenting them as recommendation for 4th Probation for council approval.
- Academic advisor has to present critical cases during examination result compilation for presenting them council meeting.

**Degree Audit**

Degree Audit gives the information about course codes, courses titles, requirements, pre-requisite courses, co-requisites, passing grade, passing mark, credit hours and contact hours in a particular level.

**Program Levels**

- Diploma (2 years = 24 courses)
- Advanced Diploma (3 years = 36 courses)
- B. Tech (4 years = 48 courses)

Eligibility Criteria – Moving from Diploma to Advanced Diploma
Pass 24 courses, CGPA 2.50 or above, IELTS score ≥ 4.00

Eligibility Criteria – Moving from Advanced Diploma to B. Tech
Pass 36 courses, CGPA 2.75 or above, IELTS score ≥ 4.50

Eligibility Criteria – For graduating in any level
Pass required number of courses, CGPA 2.00 or above.
Note:

- From spring 2017 intake, students will be moving to higher levels based on their English Level 4 (Foundation) exit marks. They are eligible to move to Advance Diploma or Bachelors, based on their cut-off marks in level 4. Also they need to get external IELTS with score of 4.5 to move to Advance Diploma and 5 to move to Bachelors along with the required CGPA.

Number of Courses to be Registered:

Normal student (normal case) should register 5 courses in Fall & Spring Semester / 2 courses in summer semester.

Normal student (special cases - Optional for students, as per written request)

- Students scored CGPA 2.75 or above and left with more than 7 courses to complete the level can register 6 courses in Fall and Spring / 3 courses in summer semester.

- Student scored CGPA 2.75 or above and left with 6 or 7 courses to complete the level can register 6 or 7 courses in Fall and Spring / 3 courses in summer semester.

- Student left with 6 courses / 3 courses in summer to complete the level can register 6 courses in Fall and Spring / 3 courses in summer semester (irrespective of CGPA).
Mixing Status

Normal semester (Diploma Vs Advanced Diploma & Advanced Diploma Vs Bachelors)
- 1 course from lower level + 3 from higher level
- 2 courses from lower level + 2 from higher level
- 3 courses from lower level + 1 from higher level

Conditions
- Maximum number of courses are 4 in normal semester and 3 in Summer
- Student should score CGPA and IELTS that qualifies him/her to move to higher level
- Higher level credit hours will not be counted for calculating CGPA of lower level

Note:
From 2017 Spring intake, students will move to higher level based on their level 4 cut off scores as detailed below:

<table>
<thead>
<tr>
<th>Study Program</th>
<th>Cut-Off Scores (Level 4 Accumulative Mark)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>71-100</td>
</tr>
<tr>
<td>Advance Diploma</td>
<td>64-70</td>
</tr>
<tr>
<td>Diploma</td>
<td>50-63</td>
</tr>
</tbody>
</table>

If the student does not have the required cut off score in level 4 as shown in the table, he/she can appear for external IELTS and need to score 4.5 to move to Advance Diploma and 5 to move to Bachelors.

On the Job Training

At the exit level of the program, students have to get on-job training in various business and industries for a period of 8 weeks. It is prerequisite for the students to complete the course / level studied. The students who are not eligible for Advanced Diploma or Bachelor will move to OJT. Eligible students for higher level but those who do not want to continue their studies to higher level can also apply for OJT with approval from the Counselling department. Minimum CGPA required to register is 2 after completing a level.

OJT ONLINE REGISTRATION MODULE can be accessed for registration. Using the UTAS-Ibra website (https://www.ict.edu.om/OJT/_revised/)
Advising Guidelines

- Prepare the list of courses to be offered in advance and cross check it after the result publication
- Advise the courses as per the schedule
- Academic module\student progress \student subject.
- Registration Approval field should be made Yes. Otherwise, courses do not appear for the timetable selection
- Check the prerequisite courses
- Give priority to the failed courses
- By passing the rule is not allowed for advisors.
- Advising Normal students and probation students
- Advising new intake students
- Advising specialization changed students
- Advising Mixing students

Advising normal student/probation student

- Normal student means student not under academic probation
- Must give 5 courses in Fall/Spring and 2 in Summer for normal student and newly entered student in a particular level
- Probation student
- Check the status from ministry system
- Advise 4 courses for probation students in Fall/Spring and 2 in summer
- Inform the student about his/her status
- Get signature in probation warning form and forward it to student affairs later.

Repetition of Courses

- A student who successfully scores C or less in a course which he/she takes for the first time can repeat that course in order to get a better grade.
- Students are allowed to repeat a maximum of three courses per level for grade improvement. For this, the student should have passed all the courses or studying last two courses to complete the level. In this case the previous grade is replaced by the new one, regardless of whether it is higher or lower than the original.
- Registration for repeating courses can be done during ADD/DROP with undertaking from the student.
Course Withdrawal

- A student is allowed to withdraw only one course in a semester.
- Use only the following path to withdraw a course:
  - Academic module>Student progress>student withdraw course
- Course withdrawal for debarred student (30% absence or 3rd warning) is allowed with the permission of HoD.

Requirement for moving to next levels

- IELTS score 4.5 is required to move to Advanced Diploma + CGPA ≥ 2.50.
- IELTS score 5 is required to move to the Bachelor Level + Adv. Diploma CGPA ≥ 2.75.

Learning Support

- Free access lab
- Remedial classes
- Office hours
- Advising hours
- Industrial visits
- Guest lecture
Academic Advising Structure

Meet Your Advisor for efficient communication and easy access to Admissions, Registration, Counselling, Records, Career Services, Course Withdraw, Semester Postpone

Academic Advising

Academic Advisors provide tools and information to empower students to develop their career goals and to achieve academic success.

Academic advisors support for students

- Explore and understand programs
- Navigate the enrollment process
- Make course selections
- Understand UTAS-Ibra policies and procedures
- Track progress towards graduation
- Transfer to other institutions
- Connect with campus resources

Advisor will resolve student registration issues

- Registration status
- Pre-requisites condition
- Failed courses should be given priority
- Maximum number of times course can be repeated to be considered
- Reactivation of students
- Update student personal information

**Attendance Warning**

<table>
<thead>
<tr>
<th>Warning</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Warning</td>
<td>If Absence ≥ 10 %</td>
</tr>
<tr>
<td>2nd Warning</td>
<td>If Absence ≥ 20 %</td>
</tr>
<tr>
<td>3rd Warning / (Debarred)</td>
<td>If Absence ≥ 30 %, Debarred from final Exam</td>
</tr>
</tbody>
</table>

- Submission of Sick / other Leaves:
- Students have to submit medical / other excuse letters issued by the authorities to Department Registrars.

**Probation Status**

<table>
<thead>
<tr>
<th>Probation</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probation 1</td>
<td>If SGPA &lt; 2</td>
</tr>
<tr>
<td>Probation 2</td>
<td>If CGPA &lt; 2 after probation 1</td>
</tr>
<tr>
<td>Probation 3</td>
<td>If CGPA &lt; 2 after probation 2</td>
</tr>
<tr>
<td>Probation 4</td>
<td>Students, who are dismissed after Probation – 3, go to Probation – 4, as last chance to get CGPA ≥ 2.00.</td>
</tr>
</tbody>
</table>
Appeal Against the Examination Result (Article 68)

Students have the right to appeal against the examination results by Appealing on-line in the UTAS-Ibra Website to the Head of the Department within 3 days from the announcement of the results.

Email Configuration for Android Mobiles

Students are requested to configure their Android mobiles so they can receive email notifications from the UTAS-Ibra. Advisors or ETC are to configure android mobiles.

Special needs

Students with major health reasons like hard of hearing, sickle cell, heart disease, diabetes etc. are required to meet their advisors and give them proper medical certificate from hospital. Advisors will update their health issues in the ministry system such students may get some benefit from the ministry.
Program Road Map

Diploma 1

**Fall Semester**
- Technical Writing 1
- Introduction to Business
- Principles of Accounting
- Advanced IT Skills
- Business Mathematics
- Principles of Microeconomics

**Spring Semester**
- Technical Writing 2
- Principles of Management
- Principles of Microeconomics
- Business Communication
- Principles of Business Economics
- Business Ethics

**Summer Semester**
- Technical Communication
- Principles of Management
- Principles of Microeconomics
- Business Communication

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Diploma 2

**Fall Semester**
- Entrepreneurship
- Human Resources Management
- Organizational Behavior
- Psychology at Work
- Business Ethics

**Spring Semester**
- Principles of Microeconomics
- Financial Institutions and Services
- Recruitment and Selection
- Compensation and Benefits

**Summer Semester**
- Database for Small Business
- Introduction to Web Technologies
- Introduction to Management

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Advanced Diploma

**Fall Semester**
- Research Methodology
- Total Quality Management
- C-Commerce for Business
- Human Resource Information System
- Training and Development
- Managing Troubled Employees

**Spring Semester**
- Public Speaking
- Banking Theory and Practice
- International Issues on Human Resource Management
- Managing of Diversity

**Summer Semester**
- Teamwork Management
- Senior Project

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Bachelor

**Fall Semester**
- Business Law
- Manpower Planning
- Strategic Management
- Business Strategy & HRM
- Performance Appraisal and Productivity

**Spring Semester**
- Practical HRM Planning
- Formal Arabic Communication
- Management Information System
- Insurance Theory and Practice

**Summer Semester**
- Oman Civilization
- Senior Project

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Accounting / Finance

**Fall Semester**
- Financial Management
- Principles of Accounting 2
- Cost Accounting 1
- Accounting Application by Computer

**Spring Semester**
- Financial Management
- Principles of Accounting 2
- Intermediate Accounting 1
- Management Accounting 1

**Summer Semester**
- Auditing & Control 2
- Introduction to Web Technology

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**Advanced Diploma**

Based on Level 4 Marks: 64 - 70
CGPA: 2.5

**IELTS**: 4.5
**CGPA**: 2.5

- NO (CGPA 2.49)
- On-the-Job Training (OJT)
- YES
- Advanced Diploma

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**Bachelor**

Based on Level 4 Marks: 71 - 100
CGPA: 2.75

**IELTS**: 5
**CGPA**: 2.75

- NO (CGPA 2.74)
- On-the-Job Training (OJT)
- YES
- Bachelor

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Note: Pre-requisites are given as superscripts

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Societies and Student Forums

Business Society

It is a medium through which the students display their extra-curricular talents and organizing abilities. Events like cultural shows, exhibitions, meetings, Islamic programs, excursions, releasing New Letters etc. are organized by IBS at regular intervals.

Industrial Visit

Once in every semester, students are taken to various organizations and companies to get practical knowledge of the subjects they learn in the classroom.

Guest Lectures

The department organize two/three guest lectures in each semester on different specializations by renowned personalities from corporate for the benefit of the students. Guest lectures help to enhance student learning. It offers great opportunity for students to learn other viewpoints within a discipline.

Annual Events of the Department

Cultural Programs

The department takes active part in university cultural programs. Students enthusiastically participate in variety of cultural events like dramas, singing, quiz, mono acting etc.

Seminars

The Department organizes seminars, meetings and workshops on various topics at the university level.

Induction Programs

A detailed presentation is organized at the beginning of every semester to help the new students to acquaint themselves with the various facilities, rules and regulations of the department.
Grading System

<table>
<thead>
<tr>
<th>Minimum Grade to Pass (Article 48)</th>
<th>Marks</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>University requirement Courses</td>
<td>90-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>(T.W - I, T.W - II,</td>
<td>85-89</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>Entrepreneurship, Advanced IT</td>
<td>80-84</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>IT skills)</td>
<td>76-79</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>73-75</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>70-72</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td>67-69</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Departmental requirement Courses</td>
<td>60-66</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>(Introduction to Business,</td>
<td>55-59</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Principles of Accounting I,</td>
<td>&lt;55</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>Principles of Marketing,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Management,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Communication)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialization Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calculation of GPA (Cumulative Grade Point Average)

Example:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Point</th>
<th>Credit</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writing I</td>
<td>B</td>
<td>3.0</td>
<td>3</td>
<td>9.0</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>B+</td>
<td>3.3</td>
<td>3</td>
<td>9.9</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>A-</td>
<td>3.7</td>
<td>3</td>
<td>11.1</td>
</tr>
<tr>
<td>Advance IT skills</td>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

GPA for each course = Points X Credits.
Semester GPA = Total Points /Total Credit
Hours Semester GPA = 54 / 15 = 3.6
Important Directions from the Bylaws of the UTAS-Ibra

Academic Probation:

Article 51

A full-time student will be under academic probation, if his/her GPA is less than 2.0 in any semester. Accordingly, he/she will register for only 12 credit hours. Should he/she be subjected to academic probation for a second successive time, also, he will register for only 12 credit hours. In both cases, in the summer semester he/she can register for only 6 credit hours.

Article 52

The academic probation period expires at the end of each semester when a student achieves 2.0 CGPA, or higher. Students who are under academic probation must repeat the courses he/she failed, otherwise he/she shall be dismissed if he/she is unable to achieve the 2.0 CGPA at the end of the following semester.

The university Council has the right to consider whether in some cases a student may be allowed to be placed under a third period of academic probation.

Plagiarism

All of the following are considered plagiarism:

• Turning in someone else's work as your own.
• Copying words or ideas from someone else. E.g.: Copying Assignments & Projects
• Changing words but copying the sentence structure of a source.
• Copying so many words or ideas from a source that it makes up the majority of your work.

Plagiarism is considered academic dishonesty. Plagiarism, in academia and industry, is a serious ethical offense.

Postponement of Study (Article 56)

• A student can postpone study for a maximum period of two semesters in case of acceptable reasons and if it is approved by the College Council.
Grades to Pass/ Complete each level

**Article 67**: The student is deemed successful in the four academic levels, if he/she completes all the courses required for graduation and obtains the cumulative average of 2.00. Students will not be awarded certificates confirming their success before they pass the required period of training in each academic level.

**Attendance & Warning Procedures**

**Article 75 (2)**: Being absent from classes, laboratory, or workshop sessions must be approved in advance by the concerned heads of centers, department, or authorized person. Excused absence because of sickness must comply with the rules and regulations of the ministry of health. Being late for three times in any lecture, laboratory, or workshop sessions will be considered as one class absence, and the staff in charge of these theoretical or practical classes has the prerogative to evaluate the students lateness.

**Article 69**: The student will be warned in writing if his/ her absence reaches 10% of the set hours in each academic semester without any valid excuses, and a letter will be sent to his/her parent/guardian. The same procedure will be followed if the student’s absence reaches 20%. In both the cases, the student must be warned in writing and his/her guardian must be informed that the student will be debarred from the final examination if his/her absence reaches 30%.

**Malpractice During Examinations**

**Article 80**: In case an accusation of cheating during an examination is proved, the student will fail the course where cheating occurred, in addition to deprive him/ her from studying for the following semester. If an accusation of cheating in examinations is proved for the second time, the student will be dismissed from the university.

**Article 68**: The student has the right to appeal against the results of his/her examination by completing the Appeal Form and submitting it to the Head of Business Department within three days from the date of announcement of the results.

**Student Advising**:

**Article 53**: A student who successfully scores (C) in a course which he/she takes for the first time can repeat that course in order to get a better grade. Students are allowed to repeat a maximum of three courses per level. In this case the previous grade is replaced by the new one, regardless of whether it is higher or lower than the original grade. Students are guided by the staff advisors, regarding various academic matters.
on a regular basis. Advising is to help students to have an excellent academic experience and career path. The advisors take special interest in the academic performance of their wards and caution them on shortfalls.

Student Feedback Policy

The purpose of this policy is to ensure all stakeholders have an opportunity to provide feedback on universities activities. Heads of Departments/Centre or Assistant Dean of Administration and Finance department will provide the results derived from an evaluation of staff feedback. The UTAS-Ibra Academic council will analyze the cumulative feedback and determine a course of action aimed at improving students’ level of satisfaction on various parameters cited below. Administration and Finance, Academic Affairs and Students Affairs will maintain the feedback results for the continuous improvement in ensuring students’ supports in the university developmental activities.

Student feedback on teaching and advising is taken twice in an academic year.

<table>
<thead>
<tr>
<th>Type of feedback</th>
<th>Who is responsible for conducting the feedback</th>
<th>When the feedback should be conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>QA Office</td>
<td>Semester 1 and 2</td>
</tr>
<tr>
<td>Advising/Supervision</td>
<td>QA Office</td>
<td>Semester 1 and 2</td>
</tr>
<tr>
<td>Evaluation of Program and Course</td>
<td>HoD/HoC</td>
<td>Annually</td>
</tr>
<tr>
<td>OJT</td>
<td>Head of OJT</td>
<td>Based on the length of their study</td>
</tr>
</tbody>
</table>
| Academic and General Support Services | ADAF  
ADSA  
HOC-ETC | Annually                                      |
## Summary of Amendments in Article 44 of Bylaws of the UTAS-Ibra

<table>
<thead>
<tr>
<th>S. No</th>
<th>Conditions for registration of courses</th>
<th>Number of Courses allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Normal Semester</td>
</tr>
<tr>
<td>1.</td>
<td>Minimum number of courses per semester</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Students with a CGPA of 2.75 and above</td>
<td>6 or 7</td>
</tr>
<tr>
<td>3.</td>
<td>Students left with one or two course to complete a qualification.</td>
<td>6 or 7</td>
</tr>
<tr>
<td>4.</td>
<td>Students left with one course to complete a qualification and have CGPA qualifying them for higher qualification. (Mixing cases)</td>
<td>Student is allowed to register for 4 courses. (1 course from current level and 3 courses from higher level)</td>
</tr>
<tr>
<td>5.</td>
<td>Students left with lesser than 4 courses to complete a qualification and having a CGPA qualifying them for higher qualification.</td>
<td>The students must register for courses of current and higher qualification. Total courses registered not to exceed 4.</td>
</tr>
<tr>
<td>6.</td>
<td>Students on academic Probation (1st, 2nd, 3rd or 4th)</td>
<td>4 Courses</td>
</tr>
</tbody>
</table>
Role of Committee Member

The Business Studies Department has 11 committees headed by the committee coordinators. Each staff member will be members of any 2 department level committees. The committees work effectively based on the terms of reference. In the beginning of the academic year the committee prepares an action plan and works according to the plan and at the end of the year the committee submits an annual report stating the achievements of the committee. The following are the terms of reference of each committee with list of members. Below are the department committees and their respective terms of reference.

Internal Curriculum Review Committee

1. Review of course learning outcomes / assessment / course materials / supplementary material (Review of the programs (2.2a)
2. Linking of graduate attributes to course/program learning outcomes (2.1d) & (2.1h)
3. Collect and analyze Stakeholder feedback (employers, alumni, professions) in order to ensure programs remain relevant to industry and employer needs. (2.1 e) (2.2c) & (2.1i)
4. Forward the analyzed report of stakeholder feedback (employers, alumni etc) to the HoD to be raised in the specialization committee meeting (2.1 e) (2.2c) & (2.1i)
5. Conduct awareness program on framework/policies related to teaching & learning (2.2b &d)
6. Align UTAS Vision and Mission with program outcomes (2.2a)
7. Curriculum Mapping Questionnaire, Student Evaluation on Teaching, etc., shall be overseen by this committee. (2.2d)
8. Collect and Consolidate CDRF forms and forward them to Specialization committee (2.2f)
9. Reviews the effectiveness of its approach to the development, implementation of the programs (2.2f)
10. Review the existing policy/procedure/guidelines and recommend new policies (based on the need) (2.1i)
11. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
12. Prepare annual report for the committee (1.10e)
13. Submit necessary report to the HoD/HOC (1.10f)
14. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)
Teaching & Learning Resources Committee

1. Check the laboratories/workshops/SA equipment’s appropriateness and adequacy to meet academic requirements (6.7b)
2. Collect and consolidate the teaching resources requirements for the programs/specializations offered and submit to HoD (6.7b)
3. Collect consumable & project material requirements from lab in-charge and technicians for purchasing (6.7b)
4. Ensure all learning resources of the department are in full working condition (6.7b)
5. Review regularly the effectiveness of all the teaching resource used by teachers, technicians, and students (6.7e)
6. Ensure adequate and timely supply of teaching aids (6.7b)
7. Maintain a complete & accurate Inventory Record of all labs & workshops tools/machines/equipment in the department (6.7a)
8. Propose acquisition or upgrade of learning /teaching resources (6.7b)
9. Propose ways of efficient use of existing resources (6.7b)
10. Provide & maintain utilization of classroom, labs, workshop reports (6.7e)
11. Prepare safety apparel requirements for purchasing (6.7c) for engineering only
12. Collect & prepare requirement for equipment, tools, & accessories for the different labs and workshops (6.7b) for engineering only
13. Collect stationery requirement from staff (6.7b)
14. Prepare the list of stationery requirement and distribution (6.7b)
15. Sharing of resources (5.4b)
16. Monitoring the complaints in the maintenance of the resources (6.7a)
17. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
18. Prepare annual report for the committee (1.10e)
19. Submit necessary report to the HoD/HOC (1.10f)
20. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

Examination Committee

1. Review & scrutiny question paper (2.8d)
2. Check question papers for quality and standard (2.8d)
3. Collection & safe keeping of question paper (2.9f)
4. Arrange and maintain examination halls arrangement & maintenance (2.9a)
5. Oversee the conduct of exam and invigilation duties (2.9b)
6. Collect the answer scripts after the exam and handover to the course lecturer (2.9f)
7. Moderate assessed answer scripts to ensure standard & quality of assessment (2.8e)
8. Schedule of Mid Semester exams (2.8d)
9. Monitor suspected assessment, examination and invigilation security breaches and forwarded disciplinary committee to the DC (2.9d)
10. Schedule of Complementary exams (2.8d)
11. Oversee the student appeals of assessment results and submit report (2.8g)
12. Prepare comprehensive report on examinations (2.9d)
13. Conduct staff awareness programs on different policies related to examination, such as Examination Policy, Moderation Policy., etc., (2.8a)
14. Review of examination procedure/guidelines regularly (2.8h &2.9g)
15. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
16. Prepare annual report for the committee (1.10e)
17. Conduct induction to new lecturers on invigilation administration and marking of written and oral exams (2.9a)
18. Submit necessary report to the HoD/HOC (1.10f)
19. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

Data Management Committee

1. Maintain & update all the relevant data of the department (1.10a)
2. Document control of department files (1.10a)
3. Build / Maintain a comprehensive database on students’ performance per semester for student tracking (2.4a,2.10b)
4. Forward the report of students performance (cohort wise) to the HoD to be raised in the CAC meeting
5. Build / Maintain a comprehensive database on student dropout/Probation/Dismissal/Graduate/Transfer (2.10d)
6. Provide the timely information to Department and University Administration (1.6f)
7. Forward the report of students dropout/probation/dismissal/graduates/transfer (cohort wise) to the HoD to be raised in the CAC meeting
8. Prepare of department meeting agenda & minutes (1.3f)
9. Conduct staff awareness programs on documentation, record keeping and data management related policies (1.10b)
10. Feedback collection and analysis (1.6d)
11. Collect pertinent data / documents related to all core functions (1.10c)
12. Collect Action plan & annual report for the committee (1.10e)
13. Submit necessary report to the HoD/HOC (1.10f)
14. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

**Industry and Community Engagement Committee**

1. Prepare industry and community activities plan (5.1b)
2. Prepare Responsibility chart for all students placement related activities (5.1b)
3. Identify & liaison with industries and explore areas of mutual exchange & cooperation (5.2a)
4. Arrange Guest lectures and industry visits (5.2b)
5. Organize fieldtrips to industry sites (5.2b)
6. Identify of, and engage with, relevant professions and professional bodies and other education providers& with the community at large. b (5.2b 5.3a,5.4a &5.6a)
7. Maintains records on data on industry and community engagement activities (5.1c)
8. Collect industry feedback based on the needs (5.2c)
9. Analyze and prepare comprehensive report (5.1d)
10. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
11. Prepare annual report for the committee (1.10e)
12. Submit necessary report to the HoD/HOC (1.10f)
13. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

**Internal Quality Committee IQAC**

1. Oversee the implementation of quality measures and improvements in all the department/center endeavors (1.10b&d)
2. Coordinate with the QAU for quality assurance related activities (1.10e)
3. Draft the Department/center Plans (1.10e)
4. Propose policies and procedures needed by the department to the university PMC, review the existing policies, collect feedback and evaluate its effectiveness (1.9b &c).
5. Prepare comprehensive risk management plan at the department level to address relevant Strategic and Operational risk (1.8b)
6. Benchmarking of activities which are used to measure progress towards
achieving the strategic/operational objectives (1.5c)

7. Monitor the committee activities (1.10d)
8. Collect departmental/Centre level feedback for all core functions analyze and submit report (1.10d)
9. Conduct QA awareness programs (1.10a)
10. Prepare annual report (1.10e)
11. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

Student Guidance Committee

1. Conduct student induction program (6.6f)
2. Collect & analyze feedback on students induction program (6.6g)
3. Provide guidance and forward the required cases it to counselling department (7.8a)
4. Identify students with behavioral / academic problems who need psychological counseling (7.8d)
5. Distribute, collect, record & tabulate specialization choice data (7.2a)
6. Plan and organize all department events and activities (5.6b, 5.5c)
7. Collect & analyze feedback for each event (6.6f)
8. Analyze the feedback and make a report for each event (6.6f)
9. Provide academic support activities such as tutorials, etc., (8.5d)
10. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
11. Prepare annual report for the committee (1.10e)
12. Coordinate student events in open day, etc., (9.2c)
13. Submit necessary report to the HoD/HOC (1.10f)
14. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

Timetable Committee

1. Collect data on the expected number of students for each course (6.2a)
2. List of available resources for use during the semester (i.e. No. of teachers, No. of classrooms, labs, etc.) (6.7b)
3. Prepare the final list of courses to be offered and subjects to be allocated (2.3d)
4. Prepare semester timetable in coordination with other members & with other departments (6.2a)
5. Assist the registrars in preparing department plan and entry of timetable in the Ministry system (6.2a)
6. Collect feedback on the timetable from teachers and students (2.8d)
7. Preparation of Examination Timetable (2.8d)
8. Coordinate with examination committee in arrangement of invigilation duties, guidelines (2.8d)
9. Prepare and analyze comprehensive report on timetable (6.2e)
10. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
11. Prepare annual report for the committee (1.10e)
12. Submit necessary report to the HoD/HOC (1.10f)
13. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

**Staff Development Committee**

1. Organize induction program for newly joined staff (8.4b)
2. Conduct training needs analysis for staff members (8.5b)
3. Provide training suggestions to fulfill identified needs (seminars, symposiums, conferences, sharing) (8.5b)
4. Maintain records on the Staff participation in the activities of the professions and professional bodies, other HEIs for professional development opportunities (5.3e)
5. Prepare & review a comprehensive staff handbook (8.4c)
6. Collect feedback from participants of organized event; analyze the effectiveness & identify future needs (8.5e)
7. Provide mentor for newly joined staff (8.4b)
8. Linking of staff appraisal feedback to staff development programs (8.5b)
9. Conduct approved staff development workshop (8.5b)
10. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
11. Prepare annual report for the committee (1.10e)
12. Submit necessary report to the HoD/HOC (1.10f)
13. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

**Students Departmental Society Committee**

1. Plan and organize student development activities, such as: career development, social events, leadership training, event management, etc. (7.10b)
2. Organize student competition in engineering related, IT related and Business-related areas. (7.10a)
3. Provide assistance to various student society projects & publications (5.3e)
4. Provide assistance, advise branch officers of professional bodies (IEEE, ASME, IET student chapters) and student societies (5.3e)
5. Collect / compile Annual Plans & Programs of various student organizations / society in the department (7.10d)
6. Arrange department events for open day, etc., (7.10d)
7. Prepare an Action plan based on the dept/center operational plan & annual report for the committee (1.10e)
8. Prepare annual report for the committee (1.10e)
9. Submit necessary report to the HoD/HOC (1.10f)
10. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)

**Website & Publication Committee**

1. Prepare & implement updates for Department website (9.3a)
2. Prepare notices & display for website (9.3a)
3. Updates the information on notice board & updates (9.3d)
4. Publish department newsletter (9.3a)
5. Verify and update the content in the university website, and update the data related to internal and external events in the university website, as and when it occurs (9.3d)
6. Prepare and submit committee action plan and annual report (9.3d)
7. Update all the relevant information/evidence in the records management system on a regular basics (1.10f)
Campus Map