

Policy Document on Academic Support System of Students, Securing Student's Records and New Student Induction at Higher Quality Accredited Institutions

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Abstract- *This Policy Document guarantees security and honesty of understudies' records documented and kept in the Registration Office. The records ought to be overseen in a precise and sensible way as indicated by plans created by the Registration Office that keep up these records. The strategy report and methodology spread the accommodation of records and grades to the Registration Office, documenting, putting away and protection arrangement of the understudy records, locking of the class records and the discharging of transcript and testaments. The Policy Document perceives the benefit of giving solid and productive help to every one of its understudies, particularly in danger of scholastic disappointment. Additionally, to guarantee that all understudies with unique needs are agreed suitable help and that their admission to the University will be thought appropriately and decently. This strategy archive establishes the framework for the explanation of understudies' instructive, life and profession objectives and the usage of the University's assets to meet their instructive needs and yearnings. This arrangement report and strategies outline the help furnished to understudies and understudies with extraordinary needs as far as scholastic help, learning chances, and advancement. In addition, it diagrams the advantages of early discovery of scholastically in danger understudies which permits auspicious mediation and provisioning of help and guidance. This strategy and methods will guarantee that understudies with exceptional needs are assessed appropriately by assigned University staff before admission to the University. The reason for the approach archive is to depict a program for the acceptance of new understudies and transferee that expose understudy obligations and best practice desires. This procedure is pertinent to every new understudy and transferees of the college independent of their place of habitation and scholarly program.*

Index Terms: Academic Support System, Higher Quality Accredited Institutions, New Student Induction, Registration Office, Student's Records

I. INTRODUCTION

The Registration Office is focused on compelling understudies' records the board including record maintenance and security insurance, upgrading the utilization of room, limiting the expense of record maintenance, and appropriately devastating obsolete records. These strategy and methods give rules to the orderly documenting, putting away and protection of understudy records to keep up the uprightness and privacy of the said records. This strategy applies to all records, paying little heed to whether they are kept up in printed versions, electronically, or in some other style. Secret records will be records that contain classified understudy information that ought to have constrained access and be shielded from coincidental divulgence. Record is the data

that has been recorded on a capacity medium and can be recovered. A record might be a paper, electronic report, photo, or diagram. Understudy is any individual who is or has been enlisted at University. Understudy Data alludes to electronic understudy records put away in a college claimed PC office or printed, duplicated, or generally replicated from the college possessed PC. Understudy record alludes to any record containing data that is straightforwardly identified with an understudy and kept up by University or its workers, in any capacity including, however not constrained to, penmanship, print, electronic and so on. Understudy Jacket alludes to an archive envelope where documents of understudy records are put, for example, achieved application structure, optional authentication, educational records, transcript of records, BS endorsement, duplicate of ID Card and international ID, consequences of selection tests, pictures and different reports required by the college. Dead documents alludes to records of understudies who were never again associated with the University for a long time. These were the alumni, moved and pulled back understudies. Print duplicates alludes to a record produced in the Course Information System, for example, grade sheets, grade slips, transcript, genuine duplicate of evaluations, credited subjects, understudy calendar and ace rundown of understudies enlisted.

Catalog Information incorporates the understudy's name address, phone/versatile number, email address, photo, date and spot of birth, ID Card, identification number, significant field of study, dates of participation, year level, enlistment status. Understudies' Academic Support Services is a multifaceted movement advancing mutual obligation and building associations between scholarly issues, understudy undertakings and other help benefits therefore reassuring understudies to end up included and carry on with an important University life accordingly improving their instructive results. Scholarly Adviser is a school personnel assigned to give exhortation on issues relating to understudy movement. In danger implies in danger of scholarly disappointment and avoidance from the honor. Combined Grade Point Average methods the whole of all evaluations increased by the quantity of credit units partitioned by the all out credit units. Physically-provoked alludes to a credit given to an understudy with a sound personality however whose



physical condition restricts him/her from performing ordinary capacities (for example left-gave understudy, understudy in a wheelchair and so forth). Movement Requirements implies the necessity for an understudy to accomplish a general least pace of credit accumulation in view of year level. Movement Rules implies the movement rate and movement prerequisites endorsed by the Academic Council. Exceptional Needs alludes to the necessities of an understudy requiring uncommon help and convenience as prove from his/her medicinal history. Going before the initiation of any course of study, the college gives an Induction Program expected to invite understudies to the college life and to make them commonplace to the different parts of the college tasks, different understudies and the scholarly and authoritative staff. Acceptance program is a lot of exercises that is proposed to advise new and students from other schools of the college programs, arrangements, systems, offices and understudy bolster administrations; New understudy is any understudy who is an alum of auxiliary school and was not recently conceded from a college; Student Handbook is an aggregation of college approaches that embody understudy's obligations and duties; rights and benefits; and code of controls; Transfer understudy is any understudy who is recently joined up with other college and was conceded and qualified for exchange of credits.

II. RESPONSIBILITIES IN ACADEMIC SUPPORT SYSTEM OF STUDENTS, SECURING STUDENT'S RECORDS AND NEW STUDENT INDUCTION

The Head of the Registration Office guarantees the security of understudies' records by: (1) Securing documents in the Student Records and constraining access to approved staff just; (2) Restricting understudy access to electronic understudy records data to those requiring it to perform basic occupation capacities; (3) Locking spaces where records and understudy data are utilized and put away; (4) Limiting access to work spaces to approved faculty. Every staff has an assigned work territory so as to perform required occupation capacities. (5) Orienting the workplace staff on privacy of records; (6) Requiring understudies, and others as required, to display a substantial ID card with photograph/CPR for ID purposes before discharging data; (7) Utilizing secret key secured work stations to shield unapproved faculty from review and getting to understudy data. Coming up next are the approved work force with access to understudy records: (1) Head of Registration has full access to all understudy records and data electronically and in printed versions and all report documents in the workplace. (2) Registration Staff

(Evaluators) approaches understudy records and understudy data for the appointed projects, access to print transcript, selection/include drop and refreshing of evaluations in the framework. (2) Registration Staff (validation) approaches understudy records and data of the alumni and understudies looking for confirmation of their reports, access to print transcript. (3) Registration Staff (Microfiche Operator) gets to understudy records and understudy coats for examining. Other University workplaces and offices actualize systems as suggested or utilized by the Office of the Registrar to guarantee security of understudy records college wide including: Using secret phrase databases; Limiting access to passwords; Locking file organizers and drawers with understudy records; Locking workplaces where records are utilized and put away; Shredding suitable archives as required or required; (1) Regular back-up of understudy information and grades. (2) Provision for CCTV camera inside the Registration Office. Scholarly Adviser is relied upon to meet with every one of his/her advisee in any event a few times for every trimester. He/she is required to keep up and update singular envelopes for every one of his/her advisee and that all counsels ought to be appropriately recorded utilizing Academic Advising Monitoring structure and kept classified. Confirmations Office is the front liner in giving help to the potential understudies of the University. It is the workplace appointed to enable the approaching understudies to pick the program which is fit to them.

Dignitaries lead the usage of the understudies' scholarly help administrations. Senior member of Student Services guarantees legitimate execution of this arrangement Guidance office starts booked exercises for all understudies as a major aspect of the understudy exhorting. Division Heads doles out a scholarly consultant to each understudy after joining the college in his/her picked field of study. Enlistment Office checks the approval of the consultant's mark on the understudies enrolment structure and recognizes understudies who are in danger of scholastic disappointment. Understudies look for wellsprings of data on necessities of the program that they are seeking after, essentials for each course, enrolling for courses, and so forth that encourages them in making scholastic/vocation choices. Employees guarantee new understudies go to acceptance program. Dignitary of Student Services leads in the association, arranging and execution of the acceptance program of the college. Head of Student Services encourages and facilitates the lead of acceptance program. Heads of Offices takes part in the lead of enlistment program as asset people.

III. PROCEDURES IN ACADEMIC SUPPORT SYSTEM OF STUDENTS, SECURING STUDENT'S RECORDS AND NEW STUDENT INDUCTION

A. Student Records Received from Admissions Office

Enlistment gets records of new understudies in a type of bound together document from Admissions Office after the understudy data and filtered affirmations prerequisites, for example, auxiliary authentication, transcript, duplicate of ID Card and identification have been finished and transmitted to Higher Education Body for the issuance of Higher Education Body number which is inside one month after the most recent day of enrollment. Enlistment gets and checks the fulfillment of the bound together records in conformance with the Higher Education Body prerequisite. Enrollment staff encodes in the CIS the credited subjects from past college including direction courses passed by the understudy. Enlistment moves the records into the understudy coat per understudy. Enrollment staff marks every understudy coat by setting on the upper ear of the coat the accompanying data: Student name, Student Number, Program and Trimester/Academic Year (section)

B. Records Received from the Dean's Office and Teachers

Enlistment checks and gets the evaluation sheets from the educator each finish of the term. Enlistment staff records the evaluation sheets as indicated by school and one after another in order organized according to course and put away in cupboards with lock. Senior members keep the second duplicate of the evaluation sheets in their office.

C. Student Submission of Documents

Enrollment's Office issues authority receipt for any unique/authority reports got from the understudies. The official receipt is marked and stepped by the Registration staff getting the archives. Enlistment Office keeps up a log document recording of all the gave receipts in verified copy duplicates.

D. Releasing of Requested Document

Reports which don't bear the Registration's mark stamp and seal of the Registration Office isn't esteemed official and real. Archives are discharged upon understudy accommodation of endorsed leeway. All report discharges are recorded in a logbook where the understudy or his/her approved agent signs after guaranteeing of the archives. Just approved enrollment office work force may discharge any report. On the off chance that the solicitation is for exchange, the understudy's transcript of records and withdrawal endorsement stepped by the Higher Education Body are given to mentioning understudy/foundation fixed in an envelope. If an intermediary is sent by the understudy, a letter of approval and the understudy's ID card is required together with the ID card of the intermediary. Intermediary might be any of the close relatives. Acquiring of understudy records with the end goal of validation possibly permitted. Understudy rounds out Borrowing Document Form and a copy duplicate of the obtained record is kept inside the understudy coat.

E. Release of Directory Information

The workplace discharges catalog data concerning any understudy who doesn't avoid such access when it creates the impression that the arrival of the mentioned data will be of advantage to the understudy concerned. The Registration Office reacts to demand for registry data in consistence with the Higher Education Body prerequisite, international safe havens and other administrative establishments and association in the nation. Revelation of understudy data to outsiders other than referenced previously need assent from the understudy recorded as a hard copy aside from the accompanying: Officials of the University who expect access to understudy record regarding real instructive purposes. Authorities of other instructive establishments where the understudies plans to ponder. Consistence to court request to deliver training records. The solicitation for the exposure of registry data will be coordinated to the Head of Registration.

F. Student Inspection of Records

Understudies may examine and audit all records identifying with them by presenting a composed marked solicitation to the Head of Registration aside from: Those records that incorporate data on more than one recognizable understudy. In such cases, just that data identified with understudy mentioning access will be uncovered; Information gave by guardians identifying with understudy's application for money related guide or grants; and Confidential letters or explanations. A duplicate of the record will be given to an understudy upon composed solicitation endorsed by the Head of Registration.

G. Submission of Grades/ Grade sheets by the Teachers

Instructor presents the evaluation sheets toward the finish of the term utilizing the secret word in educator's Course Information System account. Framework is bolted for any adjustment after accommodation of evaluations on the web. Unapproved access can be followed utilizing review trail. Any rectification in the evaluation sections must be finished after the failure technique which must be endorsed by the Dean, Registration, and the Internal Auditor.

H. IT Office Backing –up of Grades, Data and Records

The information and grades of understudies are supported up utilizing the accompanying various back-up instruments: Off-site information back-up situated in University. Ordinary back-ups utilizing a server and outer drive is kept in the vault of University. Back-up at the Head Office through FTP move (The prior back-up instruments are passages from the ICT Disaster Recovery Plan). Utilization of microfiche for putting away and filing of archives

I. Safekeeping of Records

Enrollment staff documents the records inside the file organizer masterminded by understudy number and bolted appropriately. Understudy records and other fundamental records are kept in one room viewed as protected, free from fire, flood and theft. Understudy Jackets of dormant



understudies or the dead records are documented inside the room. Just approved enlistment office work force may enter the records area. Confined zone approach is applied. Quality Records incorporate Student coats and its substance. Authentications and transcripts are disseminated to Registration Office and IT. Dept. The College guarantees that they have clear and straightforward inside procedures for Academic Advising just as Detecting and Supporting Students at Risk and additionally with extraordinary needs.

J. Academic Advising

Scholastic prompting is ordered as employee's necessary counsel hours as a major aspect of his/her outstanding task at hand; be that as it may, an augmentation of such for exhorting reasons for existing is exceptionally suggested particularly during the course choice/enlistment and assessment periods. The Academic counsel will organize any necessary activity with the direction office so as to offer the most proper help to the understudies. What's more, the direction office starts planned exercises for every one of the understudies as a feature of the understudy prompting. Advisees are required to top off the scholastic encouraging arrangement structure to encourage scholarly prompting. Scholastic Advising is accomplished for New Students, Continuing Students and Students with Special Needs. The Admissions Office is the front liner in giving help to the potential understudies of the University. It is the workplace allotted to enable the approaching understudies to pick the program which is fit to them. Upon admissions to the University, the understudies, through the help of the Department Heads of the picked program, are allocated an Academic counselor in his/her picked field of study. If there should be an occurrence of understudies with exceptional needs, admissions to the University is thought appropriately and reasonably. The Admissions Officer confirms the fulfillment of the restorative records. Admissions to the University will be founded on the accessibility of unique gear/offices required by the understudy's sickness. On the off chance that these are not accessible and can't be made accessible because of specific conditions, the understudy is quickly educated before affirmations.

The Academic Adviser is relied upon to deliberate with every one of his/her advisee in any event a few times for every trimester. He/she is required to keep up and update singular organizers for every one of his/her advisee and that all meetings ought to be appropriately reported and kept private. Advisees are required to top off the scholarly encouraging arrangement structure to encourage scholastic exhorting. This prompting task will hold all through the stay of the understudy in the University. For understudies with exceptional needs, ought to be looked for in cutting edge so as to encourage compelling help instruments including yet not constrained to augmentation of assessment hours during assessments and instructional exercises or one-on-one sessions for themes accentuation.

K. Student-At-Risk

The College will guarantee that they execute clear and straightforward interior procedures for taking care of understudies in danger that is reliable with this approach and method. The College will be proactive in recognizing understudies in danger, and are answerable for following

understudy movement and keeping suitable records. The accompanying techniques are utilized to distinguish two sorts of understudy in danger and the particular help components gave by the College: Teachers are assignments to recognize the understudies in danger of scholarly disappointment, seven days after prelim and midterm tests. The school will utilize the accompanying triggers, as a base, to distinguish and characterize understudy in danger of disappointment: disappointment by an understudy to achieve an occasional evaluation of at any rate 50% in a course which the understudies was enlisted; unacceptable understudy participation record. The gathered rundown will be submitted to the Program/Department Head and to the Dean's office. The College Dean just as the Department Head will guarantee that the instructors execute Tutorial Classes to help the in danger understudies. The Department Head will inform the Concerned Academic Adviser to guidance and screen understudies' exhibition during the present term of enlistment. The Academic Adviser makes a referral to Guidance office on the off chance that his advisees need scholastic direction. The Academic counselor is assignments to submit to the Dean's office the understudy in danger checking structure three (3) weeks after the Test-1 test and Test-2 tests. Toward the finish of every trimester, the Registrar will create a reprobate report from Course Information System and will deliver a rundown of understudies who are reprobate. The Registrar will utilize the accompanying triggers, as a base, to recognize and order reprobate understudies. Disappointment by an understudy to effectively finish in any event 50% of the credit units which the understudies was taken a crack at the semester or year simply finished; disappointment by the understudy to accomplish a good aggregate evaluation point normal (CGPA) over a characterized period, indicated by the program; failure of an understudy to finish their honor program inside the most extreme allowed time while conveying a typical understudy load.

The Registration office will advance the rundown of reprobate understudies to the College Deans. The College Dean will give reprobate notice to each understudy incorporated into the rundown and educate their particular Academic Advisers and the Guidance office. Scholarly counsels are required to educate each reprobate understudy about their status and issue the reprobate notice marked by the Dean. Scholastic consultants will talk about to the understudy the most extreme permissible credit units that he/she can select the accompanying trimester and the help components that will be offered to the understudy contingent upon the sort of his/her wrongdoing status. The College will execute administered prompting and the Guidance office advising sessions to help understudies who are distinguished reprobate. Scholastic counsels are required to meet their advisees in any event twice in a trimester through conference sessions. Scholarly counsels are required to keep up a full-record of understudy movement in a type of understudy prompting profile and should record on the exhorting profile whether the understudy reacts to the help component and has gone to the distinguished mediation sessions. Scholarly guides at that point submit understudy in danger observing structure to the Dean's office the understudy in danger checking structure three (3) weeks after the test-1 and test-2 tests and toward the finish of the present trimester. Understudies recorded in the



Delinquent Report for the third time will be asked to indicate great aim for what reason they ought not be barred from their program. Where an understudy has not built up a decent motivation, the Dean, through the Registration Office may: prohibit the understudy from the program, license the understudy to re-join up with the program subject to confinements on units of study. An understudy is qualified for an intrigue before the Academic Council. Quality Records incorporate Consultation Log Form, Academic Folders and Academic Advising Form. These Documents are dispersed to Overall Academic Dean, College Deans, Head of Registration Office, Head of Quality Assurance and Accreditation and Head of Guidance Office

L. Preparation for Induction

The calendar of the Induction Program is multi week before the beginning of the trimester; The Student Affairs Office and the Student Council Organization as a team with the Admissions Office conclude plans for the lead of the Induction Program; The timetable is submitted to the Dean of Student Services for endorsement; The Admissions Office advises every single new understudy about the timetable (day and time) of the Induction Program through messages, SMS, and site posting; The Student Affairs Office gets ready green beans unit that contains understudy handbook, program data, and different structures, for example, application for vehicle sticker and stock structure, send welcomes to senior members and workplaces with subtleties of program.

M. During Induction Program

The enlistment is directed through arrangement of short workshops displayed by the Student Affairs Office as a team with the other key staff of the college. These classes spread course related issues, understudy administrations and techniques. Enlistment is obligatory and understudies who don't go to will be required to meet with the Head of Student Affairs and make course of action for a customized acceptance session. The Dean of Student Services presents general data about the college all in all including college structure, areas of key workplaces; The Deans of every school presents data about scholastic projects and key school exercises; The heads of help workplaces present data explicit to the arrangements and administration that they give to the understudies. The program closes with the voyage through offices. Quality Records incorporate New Student Induction enlistment Form and New understudy Induction participation sheet. These Documents are disseminated to College Deans, Dean of Student Services, Head of Student Affairs and Heads of Offices

IV. CONCLUSION

This Policy Document guarantees security and honesty of understudies' records documented and kept in the Registration Office. The records ought to be overseen in a precise and sensible way as indicated by plans created by the Registration Office that keep up these records. The strategy report and methodology spread the accommodation of records and grades to the Registration Office,

documenting, putting away and protection arrangement of the understudy records, locking of the class records and the discharging of transcript and testaments. The Policy Document perceives the benefit of giving solid and productive help to every one of its understudies, particularly in danger of scholastic disappointment. Additionally, to guarantee that all understudies with unique needs are agreed suitable help and that their admission to the University will be thought appropriately and decently. This strategy archive establishes the framework for the explanation of understudies' instructive, life and profession objectives and the usage of the University's assets to meet their instructive needs and yearnings. This arrangement report and strategies outline the help furnished to understudies and understudies with extraordinary needs as far as scholastic help, learning chances, and advancement. In addition, it diagrams the advantages of early discovery of scholastically in danger understudies which permits auspicious mediation and provisioning of help and guidance. This strategy and methods will guarantee that understudies with exceptional needs are assessed appropriately by assigned University staff before admission to the University. The reason for the approach archive is to depict a program for the acceptance of new understudies and transferee that expose understudy obligations and best practice desires. This procedure is pertinent to every new understudy and transferees of the college independent of their place of habitation and scholarly program.

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