

# College of Arts and sciences



(CAS)

## ANNUAL COLLEGE GENERAL WORKSHOP

Dates	Time	Induction Components	Responsible
20/10/2019	12 – 12.30	Introduction of New and Academic and Administration staff, Organizational Structure	Dean
		Vision and Mission of the University and the College, Committees, Degree Programs, Student Enrollment, Achievements	
	12.30 – 1.30	Quality Accreditation	Dr. Ali Jamal
	1.30 – 2.30	Research management	Dr. Cecile Gabarre
	2.30 – 3	Academic Advising and Follow Up	Ali Al Busaidi
	3 – 3.30	Academic Advising	Advising Officer
21/10/2019	12 - 1	Quality Teaching and Learning Management System (QTLMS)	ADUS
	1 – 2	Academic Policies and Guidelines	
	2 – 3	Graduation Project	Mohammed Al sharawi
22/10/2019	12 – 12.30	Security and Risk Management Concerns	Eng. Nassir Al Kindi
	12.30 – 1	Emergency policies and first aid	
	1 – 2	Effective usage of Library Resources	The Librarian
	2 – 3.30	Work regulations	HR
23/10/2019	12 – 3.30	Effective Usage of EduWave	CIS, R&R
		Effective Usage of Moodle	
		Effective Usage of Turnitin	

Venue: 1. 15 L on Sunday (20/10/2019) 2. Building 25B (21-23/10/2019)

### Administration team:

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|-------------------------------|---|
| 1. Ms Fadhila Al Khyari       | Supervision   |
| 2. Ms. Nawal Mohammed Al Bahr | Room booking and Final report                             |
| 3. Department's Coordinators  | Attendance taking and Survey distribution and collection. |