



CTS College - Student Support Policy

Policy Statement

CTSCBCS shall provide a range of academic and non-academic support services to its students in developing their knowledge, skills, experiences and personal attributes. These services shall include career guidance, learning support, wireless computer facilities, administrative support and opportunities for sports, recreation and leisure.

Scope

This policy applies to all full time and part time students of CTS College of Business and Computer Science Ltd.

Student Orientation

CTSCBCS shall conduct an orientation programme for students at the beginning of each academic year to properly introduce the College and to orient them to tertiary education. Student orientation shall include sensitization to the educational and career opportunities available them, awareness of the College's Health and Safety and various Quality Policies as well as a tour of the premises.

Career Guidance

During the orientation programme, students shall receive guidance on jobs opportunities from professional career advisors, feedback on employers' expectations, prospects in different fields of study and overall support in the process of career choice and management. Subsequent to orientation, students shall continue to be well prepared their future careers and equipped to meet the needs of employers, whether local, regional or international.

Tutorials and learning support

The College shall provide workshops, project-based learning opportunities, use of audio-visual equipment, tutorials, one-to-one sessions and extra help to students as needed. Materials shall also be made available in alternative format for students who require this facility. Moreover,



CTSCBCS shall also offer a free re-sit policy for students, subject to availability of classroom space.

Library and learning resources

CTSCBCS shall provide a library of academic books, magazines, newspapers, periodicals and journal for student learning and research. The Internet is a learning resource comparable to books, journals, CD-Roms, and videos. Internet access shall therefore be provided to help meet the educational and personal information needs of the college community. It is expected that many students will spend much of their working time in the Library or using our online resources.

Use of wireless computer facilities

In addition to the learning resources described above, CTSCBCS shall provide educational opportunities using advanced computer facilities and wireless networks that facilitate convenience and remote access to students as needed. Computer networks shall be linked to a range of software, communications and print services.

Religion or Belief

CTSCBCS shall celebrate and value the diversity of its students and shall aim to create an environment where the cultural, religious and non-religious or similar philosophical beliefs of all are respected. CTSCBCS shall strive to create a positive environment through education, raise the awareness of cultures and religion or similar philosophical beliefs and shall actively promote tolerance within the College. Where possible, appropriate services shall be provided to meet the cultural and religious needs of students.

Sick Bay Services

The College shall provide a sick bay for students to temporarily recover from illness, stress, exhaustion, fatigue or any other similar problems. This is particularly useful for sudden short term problems but shall not be a substitute for hospital care. As a result, appropriate arrangements shall be made to take students to the nearest hospital or medical centre for problems of a more serious or permanent nature.

Sports, recreation and leisure

In line with the motto of CTSCBCS, “where education is beyond the academics”, the College shall provide opportunities for sports, recreation and leisure which will facilitate well rounded, balanced and well-



developed students. Sports and family days, planned excursions, hikes and leisure activities shall be integrated into academia for all students.

Copying and printing services

CTSCBCS shall provide copying, printing, binding and reprographic services to students requiring these facilities. Students shall complete and submit a requisition form for any of these services two days in advance to administration. The cost of these services is generally nominal to students. Students requiring very large printing jobs however, shall be redirected to an external vendor.

Administrative support

A range of administrative support services shall be offered to all students of the College including registration, assistance with application forms and enrollment procedures as well as the processing of fees and transferable payments.

Version Control

Version	Author	Date	Changes
1.0	Ravi Johnson	n/a	n/a
2.0	Ravi Johnson	March 2019	Addition of Scope

Approval Signature

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Date