

Student Engagement Handbook



كلية ولجات للعلوم التطبيقية WALJAT COLLEGE OF APPLIED SCIENCES

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1. Waljat College of Applied Sciences

Walgat College of Applied Sciences (WCAS) was founded by H.E. Dr. Omar Bin Abdul Muniem Al Zawawi in 2001 with an aim to promote high international quality education in Oman that prepares students for modern, high quality jobs. WCAS has an academic partnership with Birla Institute of Technology (BIT), India.

Vision

- ❖ *To attain academic excellence and be a preferred choice of students aspiring for quality learning experience*

Mission

- ❖ *Contribute significantly through academic and allied engagements for developing knowledgeable and socially responsible persons*

Values

- ❖ *Wisdom*
- ❖ *Commitment*
- ❖ *Achievement*
- ❖ *Services*

Defining Principles

- ❖ *Excellence*
- ❖ *Integrity*
- ❖ *Innovation*
- ❖ *Equality*
- ❖ *Teamwork*

2. Important Contacts

Offices	Telephone	Email
Reception	109, 212	
Dean's Office	101	dean@waljat.net
PA to Dean	366	dean@waljat.net
Administration and Human Resource	102	admin@waljat.net
Finance	104	accounts@waljat.net
Admission and Registration	134	headregn@waljat.net
Student Affairs Department	381	ismaeel@waljat.net
Examination Department	206	bitexam@waljat.net
Head- Department of Management	236	hodmgt@waljat.net
Head – Department of Computer Science & Engineering	208	hodcse@waljat.net
Head – Department of Biotechnology	251	hodbiotech@waljat.net
Head – Department of Electronics & Communication Engineering	224	hodece@waljat.net
Head – Department of English	228	hodenglish@waljat.net
Head - Department of Mathematics	238	hodmath@waljat.net
Head – Department of Electrical Engineering	106	hodeee@waljat.net
Head – Department of Mechanical Engineering	347	hodmech@waljat.net
Library	202	headlrc@waljat.net
IT- Support	114	itadmin@waljat.net

3. Dean's Message



Dear Students,

My heartiest welcome, to all at Waljat College of Applied Sciences (Birla Institute of Technology International Center Muscat, OMAN) a great sojourn of learning. Today, the world is known as a global village with new and emerging technologies, skills and avenues.

It has been a long journey of fourteen years, since then WCAS has been nurturing its students not only through its internationally recognized course curriculum but also through its value system based on Wisdom, Commitment, Achievement and Services. As our aim is to develop well balanced graduates who can contribute not only to the progress of the country but to the society as well, which is evident with WCAS as a “Number One Brand” in the survey conducted in 2014 by SIMPA, an independent market survey agency in Oman.

All basic elements of college: facilities, alumni, students' community, corporate networks, research, consultancy and international affairs make us proud to be one of the leading colleges in Oman.

The Students Engagement Handbook is given to the students to enlighten them regarding various activities. The hand book gives an overview of the students' community service, training and placement, counseling, facilities like (clinic, hostel, canteen and transport), students' activities (like clubs, sports, and rovers) and students' alumni. The students can get an idea of what kind of activities and facilities are available for them in our college. They are encouraged to participate in as many activities and take advantage of all the facilities of the college.

I am delighted to invite you and other stakeholders, once again, to participate and be a part of the WCAS at different levels and feel the resonance.

Prof. Dr. S L Gupta
Dean

4. Introduction to Student Engagement Handbook

Student engagement has been accepted worldwide as a key factor for a fruitful and enriching university experience with a plethora of facets. Student engagement can be explained as a mutually constructive association between the Institutes, various universities, staff, students and community individuals that eases student learning process by undertaking effective participation in various activities. Student engagement encourages students to make a valuable contribution to their acquired knowledge and education and make a difference to their community by imbibing lifelong skills, values and understanding.

Student engagement is the concept that supports the association between students' learning outcomes and the quality and degree of their participation in activities developing their emotional, psychological, and physical capabilities.

Waljat College of Applied Sciences focuses on Holistic development of students and aims to improve the student engagement and graduate quality.

Student Engagement Handbook gives brief description of the activities that help the effective student's engagement. This Handbook provides a brief overview under two sections, viz.,

- ❖ **Section- I : Students Activities**
- ❖ **Section-II : Facilities**

Section- 1
Student Activities

5. Section- I Students Activities

Different clubs engage the students in various activities which bring out the creative talent in the students. Students are encouraged to empathize and help the community through Community Services of the College.

Training and Placement Cell and Career Counseling facilitate students to plan their career and assist them in training and placement.

The Alumni network encourages the students to interact with successful alumni and contribute in the overall development of the institution.

- ❖ Community Services
- ❖ Students Activities (Clubs)
- ❖ Sports (Indoor and Outdoor)
- ❖ Training and Placement
- ❖ Counseling (Career and Psychological)
- ❖ Rovers
- ❖ Facilities (Clinic, Hostel, Canteen and Transport)
- ❖ Student Alumni

5.1 Community Services

Only a life lived for others, is a life worthwhile. -- Albert Einstein

Functions/Purpose:

Community service committee aims to reach out to the community with services in the area of health, safety, environment, education, women and children issues besides awareness campaigns in field of general concern. The committee also aims to create awareness amongst the students about their responsibilities towards society and active participation in social activities and services. The committee encourages the college students to help their community in numerous ways, from tutoring and guiding children in rural areas, raising funds for precious causes, organizing blood donation camps, visits to hospitals to care for needy patients, old age home and orphanages to share concern and warmth, tree plantations and cleaning initiatives, etc.

The committee plans, organizes and coordinates various activities related to community Service. The purpose of the committee is to build productive relationship with community.

Activities:

- Blood Donation
- Orphanage Visits
- Paper recycling-Environment protection awareness.
- Hospital Visits
- Beach Cleanup Program
- Environment Day/Green Day Celebrations etc



Students participated in 12th Annual Walkathon organized by Oman Cancer Association



Students Visit SQU Hospital and distribute gifts to the sick children

5.2 STUDENTS' ACTIVITIES CLUBS

Functions/Purpose:

Activities through many clubs add value to the college's academic curriculum and elevate the student's educational experience. Student activities clubs positively affects the learning outcomes and quality of knowledge acquired by them. Extracurricular activities offers a platform to become involved and also it provides an opportunity for networking with various other students from different departments, thus leading to an overall development and holistic learning of an individual. These clubs shape up the overall personality of a student. By working together with

other individuals, students acquire strong skills to overcome their apprehensions and negotiate, communicate, manage difference of opinions and lead others with compatibility among all the team members. Participating beyond the classroom activities with diverse groups of individuals inculcates within students a strong spirit of enthusiasm, self-confidence, autonomy, innovation and an overall essence of teamwork among students. Students also develop important skills pertaining to their career path and imperative for a bright future and job success.

Students' Clubs are managed by the student's representative under the guidance of Faculty-Coordinator. These representatives are the members of student's council which is selected by the students in the students-council elections every year.

Clubs @ Waljat:

WCAS has the following clubs at present:

- 1. Adventure Club:** Adventure club was established in the College to encourage the habits of active living, fitness and participation in different adventure related activities and make students ready to take on greater challenges in the life. Apart from training schedules, the club is active in the eco-friendly and safe adventure activities, and many trekking path cleanup programs are organized every year.
- 2. Cultural Club:** The club encourages students in bringing out their creativity, teamwork, and organizing qualities in many cultural activities during Open Day, Mother's Day, Traditional Day and National day organized each year. The club organizes events to showcase and promote culture and traditions of various countries like Oman, India, Palestine, Sudan, Iraq etc. in our college.



- 3. English Club:** The Club plays an important role in encouraging, enhancing and honing the English Language skills of the students thus inculcating self -confidence, leadership qualities and team spirit among them; through various activities throughout the year.

4. **Entrepreneurship Club:** Entrepreneurship club of the college is an organised and systematic development programme designed to help students to motivate them for an entrepreneurial career. “Entrepreneurship Club” at WCAS would provide a learning platform to the young students to develop necessary skills to become a successful entrepreneur.
5. **Environment Club:** The goal of the Environment club is to create awareness about the conservation of the Environment through various activities like plantation, paper recycling campaign, Earth Hour, World Environment Day, Ozone Day, etc.



- 6. Fine Arts & Activity Club:** Fine arts & activity club provides a platform for the students to showcase their inherent talent by holding various competitions such as Henna competition, Card making contest, Rangoli competition, Painting, etc.

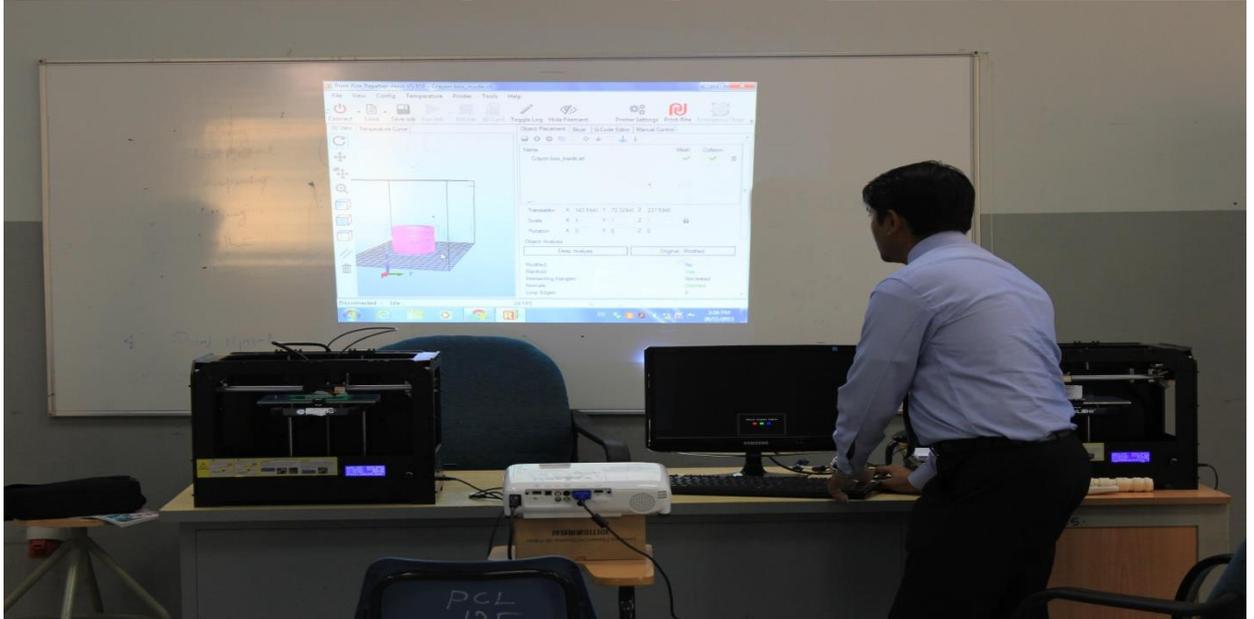


7. Health & Safety Club: Health and safety club conduct awareness programs about importance of Healthy lifestyle leading to Good Health and Well Being of students, faculty and staff.



- 8. Media & Publication Club:** Media & Publication club was established with the aim to publish the important college events; and to share knowledge and experience with others.
- 9. Music Club:** The Music club organizes various programs like singing competition, band performances, talent hunt, Antakshari, musical get-together, etc., from time to time for students and staff members.

10. Photographic Club: The Photographic Club has been formed by the college to encourage the inherent talents of students. It is also a platform to learn new skills and techniques in Photography. The club's lens captures almost all the special moments in the college. The activities and the events in college are photographed by the club. Apart from this, the club organizes different Photographic events.



11. Social Club: The Social Club of WCAS has a mandate to bring together the students and staff members of different Nationality, Culture, and Ethnicity by organizing various social activities like picnic, sightseeing, and parties etc., on different occasions throughout the year. Social club also helps to provide a platform for our students to bridge the gap between staff and students and academic and general staff.



12. Tech club: The Tech-Club promotes Electronics, Computers and Information Technology through various games, and quizzes. It was established keeping in mind the rapidly expanding nature of these technologies. The club involves all the students irrespective of their branch of study.

“The club activities improve creativity, leadership qualities, soft skills, managerial skills, spirit of adventure in students and helps in overall holistic development in them.”

Dr. Srilekha Goveas-Coordinator Cultural Club



13. Sports Club: The sports club is involved in organizing tournaments of cricket, football, badminton, volleyball, table tennis, carom board, etc., at different levels for staff & students.

Functions/Purpose:

Participation in sports has several positive effects in addition to the increased physical and mental health and cognitive benefits. Sports helps individuals managing anxiety and depression which is very common in youngsters, it also helps in improving self-esteem and a healthy competitive spirit. To inculcate the culture of competitive growth and better health WCAS has an exclusive sports club. The Sports Club organizes various sports activities both within the college as well as Inter-College activities. These kinds of competitions boost the comradeship amongst the students within the college as well as with the students of other participating colleges. WCAS has facilities for indoor as well as sports.

Activities:

- Organize matches and training sessions for students of the college each semester.
- Organize tournaments for Indoor sports events.
- Organize intercollegiate tournaments.



5.3 Training and placement

Functions/Purpose:

WCAS recognizes that practical training in external companies and organizations help in reducing the gap between theory and practice. WCAS strives to provide assistance to all students with training and placement activities to enhance their knowledge and skills and to give them an exposure to the real world. Training and placement Dept. at WCAS partners with recruiters to meet their needs suitably .This is done by way of organizing a career fair annually and conducting pre-placement talk at college.

Activities:

Training:

- WCAS makes all efforts to provide training opportunities to all students who are required to undergo training as part of their curriculum by sending them to different organizations.
- Training programs are normally conducted during semester break.
- Training Letter - Non -Graduating Students" - This letter is to be issued to those students who are pursuing their course and have yet not given their final semester Examination.
- Training Letter - Graduating Students" - This letter is to be issued to those students who have given their final semester exams, irrespective whether they have got their mark sheets, but have not been awarded their Degree / Diploma certificate
No letter to be issued to the students wishing to do part - time internship / training in the evening during the semesters & also those who have got their Degree / Diploma certificate.
- Students are required to provide their latest Registration Form / mark sheet (For final year students) for getting the internship letter.

Placement:

Students who wish to have placements shall be provided opportunities to interact with the organizations during career fair that are scheduled annually normally in the month of April. Job

opportunities/Advertisements shall be uploaded on WCAS T&P ERP of those organizations who expresses their requirement to recruit students.

Students are required to check ERP T&P website for any job/training openings and apply for the same if they meet the requirement and find themselves eligible.

Outcome of all such applications have to be reported to the placement cell. The placement cell shall not be responsible for any lapses on the part of the student.

Rules:

Training:

WCAS, however, would not facilitate training under following conditions

- If the training might affect the ongoing examination and or classes.
- If the training is for commercial purpose or promotion of products
- If the training is not in accordance with the law of the land.

WCAS shall guide students to obtain training in their area of their study however; the college shall not be responsible for any incident / accident related with and during the duration of training of the student. Students are required to follow the rules and safety regulations of the organization in which they are undergoing training.

Placement:

Students who are at the stage of course completion and who meet the norms laid down by WCAS are eligible to avail the assistance of training and placement department.

When a job offer is declined by the student thereby negating the efforts of the Placement Department, they shall not be granted any further placement assistance.

Placements may take place at any organization pertaining to approval by WCAS at any location across the country as well as overseas locations.

WCAS does not offer placements to those students who wish to design their own tasks or projects or who wish to be an entrepreneur or desirous of joining their family business.

In case of any problems arising from a student's behavior during placement activities, it should be discussed in the first instance with the student counselor. If not resolved the matter is to be

discussed with the Placement cell and if still the matter is not resolved it will be discussed with the Dean and the outcome would be final and binding.



5.4 Career Counseling

The Career Services intended to assist individuals, of any age and at any point throughout their lives, to make educational, training and occupational choices and to manage their careers.” WATTS, A. Ronald. Sultana, G. (2004 P.107)

Functions/Purpose:

Waljat College of Applied Science strongly believes that the youth of today are the nation builders of tomorrow. Therefore the College is keen in providing the right career advice to ensure its graduates are well prepared for the labor market. *Career Counseling* is a process that

will help you to understand and enhance yourself and the various dimensions of work and responsibility, in order to make suitable career, educational, and life decisions.

Activities:

- Career Guidance Interview
- CV writing
- Interview Tips
- Work Ethic
- Job search techniques
- Common interview questions and how to answer them.

5.5 Psychological counseling

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

— **Benjamin Franklin**

WCAS has a student counselor who provides psychological counseling to the students to help students cope with the challenges of student life. Counseling is provided to **ensure** students have a stress free environment, which is vital in enhancing the emotional and mental strength of the student. The counselor supports as well as guides the students and helps them in making decisions in personal and social matters. Students of different nationalities and beliefs are part of college. The psychological counselor handles the issues related to differences between students of different beliefs and ideologies.

Activities

- Psychological counseling
- Advice on general welfare issues
- Advice on how to tackle any problems in concentrating in studies
- Advice for students with any disabilities or similar issues
- Advice for students with personal problems
- Advice for international students



Dr. Ismaeel Baqi, students affairs manager, giving an informative talk to young students on Positive Thinking

5.6 Rovers

Purpose:

The Rover is considered as the last stage of the Scout. It is preceded by three basic stages which are a Cubs Scouting, Boys Scouting and advanced Scouting. The Rover stage is for youth in the strongest periods in which the young people accept responsibility and start the process of practical life. The Rovers Clan of Waljat College of Applied Sciences is considered as one of the distinct clans in Oman where it was officially launched in 2013 to be one of the most prominent clans in the Sultanate. There is a Rovers' educational curriculum which they follow in their life once they join the clan. It includes eight areas (religious education, cultural education, social education, health education, sport education, developing and serving community, arts and skills and traditions of scouting).

Functions:

Rovers prepare young people to form their personality educationally and aim to:

- Adhere to the true religion.
- Community Service.
- Teach them the promise and the values of the Scout Law.
- Maintain their health and prepare them physically.
- Self-develop and refinement of life skills.
- Achieve the spirit of belonging to the community by comprehending the needs and meet them.
- Satisfy the psychological, social and cultural needs of the students.

- Develop students' knowledge, expand their thinking and increase their culture and information.

Activities:

- Training and Leadership programs
- Camping
- Adventures
- Hiking
- Participating with other Rovers in camps
- Organizing the event in the college and maintain discipline



5.7 Alumni

Functions/Purpose:

One of the goals of WCAS in its Strategic plan is to engage effectively with its Alumni. WCAS offers opportunity to make career contacts and network with alumni of the institution through social, professional and educational programs /events organized in the college.

Activities:

- Encourage alumni to register themselves in alumni portal
- Conduct Alumni meet once in a year.
- Invite illustrious alumni for alumni talk.
- Encourage alumni to share their experiences through e-newsletter.
- Motivate alumni to participate in surveys and provide feedback on college programs and activities.

Views from our prestigious alumni



"WCAS has been an excellent institution, both in terms of its course structuring and curriculum offering, as well as for being a launching pad for a bright career. The tie up with BIT Ranchi adds to the prestige of the brand name. The college has built up its reputation from its humble beginnings back in 2001 to a full scale campus and I am confident it will grow to even greater heights in the coming years."

Bishen Singh Bhalla –Consultant, KPMG



“During my studies, I really enjoyed and gained good experience which I had never expected. WCAS is a good platform for the local students to get knowledge and to develop their overall personality”.

Raya Rashid Al Habsi-Professional sailor Oman sail



Section- II

Facilities

6. Section- II Facilities

6.1 Clinic

Function/purpose:

Clinic facility is available in college to ensure a safe and sound environment for the students and faculty members. The college has a well- equipped medical unit managed by a Medical Center with the assistance of a full- time nurse for emergencies and unforeseen circumstances.

Activities:

- First aid treatment.
- Emergency treatment
- Medical advice
- Medical counseling



6.2 Student Center

WCAS has a dedicated student center for student's activities. It is managed by the student's affairs manager, whose office is also in the same building. Students can practice in student's center for different cultural events. Musical instruments like drums table etc are available for

students. Indoor sports facilities like Table Tennis, Carom, Chess etc., are also available for students.

6.3 Students Hostel

Waljat College provides an off campus hostel which is situated approximately at 15 minutes' distance from the College. Separate male and female Hostels are provided, which are monitored and regulated under the guidance of the Students Affairs Department. Hostel facilities are provided for the students who live far away from Muscat. The purpose is to create a home far away from home. Utmost care is taken to ensure safety, security and hygiene for the students in the hostel. WCAS has separate Boys and Girls Hostel. Transport is provided to the boarders from hostel to college and back to the hostel.

Activities:

- New students are oriented and familiarized at the beginning of each semester regarding the facilities and its rules and regulations
- Regular follow-up is done regarding the maintenance of all the essential services and facilities in the hostel
- Benefits of medical, social and psychological care are provided for students living in the hostel.
- Recreational programs and sports activities are ensured to keep the students active
- An outing on a weekly basis is carried out to ensure students can buy their basic necessities and are kept comfortable

Rules:

- Respect the supervisors at all times
- The Interchanging of rooms are forbidden without the prior consent of the supervisor
- Decent and appropriate dressing is required at all times
- Loud noises and shouting are prohibited so as to not distract the other students
- Shouting and talking through the windows is not allowed in the hostel premises
- Rooms and hostel areas must be kept clean and systematic
- Cooking is not permitted in the rooms

- Any student availing the facilities of the kitchen, must keep the surroundings clean to ensure suitable use by other students
- The time limit for delivery of food from restaurants is upto a time limit of 10 pm. However, the delivery of food must be carried out in the presence of the supervisor.
- Smoking is strictly prohibited
- No friends or relatives are permitted inside the hostel without prior intimation to the hostel supervisor.
- Visitors are required to leave the hostel by 08:00 pm.
- A strict disciplinary action will be taken against students causing any damage to the hostel properties or assets.



6.4 Cafeteria

Functions:

The college has a well designed and a spacious cafeteria providing food service to its students as well as staff. The catering services in the cafeteria are outsourced to a well-known restaurant. It's a favorite place of students where they can meet up and communicate during free hours in the

college. The cafeteria provides instant access to snacks and soft drinks in the college. Wi-Fi Services in cafeteria makes it easy for the students to access internet to get the required information and remain connected with the rest of the world. The cafeteria is open from morning till late evening for the benefit of both the full time and part time students and faculties. There is a separate eating area for the boys, girls and for the staff as per the ministry requirement.

Activities:

- The cafeteria provides main course meals in addition to snacks at nominal prices
- The canteen adheres to stringent health and quality measures, including the quality of food, price and cleanliness of the place which are monitored on a regular basis



6.5 Transport to Staff & Students

Functions/purpose:

Transport services are provided to the faculty & staff from their place of residence to the College. The residents of hostel are provided the transport facility from hostel to college and back to the college. Hostel has transport for the students for weekend outings and shopping for essentials. There are a few private transporters who ferry the students from their residence to college and back to their respective places.

7. Important Forms of Student Affairs



Waljat College of Applied Sciences
(In academic partnership with BIT)



Form No: SA-01 **Hostel Application Form**

Student Information

Date: _____

Name: _____

Roll No: _____ National ID/Residence Card No. _____

Nationality: _____ Gender: Male Female

Program: _____ Semester _____

Phone No: _____ Mobile No. _____

Parent/Guardian Emergency Contact Information

Full Name: _____

Profession/Occupation: _____

Place of Work: _____ Relationship: _____

Phone No: _____ Mobile No. _____

Permanent Address: _____

Do you have any special needs the college should be aware of?

Do you have any specific medical conditions the college should be aware of?

Student Declaration:

I have read and understood the rules and regulations of the hostel and undertake to abide by them. I am aware that failing to follow these rules and regulations could lead to disciplinary action being taken or dismissal from the hostel.

Student Signature: _____

Date: _____

To be filled by the Parent/Guardian

The safety and security of your son/daughter whilst under our care in the hostel is of utmost importance to us. To ensure that students residing in the hostel are properly supervised at all times, we request you kindly provide details of all persons with whom you are granting permission to accompany you son/daughter to or from the hostels or with whom they may be granted leave in case of emergency.

Name	ID No.	Tel No.	Relationship	Signature <i>Must be identical to ID Card)</i>
For Driver to/From Hostel:				

*Note: *** for each person above, please provide their signatures and a copy of their ID Card*

If a parent/guardian wishes to appoint an alternative guardian to communicate to the college on all matters concerning their son/daughter, they are requested to provide a letter of Appointment. The letter should include the Full Name and ID No. of the Parent/Guardian, Full Name and ID No. of the person being appointed, a copy of the ID Cards of parents/guardian as well as the person being appointed. In the case of the parent/guardian is deceased, the appointed guardian is to provide a copy of the death certificate.

Parent/Guardian Declaration

I verify that all the information provided is correct and I will inform the college of any changes to any information as soon as possible.

I agree to pay all required hostel fees on time, otherwise I may be subject to a late payment fee or my son/daughter may face dismissal from the hostel.

Parent/Guardian Name: _____ **Signature:** _____ **Date:** _____

<u>For College Use Only</u>	
For Finance Department	Student Affair Manager
Name: _____	Name: _____
Signature _____	Signature _____
Date: _____	Date: _____



Form No: SA-05

Weekly visit Check list and Report by Hostel Investigators

Date of Visit _____ Hostel No: _____

Visit. No: _____

Sr No	Check List	Findings
1	Students as per actual Registered No. _____	Actual Students in hostel: _____ Different in No of the students : _____ Surplus: _____ or Shortage: _____
2	Supervisor answer for the difference students No if any?	Answer: _____ _____ _____ _____
3	Complaints from the students? If any, please collect the grievance	Any challenges with the following: Hostel: _____ Supervisor: _____ Maintenance: _____

	form signed by the students.	Bus:____ Hostel roommate: ____ Risks: ____ Cleanness: ____ Others (specify): _____
--	------------------------------	---

Supervisors

4	Any complaints from the supervisors regard to : If any, please collect the grievance letter signed by the supervisor.	Hostel: ____ Students: ____ Maintenance: ____ Risks: ____ Cleanness: ____ Facilities: ____ Others (specify): _____
---	--	--

5	Any student left the hostel with /without permission during the week?	No: _____ Yes: _____ If Yes: Students Number & Name *Please provide the students leave permission form.
---	---	---

6	Any serious matter needs to be identified to the College?	Yes: ____ please specify: _____ No: _____
---	---	--

Supervisor name:	Signature:
Supervisor name:	Signature:
Visitor name:	Signature:



Waljat College of Applied Sciences
(In academic partnership with BIT)



Form No: SA-02
Hostel Withdrawal Form

Student Name	
Roll No.	
Hostel Location	
Room No./Bed No.	
Date of joining the hostel	
Date of leaving the hostel	
Reason for leaving	
Hostel Supervisor's Signature	
Parent/Guardian Signature	
Comments	
Student's Signature	

Finance Department

Signature

Student Affairs Manager

Signature



Waljat College of Applied Sciences
(In academic partnership with BIT)



إستمارة إنسحاب من السكن

	اسم الطالب / الطالبة
	الرقم الجامعي
	موقع السكن
	رقم الغرفة + رقم السرير
	تاريخ الانضمام للسكن
	تاريخ الانسحاب
	سبب الانسحاب
	توقيع مشرفة السكن
	حضور وتوقيع ولي الأمر
	ملاحظات
	توقيع الطالب / الطالبة

توقيع المدير المالي

توقيع مديرة شؤون الطلبة



Waljat College of Applied Sciences
(In academic partnership with BIT)



FORM NO: SA-10

PSYCHOLOGICAL COUNSELING SERVICES FORM

Student Name : _____

Roll Number : _____ **Date:** _____

Type of Counseling : **Individual** **Group**

Case Summary

Follow-up

Action Taken

Student's Signature : _____

Counselor's Signature: _____ **Date:** _____



Waljat College of Applied Sciences
(In academic partnership with BIT)



Form No: SA-09

COUNSELING SCHEDULE FORM

NAME :	ROLL NO :
DEPT :	SECTION :
TEL NO :	SEMESTER :

DATE	TIME	SIGNATURE



Waljat College of Applied Sciences
(In academic partnership with BIT)



FORM NO: SA-13

STUDENT GRIEVANCE FORM

Name :

Roll Number :

Course:

Section:

Semester/Year:

Complaint :

Student's Signature: _____

Date: _____

Student Affairs Follow-Up

Counselor's Signature: _____

Date: _____

1) Enquiry Committee

Required

Not Required

2) Remarks:

Student Affairs Manager: _____

Date: _____



Waljat College of Applied Sciences
 (In academic partnership with BIT)



Form No: SA-12
OPEN DAY PROPOSAL FORM

Event Name:	_____
Club:	_____
Event Coordinator:	_____
Date/Time:	_____
Location:	_____

REQUIREMENTS <i>(please provide complete list, including gift items)</i>			
ITEM	Quantity	ITEM	Quantity

PROPOSED BUDGET	

Coordinator in Charge Name: _____ Signature _____



Waljat College of Applied Sciences
(In academic partnership with BIT)



FORM NO: SA-04

HOSTEL SERVICES REQUEST FORM

Student Name : _____

Roll Number : _____

Hostel : **Girls Hostel** **Boys Hostel**

Floor No

Flat/Room No : _____

Date of Complaint : _____

Student's Signature : _____

Hostel Supervisor Signature: _____

Request/Complaint: -----

Action Taken: _____

Completed: Yes **No** **Completion Date:** _____

If No, Reason: _____

Follow-up action required _____

Supervisor Signature: _____

Student Affairs Dept: _____ **Date:** _____



Waljat College of Applied Sciences
(In academic partnership with BIT)



Form No: SA-07
Name of authorized individuals form

I _____ guardian of the student: _____

Roll number: _____ I have no objection for her to go out of the hostel from 8.30 am to 11.00 pm with the following authorized individual names:

No	Full name	relationship	Mobile number	Citizen ID number
1.				
2.				
3.				
4.				
5.				

I _____ pledge and take the full responsibility for allowing the student to go out of the hostel with the authorized individual names mentioned above.

Note: If there are first-degree relatives (brother / sister / uncle / aunt) you do not want the student to go out of the hostel with please mention their names below:

- 1.
- 2.
- 3.
- 4.

*** Please attach a copy of the citizen ID card for the selected authorized individuals.**