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**Table: Departmental Staff Induction Handbook**

**Higher College of Technology**

**Business Studies Department**

**Academic Year, 2015-2016**

**DEPARTMENTAL STAFF INDUCTION HANDBOOK**

**ACADEMIC YEAR, 2015-2016**
Dear Colleague,

Welcome to Business Studies Department. This handbook is prepared to orient a new member of the staff to familiarize himself/herself to the Departmental systems, policies and procedures or to the environment, in general.

This will also provide you with the basic information that will guide you while working with us here in Business Studies Department, Higher College of Technology. In case you need any additional information or you have any queries, do not hesitate to contact anyone of us from the Departmental Council or any of the senior staffs.

Wishing you all the best and looking forward for a harmonious company with us.

DEPARTMENTAL COUNCIL
I.

DEPARTMENTAL PROFILE
The Business Studies Department caters for the new applied degree program which are designed to meet the need of the Omani market at first and the GCC regions at second; this will open doors to even greater learning and career opportunities for the secondary graduates. This new applied degree offers the best of both theoretical education and practical experience which make it unique and distinct from any other programs in Oman.

Study of Business is interdisciplinary drawing on diverse bases of knowledge like Languages, Mathematics, Statistics, Economics, Law, Psychology, Sociology, Information Technology, etc. This makes studying business both interesting and challenging. It is expected that a student of business be disciplined, organized, hardworking, creative, cooperative and open-minded to learn from and deal with others. The progression of the study is from Certificate level to the Bachelor Degree which is highly competitive and dependent on achieving the required GPA level; thus, students are encouraged to study hard for their success.

The Business Studies Department provides an individualized educational experience to develop the business skills and appreciation for continuous learning necessary to succeed in a dynamic global economy. Our high quality programs develop ethical, knowledgeable, and technologically competent business professionals. We strive to do this to further the Higher College of Technology mission of fostering a small-departmental environment but with large opportunities.
It is important to be familiar with the Department. The orientation will cover the following:

1. **Tour within the Departmental premises**

2. **Meeting with the other staff members**

3. **Provision of the following:**
   - Workstation within the staff room
   - Initial office supplies
   - Copy of the College by-laws
   - Copy of this staff handbook
   - Copy of the student’s handbook
   - Copy of the Course outcomes for courses being delivered by the Department
   - Accessibility to the facilities, as he/she may require
IB. HCT ORGANIZATIONAL STRUCTURE
The Head of the Department has the ultimate responsibility for the administration of the Department. The HoD has delegated executive responsibility to the Section Heads, all Lecturers and Staff to report directly to him/her. All important information and communication takes place through e-mails, memos and meetings.
Goal:
The goal of the department is to provide high quality applied and professional business education in order to produce competent, resourceful, and ethical Omani business graduates in different business disciplines including professional qualification in Accounting.

Objectives:

- To produce graduates who are well equipped with the basic skills in functional areas of business.

- To produce graduates who are well equipped with analytical skills.

- To produce graduates who are competent in applying business concepts and theories in real workplace of business.

- To offer a curriculum designed to take into account modern thinking in business, thus insuring relevance to current world of business practices.

- To develop student’s communication skills.

- To enable the students to work individually and in a team.

- To provide the students with the computing facilities to enhance their capabilities in using information technologies.

- To foster hands-on experience through assignments that use advance educational technologies and software such as the Internet.

- To enable the students to utilize the available information resources.

- To enable students to work with highest codes of ethics
It is expected that the graduate will be able to:

- Use appropriate problem-solving models in design of products, the provision of services, the development of system, and the utilization of ideas.

- Analyze and use appropriate problem-solving strategies and critical thinking when resolving problems in a variety of contents.

- Identify and apply appropriate knowledge, skills and attitudes when making choices and defending decisions.

- Use appropriate criteria and standards to assess and evaluate products, services, systems and ideas.

- Use effective communication skills when gathering and sharing information independently and in groups

- Select appropriate information gathering and communication tools when solving problems related to applied skill areas.

- Use appropriate multimedia and information technology in presentations

- Use appropriate technology in a variety of applied contexts

- Maintain an orderly and safe environment when engaged in a variety of activities

- Demonstrate an ability to assess the impact that acquiring applied skills can have on personal and career choice

- Demonstrate a positive attitude toward life-long health and well-being
II.

RULES & REGULATIONS
The lecturer is expected to observe and apply the following rules and regulations so that a student should strictly adhere to them:

IIA. General:
- All students should be punctual to their classes and be present well in time.
- Students should be very attentive and should not cause any disturbance in the class.
- Students should be co-operative with the teachers in all their academic matters.
- Late coming to classes is not allowed.
- Students should be courteous and should maintain discipline, decency and decorum, in and outside the college campus.
- Men students should wear white Dishdasha, cap and a head-dress (Al-Musar).
- Women students should remove their veil (Borqaa) inside the campus. Those students, who do not unveil will be treated as absent.
- Students, who are absent due to illness, should submit medical certificate from duly qualified medical practitioner.
- No student should be absent from quiz. Normally there is no re-sit for quizzes.
- All students should close their GSMs during the class hours.
- Smoking is strictly prohibited in the college campus.

For Staff Attendance
- At least 35 hours a week
- 7 hours a day from Sunday to Thursday.

Sign in and out in the attendance record at the HoS/HoD’s office.

Student Advising
- Every lecturer will be assigned to at least 30 advisees by the HoD.
- The academic advisor will guide the students during their stay in the college.
ETC/Administration Departments are in-charge of providing the following:

- Access Account
- HCT E-mail Account
- Keys
- Access Cards

**Course Coordination**

- HoS assigns coordinator for each course depending on the lecturer’s preference, experience, and specializations.
- The course coordinators and lecturers meet regularly to check the progress of delivery & assessment plans. HoD & HoS are to be informed about the decisions.

**Preparation of Course Files**

- Teacher’s Timetable (Load)
- Course Syllabus and Delivery Timetable
- Delivery Plan
- Class List/Attendance
- Marks Record
- Assessment File (Assignments, Quizzes, and Exams)
- Course Materials
- Course Assessment Checklist
- Students Sick Leaves / Other Excuses
- Notes/Feedback

**IIB. Teaching Methods:**

A wide variety of teaching methods will be used to make the teaching-learning process interesting and informative. These include:

- Class room lecture
- Discussion
- Question-answer session
- Seminar/Symposium
- Brainstorming session
- Data show and
• E-teaching

The lecturer is expected to prepare the course files containing the delivery plans, delivery timetable, matrix of course delivery against outcomes, course materials and all records required. This must be ready before classes starts and a copy be furnished to the Section Head.

New methods/techniques will be introduced as and when necessary to keep pace with the international developments. Tools such as Black board, White board, OHP, Computer and Internet will be used for teaching.

IIC. Assessment System:
The total marks allocated for each course is 100. Out of this, End Semester (Final Examination) exams are allocated 50 Marks and the rest 50 marks are left for internal assessment. Assessment of a student is a continuous process. It will be a combination of many internationally accepted techniques such as:

- Quizzes
- Homework
- Assignments
- Individual and group projects
- Mid-term examination and
- Final examination

For each course there is a course coordinator. It is the responsibility of each course coordinator to make sure that the handouts of the concerned course are updated and confirm to the course outcomes. It is the responsibility of the course coordinators to make sure that the same handouts are being delivered in multi-section courses and to ensure that the end-semester paper for such course is also common. However, in multi-section courses, individual teachers are given freedom to change up to maximum of 20% i.e. 10 marks out of 50 marks.

IID. Course Outcomes
The complete details of various course outcomes is available in a folder named Course Outcomes and Degree Audit which is available in the Business Network.
IIE. Minimum Passing Grade

<table>
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<th>Specialization Courses</th>
<th>Departmental Requirements</th>
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<tr>
<td>Minimum Grade</td>
<td>“C” or above</td>
<td>“C-“ or above</td>
<td>“D” or above</td>
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IIF. On-the-Job-Training (OJT)

The department has links with the industries, where the students can undergo an On – the - Job Training (OJT) comprising of 8 weeks. Each lecturer is responsible for 3 to 4 OJT students as college accessor. The college accessor is responsible for keeping in touch with the students during the course of trainnig. College accessor has to call students three times: First in the beginning of the training, Second during the mid of the training and finally at the end of the training. The accessor has to keep a record of these interactions with the students by filling the OJT form and submit to the concerned coordinator (See Appendix 2 for OJT Form).
III.
SYSTEMS AND PROCEDURES
III.A. STUDENT'S DISMISSAL

Grounds for Dismissal:

- Failure to maintain the required GPA 2.0 in the courses a student has studied at the end of the semester.
- Student’s absence from classes for two (2) consecutive weeks without acceptable reason.
- Decision to dismiss is issued by the Disciplinary Committee.

III.B. STUDENT’S POSTPONEMENT OF STUDY

The college council is authorized, in case of acceptable reasons, to agree to the postponement of a student’s study for a maximum period of two (2) semesters throughout the period of his study.

III.C. STUDENT’S APPEALS

The students have the right to appeal the results of his examinations by completing the Appeal Form and submitting to the Head of Department and also a copy to the Student Affairs Office within three (3) days from the date of announcement of results.

III.D. STUDENT’S COMPLAINTS

All forms of complaints should be addressed to the Academic Advisors, the Head of Section or the Head of the Department.
III. STUDENT'S ATTENDANCE

For Students

- Attendance of all classes is obligatory.
- A student is terminated if he does not show up for two (2) consecutive weeks without prior notice or acceptable reason.

Warning Notices:

First Warning Letter – 10% of the total no. of hours per semester w/o acceptable reason.

Second Warning Letter – 20% of the total no. of hours per semester w/o acceptable reason.

Valid Excuses

- Official sick leave stamped by gov’t. hospital & clinics
- Sick leave from private clinics will not be accepted unless authorized by Ministry of Health Centers.
- Official letter from Student Affairs – death of first degree relatives only
- Official letter submitted by the student in case of an interview or any other similar circumstances.

Debar – 30%
IV. STAFF'S CODE OF CONDUCT, DUTIES & RESPONSIBILITIES
IVA. Staff’s Code of Conduct (All Staff Members)

“The development of an ethical environment relies on each person by taking responsibility for his or her own behaviour”. A staff member:

  a. Must not use any abusive language. discourtesy/rudeness is strictly discouraged.

  b. Must avoid speaking in his/her native or local language when in a group discussion or when inside the class.

  c. Must not engaged in any close personal relationship to his/her colleagues, or students that may lead to a potential conflict of interest.

  d. Must not discriminate against or harass colleagues, students or members of the community on any grounds.

  e. Must report to the College in a proper dress code.

  f. Must maintain high esteem of integrity & honesty.

  g. Must adhere to the principles of confidentiality & security of any personal information for which they are responsible, including computerized data.

  h. Must be responsible for the effective & economical use of the department’s resources, & have a duty to safeguard the College’s assets.

  i. Must not solicit or encourage gift –giving or benefits in relation to their personal duties.

  j. Must comply with contemporary standards of the Sultanate of Oman.

  k. Must dutifully obey all the existing policies & procedures of the department & must fully cooperate with his/her immediate superior in the performance of his/her duties.

IVB. As Lecturer:

  ✏️ Teaching the set curriculum, preparing its material and keeping a course file

  ✏️ Supervising and offering guidance to the students on academic and practical activities

  ✏️ Keeping a record of the students’ results, activities and attendance

  ✏️ Conducting examinations, carrying out the necessary assessment process, and reviewing their results in compliance with the regulations and instructions effective in the College

  ✏️ Offering academic and career guidance to the students
Directly supervising the on-the-job training of the Section’s students, training the supervisors of industrial sector who is in charge of the students during the training, and presenting reports on the student’s attainment of knowledge and skills to the Head of the Department

Presenting a detailed report for every semester on the sound on-going of work and the suggestions of development to the Head of the Department

Carrying out any other task that is assigned to by the Head of Section or Head of the Department.

IVC. **As Student’s Advisor:**

- TC requires advisor student conferences at least once each semester
- The Advisor assists the student in obtaining a well-balanced education and interpreting College policies and procedures.
- The academic advisor approves the student’s academic schedules each semester.
- Get the signature of the student he/she advised.
- The advisors should advise the students on the courses that he/she has to take
- Leave the choices for the students to select the time and the Lecturer
- Check for the pre-requisite courses
- Check for the failed courses
- Keeping a record for all the courses and marks for each student
- Calculate GPA for each student
- At the end of each semester/term the advisor should prepare a report about the student

IVD. **As Senior Project Supervisor:**

All students of the Business Studies Department of the Higher College of Technology will be participating in a learning experience that will allow them to extend both intellectually and emotionally. The Senior Project is designed to give the students the freedom to select a topic of their interest and present it through a research paper, portfolio, and a presentation. The Business Studies Department encourages all students to complete this
very worthwhile process. Students are required to achieve proficiency on each component in order to receive a Higher Diploma or a Bachelor from the Higher College of Technology.

The Senior Project gives students a chance to become self-directed learners through the process of selecting a challenging topic and reaching out into the community for information seeking and data gathering.

The project supervisor will guide them through the process and assist with the particulars of writing the research paper, completing the project, completing the portfolio, and making the final presentation.

**IVE. As College Assessor OJT:**

- College assessors to visit the OJT places at least one week before the start of OJT & prepare the “Scheme of Work” in consultation with the Industrial supervisor. This “Scheme of Work” may be modified later as per the need by the assessor as well as the supervisor.

- A copy of the ‘Assessment record sheets of OJT activities’ to be given to the industrial supervisor.

- At-least one day before the OJT, the college assessor will brief the student/s about the place & nature of work, Scheme of work, timings, goals, objectives and outcomes of the corresponding level of OJT.

- The student will be given the “log book” for the OJT. **Note:** Every level of OJT carries 3 credit points.

- College assessor will visit all the allotted places of OJT in the first week of the training.

- Subsequent visits by the college assessor to the OJT places will be every fortnightly. During every visit, the college assessor will discuss with the student as well as the supervisor regarding the work, coverage of outcomes, check all the relevant documents and affix his signature in the log book with date.
Assessment Procedure:

- The college assessor will assess for 40% of the total assessment while industrial supervisor the remaining 60%.
- There will be two assessments, one at the end of 4th week and the second one during the 8th week.
- At the end of the successful OJT, the student will submit a project report to the college assessor along with the signed and sealed ‘log & assessment books’.
- Conducts/grades the presentation.
- Submits the final grade to the examination section.
- Submits the students log and assessment books to the HoD /College OJT section.

IVF. As Invigilators

1. You are requested to be on time to the examination duties, if you will be late or absent, please inform the concerned HOS or HOD
2. Invigilators should collect the question papers 30 minutes before the start of an examination, along with a blank attendance sheet. Attendance sheet to be signed by all the students; it shall carry a statement that the invigilator has read out the instructions and warning pertaining to use of unfair means, and that the instructions are clearly understood.
3. All invigilators should be present in the Examination hall/ room 20 minutes before start of an examination.
4. Students without ID card shall not be allowed to take the examination.
5. Students arriving late shall not be allowed to enter the examination room/ hall 30 minutes after the start of the examination. Students arriving late shall not be allowed extra time, unless permitted by HOS due to medical reasons. Late arrival due to traffic rush will not be accepted as an excuse.
6. No student will be allowed to leave the examination hall until at least 35 minutes after the start of the examination.
7. Invigilators shall check the ID card of the student while getting signatures from the students on the attendance sheet, and also initial/ sign on the cover page of the student’s exam paper. The desk of the student will again be looked at for any writing on it at that time.

8. While signing on the cover page, invigilators to please ensure that the student has written his/her name ID number and section on the cover page of the exam paper. Please check and make sure that the students to write in ink as pencils are not allowed to be used for this purpose.

9. Invigilators are advised to turn their GSMs to Silent mode for the duration of the examination.

10. Invigilators are requested not to be seated while invigilating.

11. Invigilators are advised not to chat among themselves during the examination.

12. Invigilators are expected to exercise a high degree of vigilance during the examination and are therefore strictly advised not to do any other work during the exam.

IVG. Other Duties & Responsibilities:

In addition to their duties stipulated in the Civil Service Law, its executive regulations and these bylaws, the teaching and technical support staff will confirm to the following:

- Respecting Islamic Laws regarding conduct inside and outside the college.
- Carrying out the duties of teaching and student counseling to the best of their abilities.
- Carrying out the tasks of the academic advisor, including assisting the student in specifying the objective of his/her study program, and providing the information required for various academic activities, as well as supervising student research and practical training.
- Carrying out their duties regularly and meeting the deadlines in a way that facilitates interaction with students.
- Contributing to the development of the community.
- Working towards boosting academic spirit among students
- Conducting and publishing research and studies in scientific periodicals and journals.
IVH. Leaves and Holidays

Leave Policy

All employees shall be entitled to different leaves in accordance with Chapter 10 of the Civil Service Law promulgated by Royal Decree No. 120/2004. They should make a prior written or oral statement giving the reasons and time for taking a leave. A staff member who wishes to take a leave of any kind (except sick leave) is required to fill out the Leave Application Form prepared by the HRD and submit it to the direct supervisor. The latter forwards the application to the HRD which verifies the employee's balance of the requested leave and then sends the application to the concerned Assistant Dean for approval. Finally, the leave will be granted with the approval of the College Dean.

No leave, except emergency leave, will be recognized without prior approval of the college leave sanctioning authority.

Ordinary Annual Holidays and Breaks:

Ordinary annual holidays (end of year/summer) and breaks for administrative and academic staff members are determined by a ministerial decree issued by His Excellency Minister of Manpower outlining the academic calendar. The length of these vacations are different from those in other government educational institutions where the amount of annual leave is the same for all staff and faculty regardless of their salary grades.

Reference: Article 71 of the Civil Service Law and Bylaws of Colleges of Technology 12

Emergency Leave:

A staff member is entitled to a five-day emergency leave once every year to cover absences associated with emergencies and urgent matters beyond his/her control provided that the College Dean deems them appropriate. Employees who take emergency leave must submit an emergency leave request immediately after the leave is over. Emergency leaves for non-contract employees will be calculated according to the fiscal year (1 January to 31 December), whereas the contractual
year for lecturers and technicians working with agencies and companies begins on the day of signing the contract and ends on the day the contract terminates. Reference: Article (77) of the Civil Service Law 13.

**Compensatory Leave**

Leave given to compensate official work done by the employee on a non working day

**Sick leave:**

The sick employee shall be entitled to a leave to be determined by the competent medical authority. The sick leave of the employee shall not be recognized if it falls into any of the other authorized leaves. Sick leaves issued from private hospitals and health centers shall not be recognized unless they are attested by the Ministry of Health. Sick leave documents should be submitted immediately without any delay to HRD upon returning to work.

Reference: Articles (72, 73, 74, 75, 76) of the Civil service Law

**Hajj Leave:**

The employee shall be entitled to a paid special leave to perform Hajj. It shall not be more than twenty days and shall be given once during the service of the employee in the government.

Reference: Article (78) of the Civil Service Law

**Iddat Leave:**

At the demise of her husband, the Muslim female employee shall be entitled to a special full paid leave for iddat. This leave is for four months and ten days from the date of demise. The female employee must submit the deceased’s death certificate along with a copy of the marriage certificate.

Reference: Article (79) of the Civil Service Law
Leave for Representing the Sultanate:

An employee who has been selected to represent the Sultanate in some official activity and occasion inside or outside the Sultanate shall be entitled to a fully paid special leave provided that s/he submits a letter/certificate from the authority s/he is representing that shows the duration of that leave.
Reference: Article (83) of the Civil Service Law

Spouse Accompanying Leave:

The non-contract employee shall be entitled to a special non-paid leave to accompany his/her spouse if s/he is sent on a mission or a scholarship or a training course or study leave or if s/he is delegated or seconded overseas. In order to avail this leave, the employee shall allow sufficient time before it starts. The period of the leave shall not be less than six months.
Reference: Article (82) of the Civil Service Law

Leave for Accompanying Patients:

The employee may be given a special paid leave for not more than fifteen days to accompany a sick person for treatment inside or outside the Sultanate if the competent medical authority deems this necessary. If the treatment takes more than the said period, His Excellency the Minister or the authorities concerned may extend the period for not more than thirty additional days. The employee must submit relevant documentary evidence including a certificate from the hospital where the patient has been treated, attested by the hospital administration, the ministry of foreign affairs of the host country, the embassy of Oman in that country and the Ministry of Health in Oman.
Reference: Article (84) of the Civil Service Law

Maternity Leave:

The female employee shall be entitled to a non-paid special leave for not more than one year for taking care of her child. She shall submit a request to get this leave within one year from the end of the delivery leave provided that she is not a
contract employee. The female employee must not embark on such leave without prior approval of the authorities concerned.

Reference: Article (81) of the Civil Service Law

IV I. Certificates

The HRD addresses the authorities concerned in the Ministry of Manpower regarding the issuance of various certificates including:

Salary Certificates:

The applicant must fill out and sign the income certificate form provided at least three months have elapsed since the issuance of the last certificate. Salary/Income certificates are obtained from the Personnel Department in the Ministry of Manpower.

To Whom it May Concern Certificate

This certificate shall be obtained from the HRD. It shall be endorsed by the Assistant Dean for Administrative & Financial Affairs. It includes the name of the employee, job title, nationality and date of appointment.

Embassies and General Consulates Certificates:

An employee who wishes to obtain such certificate(s) should submit a written application addressed to the Assistant Dean for administrative & Financial Affairs. The HRD then forwards the application to the General Affairs Department in the Ministry of Manpower, follows it up and delivers the required certificate to the applicant upon receiving it.

Certificate of Experience:

The Certificate of Experience is a document which shall be given to the employee whose service has ended with the ministry. It details the duration of the employee’s service, the job occupied, and the reason for terminating his/her services with the ministry. It is usually issued in both Arabic and English.
V.

STUDY LEVELS &

SYSTEM OF PROGRESS CHART
Foundation Year

**Year 1**
- GPA < 2.5
- OJT
- Diploma (Skilled) → Labor Market

**Year 2**
- GPA ≥ 2.5
- OJT Trng

**Year 3**
- GPA < 2.5
- OJT Trng 6-12 Weeks
- Higher Diploma (Technologist) → Labor Market
- GPA ≥ 2.75
- HD

**Year 4**
- GPA < 2.75
- OJT 6-12 Weeks
- BTech (Professional) → Labor Market
- GPA ≥ 2.75
- BTech

**ACCOUNTING SPECIALIZATION**
- ACCOUNTING
- CAT PROGRAM

**MANAGEMENT**
- OFFICE MANAGEMENT
- HUMAN RESOURCES MANAGEMENT

**E-COMMERCE**

**MARKETING AND RETAILING**
HIGHER COLLEGE OF TECHNOLOGY
Business Studies Department

**VC. ACADEMIC YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Duration</th>
<th>Semester Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>15 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Semester 2</td>
<td>14 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Semester 3</td>
<td>13 weeks</td>
<td>7 weeks summer break</td>
</tr>
</tbody>
</table>

**VI. CREDIT HOUR PER SEMESTER**

- If a student attains a semester GPA 3, he/she can register for 15 credit hours, subject to the advisor’s approval.
- If a student attains a semester GPA 3.5, he/she can register for 18 credit hours, subject to the approval of Asst. Dean (Academic Affairs)
- If a student wish to register for more than 18 hours, he/she should get the approval of the Dean.

**VE. ACADEMIC PROBATION**

- If a student’s GPA is less than 2.0 in any semester, s/he will be under academic probation.
  - First Probation
  - Second Probation
- Both will allow student to register for only 4 courses (max 12 credit hours)
Academic Probation expires at the end of each semester, when:

1) The student attains a min. CGPA of 2.0.
2) The student passes all courses in that semester.

If a student fails to go out of the second probation of the following semester, the s/he will be dismissed from the college.
VI.
DEPARTMENTAL COMMITTEES
VI.A. EXAMINATION COMMITTEE

Examinations are a very important measurable factor of the college and consistency of standard has to be maintained at all levels starting from formulating of question papers, conduct of exam, marking to analysis of results before approval.

Examination committee in each dept prepares examination timetable and allocate the invigilation duties to the staff members. While preparing time table the following points will be considered.

1. Some days to be allocated especially for particular departmental examinations like English Language Center, Business dept, IT dept and science dept (for common courses delivered to other departments).
2. Practical final exams will be conducted during the regular practical classes one week before starting of final theory exams.
3. The Departmental timetable coordinators to propose the timetable for their department specific exams.
4. First draft of the exam schedule will be prepared based on the data collected from dept timetable coordinators, and will be sent to CAB for approval.
5. After CAB approval it will be posted as tentative final exam schedule for a short while to enable students to identify clashes.
6. Then the final draft will be approved by CAB again.

DUTIES OF THE LECTURER

1. Teachers are requested to submit the exam paper bundles to the committee two days in advance of their concern exams.
2. Keep two attendance sheet, one is inside the bundle, other is outside the bundle (preferably at the back side-stable it).
3. Please note that in outside the bundle, in the attendance sheet mention only the name of the students. Do not write ID No.
4. If the examination is scheduled in more than one room, separate cover is to be given for each room with the required exam papers and attendance sheet.
5. For manual registration, you are requested to update us, the date and time of
exam (within the regular schedule) after discussing the students. It is
responsibility of the teacher to inform the students for their concerned exams
date, time and location.

6. You are requested to upload the result in the system within two days of the
exam.

VIB. EXAMINATION MODERATION & APPEALS COMMITTEE

As per the Article 68 of College Bylaws, the students have right to appeal against the
results of his/her examinations by completing the appeal form and submitting it to the
Head of the Department/Center within three days from the date of announcement of
results. The Examinations committee will review the papers within one week from the
date of submitting the appeal to verify the accuracy of all marks, or to mark any
unmarked questions.

The Department of Business has a 7 member Exams Moderations and Appeals
Committee. The job of the committee is to moderate the question papers to make
sure that the standards are met and to check the nature and distribution of
questions and marks. The committee collects a copy of exam paper before
commencement of exams every semester.

The task of the committee is to make sure that all the question papers adhere to
the exam rules particularly regarding the marks distribution. The committee also
makes sure all the papers which are taught by more than one Lecturer have
common examination paper at the end semester. The papers are moderated and
suitable change/s recommended to the respective teachers.

After the declaration of results, the committee also receives appeal from students
regarding the rechecking of answer sheets. The students have to fill the appeal
form available from the Students’ Affairs Office. The copy is taken from the
concerned subject teacher and given to some other teacher of the same
specialization to check the accuracy of marks, or to mark any unmarked questions.
The results are declared within one week of declaration of result.
Examination Moderation Guidelines

1. Question paper should be appropriate to the level and proposed duration of the examination.

2. The final examination paper should assess the entire course.

3. The questions should not be repetition from previous semesters exam paper.

4. The final examination for multi-section courses shall be common for all sections.

   All lecturers teaching the said courses shall participate in the common exam preparation. It is the responsibility of the concerned course coordinator to ensure the same.

5. The Moderation form should be duly completed and signed by all concerned.

6. The exam assessment should be a mixture of different types of questions i.e. Explanatory questions, case study, Multiple choice, Fill in the blank (preferably only for certificate and diploma level), matching (preferably only for certificate and diploma level) and True and False (preferably only for certificate and diploma level).

7. The pattern of the examination paper is the role responsibility of the concerned lecturer and course coordinator. The student/s has/have no right to dictate to the teacher / coordinator about the pattern of the examination assessment.
The Research Council (TRC)

TRC is Oman’s exclusive research funding body and leader of research development in the country. TRC serves and encourages in promoting and supporting research, scientific enquiry and innovation in the Sultanate of Oman. At the heart of our work is nurturing research talent to power innovation and create economic benefit for our national prosperity.

TRC was established in June 2005, TRC has been founded by Royal Decree No. 54/2005 under the Chairmanship of His Highness Sayyid Shihab Bin Tariq Al-Said, adviser to His Majesty the Sultan. This was notably followed in 2010 by Royal Decree No.30/2010 with TRC set to lead the way in drawing up a national plan for scientific research in the Sultanate. The research conducted in Oman should further the public good with commitment to the spread and transfer of knowledge.

TRC is a research platform that can be used by students and researchers to contribute and disseminate knowledge to the economic, scientific and social development of the country. There are various programs under this council giving grants for research like ‘FURAP’ [Faculty Mentored Undergraduate Research Award Program] for students after completion of Diploma I Year. Further, the essential details like eligibility criteria, project submission details, evaluation criteria, grants can be found on the below links. The students and teachers are advised to go through the below link to identify the necessary details to make use of the available resources to enhance and enrich the research skills and contribute positively towards the development of Sultanate of Oman.

TRC Website: http://www.hct.edu.om/trc-resources


FURAP Website: http://www.hct.edu.om/about/the-college/announcements/furap-4
VII.
APPENDICES
## Appendix 1

### Details of Various Committees

#### 1. Department Council (DC)

<table>
<thead>
<tr>
<th>Chairman</th>
<th>Ms. Zalkha Al Kharousi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members</strong></td>
<td></td>
</tr>
<tr>
<td>Ms. Teresita L. Cedro</td>
<td></td>
</tr>
<tr>
<td>Ms. M. Seema</td>
<td></td>
</tr>
<tr>
<td>Ms. Iman Al Hinai</td>
<td></td>
</tr>
<tr>
<td>Ms. Sameera Al Maamari</td>
<td></td>
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</table>

#### 2. Advising, Timetable & Registration Committee (ATRC)

<table>
<thead>
<tr>
<th><strong>Registrar - 1</strong></th>
<th>Ms. Sameera Al Maamari</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registrar - 2</strong></td>
<td>Dr. Vaidehi Pandurangan</td>
</tr>
<tr>
<td><strong>Timetable Coordinator</strong></td>
<td>Mr. Nazar Hussain</td>
</tr>
<tr>
<td><strong>Members</strong></td>
<td></td>
</tr>
<tr>
<td>Mr. Jesus B. Obana</td>
<td></td>
</tr>
<tr>
<td>Mr. Intesar Al Maamari</td>
<td></td>
</tr>
<tr>
<td>Mr. Mohammed Atif</td>
<td></td>
</tr>
<tr>
<td>Mr. Faheem Khan</td>
<td></td>
</tr>
<tr>
<td>Ms. Mahfoodha Al Amri</td>
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#### 3. Final Examination Committee (FEC)

<table>
<thead>
<tr>
<th><strong>Coordinator</strong></th>
<th>Ms. M. Seema</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Sundar Rao</td>
<td></td>
</tr>
<tr>
<td>Mr. Ajith Kumar</td>
<td></td>
</tr>
<tr>
<td>Dr. Subramanya Nairy</td>
<td></td>
</tr>
<tr>
<td>Mr. Hanaa Al Bolushi</td>
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<tr>
<td>Mr. Hari Krishna</td>
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</table>

#### 4. Assessment and Appeals Committee

<table>
<thead>
<tr>
<th><strong>Coordinator</strong></th>
<th>Dr. Mohsin Aziz</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Mohammed Muslim</td>
<td></td>
</tr>
<tr>
<td>Dr. Sankar</td>
<td></td>
</tr>
<tr>
<td>Dr. Abdul Azeez</td>
<td></td>
</tr>
<tr>
<td>Dr. Christina Cruz</td>
<td></td>
</tr>
<tr>
<td>Mr. Hatim Ramadan</td>
<td></td>
</tr>
<tr>
<td>Ms. Hind Al Qasmi</td>
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5. Department Quality Assurance Committee (DQAC)

<table>
<thead>
<tr>
<th>Coordinators:</th>
<th>Ms. Teresita L. Cedro</th>
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<tbody>
<tr>
<td></td>
<td>Ms. Humaira Mumtaz</td>
</tr>
<tr>
<td>Members</td>
<td>Dr. Jagdish Prasad</td>
</tr>
<tr>
<td></td>
<td>Dr. Ma. Christina S.F. Cruz</td>
</tr>
<tr>
<td></td>
<td>Dr. S. Porkodi</td>
</tr>
<tr>
<td></td>
<td>Dr. V. V. Prasad</td>
</tr>
<tr>
<td></td>
<td>Dr. Samir Pradhan</td>
</tr>
<tr>
<td></td>
<td>Dr. K. Srinivasan</td>
</tr>
<tr>
<td></td>
<td>Ms. Sameena Begum</td>
</tr>
<tr>
<td></td>
<td>Mr. Gopalan</td>
</tr>
<tr>
<td></td>
<td>Dr. Chandra Sekhara K. Reddy</td>
</tr>
<tr>
<td></td>
<td>Mr. Ravi Sharma</td>
</tr>
<tr>
<td></td>
<td>Mr. Jesus Obana</td>
</tr>
<tr>
<td></td>
<td>Ms. Teresa Manju Felix</td>
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6. Department Staff Development Committee (DSDC)

<table>
<thead>
<tr>
<th>SA</th>
<th>Dr. S. Porkodi</th>
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</thead>
<tbody>
<tr>
<td>Members</td>
<td>Ms. Hudham Al Masrui</td>
</tr>
<tr>
<td></td>
<td>Mr. Mohammed Basheer</td>
</tr>
<tr>
<td></td>
<td>Ms. Uzma Jahan</td>
</tr>
<tr>
<td></td>
<td>Ms. Saranya Ramesh</td>
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</table>

7. On-the-Job Training” (OJT) Committee

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Ms. Anupam Sharma</th>
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</thead>
<tbody>
<tr>
<td>Members</td>
<td>Ms. Sameena Begum</td>
</tr>
<tr>
<td></td>
<td>Ms. Tabassum Mastan</td>
</tr>
<tr>
<td></td>
<td>Mr. Inamul Hassan</td>
</tr>
<tr>
<td></td>
<td>Ms. Wathiqa Baid Al Said</td>
</tr>
<tr>
<td></td>
<td>Ms. Ruqaya Al Amri</td>
</tr>
<tr>
<td></td>
<td>Ms. Abeer Al Kharusi</td>
</tr>
</tbody>
</table>

8. Department Curriculum Committee

<table>
<thead>
<tr>
<th>Coordinator:</th>
<th>Dr. Mohsin Aziz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>Dr. Mohammed Muslim</td>
</tr>
<tr>
<td></td>
<td>Dr. V. Sankar</td>
</tr>
<tr>
<td></td>
<td>Dr. V. V. Prasad</td>
</tr>
<tr>
<td></td>
<td>Ms. Hind Al Qasmi</td>
</tr>
</tbody>
</table>
9. Certified Accounting Technician (CAT) Programme Committee

| Coordinator: | Ms. Eman Al Hinaal |
| Members: | Mr. Hassan Sanadhi |
| | Ms. Sameena Begum |

10. Entrepreneurship Cell Committee *

| Head: | Mr. Essam Al Lawati |
| Course Coordinator: | Ms. Humaira Mumtaz |
| Injaz Program Coordinator: | Ms. Hudham Al Masrui |
| Members: | Ms. Entesar Al Maamari |
| | Ms. Hadeel Al Tamimi |
| | Ms. Lamya Al Hinaai |
| | Ms. Wathiqa Bait Said |
| | Mr. Hassan Sanadi |
| | Mr. Mir Irfan Ul Haque |
| | Mr. Ravi Sharma |
| | Ms. Samira Al Maamari |
| | Ms. Shaima Al Harthy |
| | Ms. Sharifa Khamis Al Toubi |

Note*: Terms of Reference is as per Internal Administrative decree No. (19/2015) Establishing Entrepreneurship Cell Issued by the Dean on 5th November 2015.

Further, the Department has representatives as Members/Coordinators to the various committees at the College level, nominated from the Deanship, as follows

Health, safety and Environmental Committee (HSE)

Coordinator: Dr. Ma. Christina S. F. Cruz

Risk Management Committee

Coordinator: Dr. Ayesha Begum

HCT PR and Media Committee

Coordinator: Ms. Abeer Al Kharusi

Policy Management Committee

Coordinator: Ms. Teresa Manju Felex

College Research and Consultancy Committee

Coordinator: Dr. K. Srinivasan
College Investigation Committee
    Coordinator: Mr. Mohammed Al Balushi

Debarred Students Investigation Committee
    Coordinator: Ms. Hudham Al Masuri

College E-Learning Team
    Coordinator: Ms. Seema Kataria

Disciplinary Committee
    Coordinator: Ms. Samira Al Maamari

Business Students Specialization Committee
    Coordinator: Ms. Entisar Al Maamari

Course Mapping & Equivalency Committee
    Coordinator: Dr. Mohammed Muslim

Consultancy and Advisory Committee (Library)
    Coordinator: Ms. Zam Zam Al Balushi
    Dr. Edna S. Galvez
## Appendix 2

**ON THE JOB TRAINING**

### COLLEGE ASSESSOR EVALUATION FORM

<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
</tr>
<tr>
<td>Company:</td>
</tr>
<tr>
<td>Starting date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First: <em><strong>/</strong></em>/2016</td>
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<tr>
<td>Time: ______</td>
</tr>
<tr>
<td>Second: <em><strong>/</strong></em>/2016</td>
</tr>
<tr>
<td>Time: ______</td>
</tr>
<tr>
<td>Third: <em><strong>/</strong></em>/2016</td>
</tr>
<tr>
<td>Time: ______</td>
</tr>
</tbody>
</table>

### College Assessor's Remarks

OJT Grade (please fill this for the final assessment)

- [ ] Completed
- [ ] Not Completed

College Assessor Name: __________________________________________

Signature: _______________________________________________________

Date: ___________________________________________________________