



E-Induction

1. Administrative announcement Portal

All the announcements to students of relevance to programs, upcoming news, exams and other information will be presented here

2. Online Chat Portal for Peer to Peer Discussion

Students can chat with our faculty respective to the nature of their query

3. Faculty Information chart

The chart portrays all the names and role of the faculty member involved

4. Student E-handbook

All policies and procedures for the students to follow relating to the institute and Edexcel are outlined in detail

5. E-learning Guidance

How to access, use and learn each module online is given in detail

6. Student Course/assessment E-procedure

Guidance to students per module as they progress, assessment writing procedure, and program details outlined effectively

7. Guide to the website

Effective guidance given to every student to understand fully how to use the website, virtual learning environment, online library, uploading assignments, reaching faculty to contact for any queries, log in portal, program details, all outlined effectively

8. IT/ Technical issues Support Portal

All the technical issues and IT support guidance will be provided here

9. Miscellaneous form Portal

All the forms for admissions, grievances, technical support, extensions form, student support forms, Peer forms, academic issue forms, leave/sick form, intend to submit form, suggestion form, appeal

form etc. are given here

10. Student feedback/ Suggestions portal

The feedback portal provides students with a questionnaire form to give feedback about the services delivered, as a means of improving the quality of our services, courses and center any additional suggestions to develop, comments from the students and tutors are appreciated

Document Reviewed Dated June 2022



Extreme
Commerce
College