

Student Induction Program

In-class Training – Induction

Welcome to Asian College of Teachers!!

(Name of the trainer) is your trainer for the batch.

Asian College of Teachers is a multiple award-winning teacher training institute. ACT is into operation for the last 14 years. We are registered in the UK with our Asian headquarters in Bangkok (Thailand) with our academic offices in Singapore & India and have a strong global presence with 50,000+ alumni.

We have pan India presence with our branches and training centres spread in Kolkata, Bangalore, Mumbai, Delhi, Hyderabad & Chennai. Our Indian head quarter is in Kolkata.

Batch related information:

Classes will be held from (date) to (date) between (time) to (time). You are expected to reach at least 10mins prior and attend the classes as per the batch schedule. In case you are late or need to leave early you will have to take prior permission from the trainer.

Rules and regulations:

1. **Smoking** is not allowed inside the Institute premises. You can access the smoking zone instead.
2. **Eating** inside the classroom is not allowed. You can use Classroom 5 for your tiffin breaks.
3. For **Teaching Practice/Micro-teaching** if you need any stationery please carry it yourself.
4. **Fire exit** – Beside the Elevator, to be used during an emergency.
5. You are requested to open your **shoes** and keep it in the show rack before entering the classroom
6. **Washroom** – 5th / 6th and 7th Floor of Acropolis
7. You are requested to regularly follow the important updates and **notifications** from ACT over
 - the WhatsApp group created for the batch
 - your registered email id with us
8. **Wi-Fi** is available, if required you can take the access from your respective trainer.

Payment related information:

Students are requested to clear the instalments due within the stipulated deadline.

Modes of payment

- Cash (Most Preferred)
- Online
- Card swipe

For any further assistance you can speak to (name of the trainer) or you can get in touch with me. You can ask for me in the reception and the concerned person will help you reach me.

My Contact: _____ Email Id: _____

Wish you a great journey with ACT!!!