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 has been in operation for the last 19 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 70,000+ alumni.

We have a pan-India presence with our branches and training centres spread in Kolkata, Bangalore, Mumbai, & Chennai. Our Indian headquarters is in Kolkata.

Batch-related information:

Classes will be held from **(date) to (date)** between **(time) and (time)**. You are expected to arrive at least 10 minutes 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 them in the shoe rack before entering the classroom
6. **Washroom** – 5th, 6th, and 7th floors of Acropolis building.
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 obtain access from your respective trainer.

<u>Payment-related information</u>:

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 at the reception, and the concerned person will help you reach me.

Contact: _____

Email Id: _____

Wish you a great journey with ACT!!!