

**INSTITUTE-WIDE REGISTRATION/ ORIENTATION
FOR AUGUST 2016 INTAKE
4 AUGUST 2016, AITCC Auditorium**

8:00 am – 9:45 am: REGISTRATION (Venue: AITCC Lobby)

Morning Session

I. 10:00 am – 10:45 am: Welcome to New Students

- Welcome Remarks by the President
- Welcome Remarks by the Vice Presidents (VPAA, VPA and VPD)
- Welcome Remarks and Introduction of School Faculty by the School Deans (SERD, SET and SOM)
- Welcome Remarks by the Student Union President

10:45 am: Open Forum and Group Photo at the AIT Landmark

LUNCH BREAK

Afternoon Session

II. 1:00 pm – 3:00 pm: Orientation on Academic Regulations, Services and Facilities

Facilitator: Dr. Tenzin Rabgyal, Coordinator of Admissions, Scholarships/Invoicing Unit

- **Language Center Services and English Language Requirements**
by the Director of Language Center
- **Academic Requirements and Practices**
by the Director of Office of Student Affairs
- **Career Center and Student Welfare**
by the Coordinator of Career Center and Student Welfare Unit
- **IT Services, Visa and Institute Facilities**
 - Campus-wide IT Services and Policies by the IT Consultant
 - Educational Visa and Government Relations Services by the Sr. Government Officer
 - Facilities Management by the Director of Office of Facilities & Assets Management