

Induction Programme for Air Conditioning and Refrigeration – First Year Day

Tue 13 Sept 16

Time	Subject	Responsibility
0900 am	Meet and Greet at Main Reception	Manjit Gurung
0930 – 1000 am	Library Induction	Library Staffs
1000 – 1100 am	Tour around College including RAC workshop	Manjit Gurung
1100 – 1130 am	College Union presentation (Yet to be confirmed)	Trevor Fox
1130 – 1230	Course programme and One file presentation	Manjit Gurung, Mark Boland/Andrew Seall
1230 - 1330	Lunch	Canteen
1330 - 1500	IT Assessment	Angela Childs
1500 - 1630	Completion of college paper works	Manjit Gurung