**Information to Students**  
(Semester B 2008 / 2009)

1. **Student Guide 2008 / 2009**
   All important and relevant information regarding College rules, regulations, guidance, support and services available are mentioned in detail in your Student Guide 2008 / 2009. Always refer the student guide provided in case of additional information or guidance. To view your student guide please click this link <http://portal.cce.edu.om/files/stdhandbook.pdf>. If you have not collected your copy of the Student Guide 2008 / 2009, we advise you to collect from Mr. Gasper – Ext.332 at College Book Stores.

2. **Official Channels of Communication**
   The College will use your mobile number to send SMS and your College Email ID to send all official communication during your course of study. If you have not collected your College email, please log on to Portal <http://portal.cce.edu.om/Student/default.aspx> or contact ITSC Ext 301. For further information you may please contact: 95716754, 95718053

3. **Updating of contact information**
   All official communication during your studies is mainly done via your College email ID and through your mobile number. Kindly update your contact details and collect your College Email ID. Click this link for more information <http://portal.cce.edu.om/Student/mohedata.aspx>.

4. **Student Support system at CCEO**
   In order to support and assist the students of Caledonian College of Engineering in achieving the goal and enhancing the learning and teaching experience, the College has put in place several support, advisory and guidance mechanisms which are highlighted below.
   - Student Performance Monitoring System (SPMS)
   - Student Counselors
   - Student Representative at Programme board, Student Class Representatives, Academic Council.
   - Special Factors Form
   - Academic Appeals
   - Student Staff Consultative Group (SSCG)
   - Students Complaints & Grievance Procedure
   - Online Student Support System
   Detailed information on the above is available in the College Intranet <http://intranet.cce.edu.om/studentsupport/login.aspx>.

5. **Minimum attendance made mandatory**
   All students must have at least 75% attendance to enable for registration for final exams. Complete your Module Registration and start attending your classes. To know more about minimum attendance policy please check this link <http://intranet.cce.edu.om/e_notice/2007-2008/Attention-Attendance.pdf>

6. **Plagiarism and cheating**
   The college will treat cases of plagiarism and Malpractice (cheating and misconduct during examinations) very seriously and could result in the following:
   - Result of the examination is declared zero
   - Debarring from number of re-sit chances
   - Re-registering for the module
   - Suspending student from the college for a period
   - Admonition or a reprimand or expulsion
7. **Revised Honours Classification**
   The college has revised the Honours Classification for you students entering level 4 from September 2009. Classification of an Honours award and its criteria is available at [http://portal.cce.edu.om/files/RevisedHonoursClassification.html](http://portal.cce.edu.om/files/RevisedHonoursClassification.html)

8. **Caledonian College Portal Services**
   In order to create a virtual learning environment, we have designed and developed a Caledonian College Portal Services, which integrates various services and information to assist your learning and teaching. Please visit Caledonian College Portal [http://portal.cce.edu.om](http://portal.cce.edu.om) and logon using your student number and password.

9. **You can check your results online**
   The results are available online. Please logon to Caledonian College Portal [http://portal.cce.edu.om](http://portal.cce.edu.om) using your student number and password to access. For further information you may please contact: 95716754, 95718053

10. **Cancellation of March resit examination from 2009**
    - With effect from Academic Year 2008 / 2009 March resit examinations will be abandoned.
    - Students having resits in more than two full modules may not be considered for conditional progression and they have to use the next immediate resit available in January / May / August. For more details check this link [http://portal.cce.edu.om/news/docs/resit2009.pdf](http://portal.cce.edu.om/news/docs/resit2009.pdf)

Welcome to Caledonian college and wish you an exciting learning experience

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A.Nizamuddin Ahmed  
Deputy Dean and Registrar

*Note: For further information or clarification you may please contact:*

- Principal and Dean – Professor Frank McIntosh – Ext. 105
- Overall Administration, Finance, Admission (Deputy Dean & Registrar) - A.Nizamuddin Ahmed - Ext. 102
- Overall Academic (Associate Dean) - Dr. K.P. Ramachandran - Ext. 103
- Overall EPD, FDN, Library & CSSS (Associate Dean) - Ms. Jenny Walker - Ext. 104
- Foundation Studies & Induction Programme - Dr. Robert Blake - Ext. 660/ Ms.Shajeena Ajith Ext.625
- Engineering Induction Programme - Dr.K.P.Ramachandran Ext.103 or Mr.Shankar Ext.107
- Head of EE&CoE - Dr.A.Vallavaraj – Ext.400
- Head of M&IE - Dr.Anupam Srivastava – Ext.500
- Acting Head of BNE - Dr.Syed Anisuddin – Ext.550
- Educational & Professional Department - Ms.Prakerthi Panickar
- Administration & Personnel - Mr.Abdullah Al Saadi – Ext.325 Or Ms.Hameeda Al Batashi-Ext.327
- Admissions / Module Registration - Mr.Hussain Al Farsi – Ext. 200 and Ms.Liza George Ext.206
- Fees - Mr.Ashraf /Mr. Samkutty– Ext250, Mr.Purna Gurung – Ext.253, Mr.Khalifa Al Hashmi Ext.326
- ITSC - Mr.Mohd.Riffai – Ext. 300, Mr Mahalingam – Ext 302
- Exams and Records - Ms.Rabeena Faizal – Ext.220, Mr Fayis Ext 221, Mr Ali Mohsin Ext - 223
- Caledonian Student Support Services - Mr.Asim Yahya – Ext.275 and Ms.Suad Al Fannah Ext.278
- Central Services - Mr.Shaji Jalal – Ext.369, Mr Jagadish Ext - 328
- Library - Mr.Khaleelur Rahman – Ext.700
- Hostel and Transport - Mr.Abdul Karim – Ext.329
- Quality Office - Dr Susamma Chacko – Ext. 375, Ms. Ms. Lamiaa Salem Ghanim Al rawaa – Ext-377

*Note: All the major decisions / changes identified has been approved / endorsed by the College Academic Council*