TANDABUI INSTITUTE OF HEALTH SCIENCE AND TECHNOLOGY

2022-2023 ALMANAC

WEEK	DATE	ACTIVITY	RESPONSIBLE PERSONNEL
N/A	03rd October - 16th October 2022	Reporting and registration of new students	Admission office
		Students' Orientation Program (Curricula, Guidelines and regulations)	DPAC, DPAD, Deans, HODs, Examination office
N/A	03rd October - 10th October 2022	Examination setting	DPAC, Examination office, HOD and tutors
N/A	03rd October - 07th October 2022	CA I theory for CMT level 6 special program	DPAC, Examination office & CMT Department
N/A	10th October - 14th October 2022	Moderation of exams	DPAC, Examination office and Moderation team
N/A	17th October - 21st October 2022	CA II theory for CMT level 6 special program	DPAC, Examination office & CMT Department
N/A	14th October - 17th October 2022	Reporting and registration of continuing Students (NTA Level 5&6)	Admission office
		Students' Orientation Program	Deans
N/A	10th October - 15th October 2022	Principals' Meeting (Zonal Level)	Principal
N/A	10th October - 21st October 2022	Supportive Supervision visits	MoH, NACTVET and Health Training Institutions
1	17th October 2022	Beginning of First Semester (September intake)	ALL
		Beginning of Second Semester (March intake)	ALL
	18th October 2022	Tender board meeting	Tender board members
	19th October 2022	Directorate meeting	Senior management members
	21st October 2022	Operational management meeting	Operational management meeting

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2	24th October - 28th October 2022	Inventory week - Incentory inspection week	DPAD, Accounts, procurement office.
	27th October 2022	Gender Desk meeting	Members of the gender desk
	28th October 2022	Making follow up for Generation of Semester II Examination Numbers	DPAC & Examination office
	30th October 2022	Deadline for payment of ES II Examination fee through GePG for NTA level 6 students in CMT program (September Intake)	DPAC, Examimnation office & Accounts
3	31st October 2022	Deadline for submission of appeals against Semester II Examination results (September intake)	DPAC & Examination office
	1st November 2022	Tender Board meeting	Tender Board members
	3rd November - 8th November 2022	MoH & NACTVET Quarterly meeting	MoH and NACTVET
4	8th November 2022	Advisory board Meeting	Advisory board members
	9th November 2022	Directorate meeting	Senior management members
	11th November 2022	Operational management meeting	Operational management meeting
5	14th November – 23rd November 2022	Internal verification of CA for CMT level 6 special program	Academic commettee meeting
		Institutional Academic Meeting to Discuss Semester II CA results for NTA level 6 students for CMT program (September intake)	
		Prepare report for submission to Supervisor	
	15th November 2022	Tender board meeting	Tender board member
	15th November - 10th december 2022	Semester 2 - CA I invegelation and marking	Academic departments
6	21st November - 13th January 2023	Semester 1 - CA I invigelation and marking	Academic departments

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	24th November – 27th November 2022	Verification of Semester II CA results (September intake)	External supervisors, Examination office, HOD and tutors
		Uploading of Semester II CA results into NACTVET Database	
	24th November 2022	Gender desk meeting	Members of the gender desk
7	28th November – 23rd December 2022	Semester II Supplementary Examination (September intake)	ALL
		Semester II Examination for NTA level 6 students in CMT program (September intake)	
	29th November 2022	Tender board meeting	Tender board member
	30th November 2022	Directorate meeting	Senior management members
	2nd December 2022	Operational management meeting	Operational management meeting
8	5th December – 31st December 2022	Central Marking of Semester II (Supplementary) Examinations	MoH, Health Training Institutions, NACTVET and Government Security Organs
		Uploading of Examination results into NACTVET database	
		Report Writing and Submission of results to NACTVET	
9	13th December 2022	Tender board meeting	Tender board member
10	21st December 2022	Directorate meeting	Senior management members
	23rd December 2022 - 26th December 2022	Christmas Breather	ALL
11	27th December 2022	Tender board meeting	Tender board member
	29th December 2022	Gender desk meeting	Members of the gender desk
	31st December 2022	Deadline for payment of ES II Examination fee through GePG (March intake)	DPAC, Examimnation office & Accounts
12	2nd January - 25th january 2023	Semester 2 - CA II invigelation and marking	ALL

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13	10th January 2023	Tender board meeting	Tender board member
	10th January - 20th February 2023	Semester 1 - CA II invigelation and marking	ALL
	11th January 2023	Directorate meeting	Senior management members
	13th January 2023	Senate Meeting to receive, discuss and endorse Semester one and two Results	Principal, Academic Offices and senate members
	13th January 2023	Operational management meeting	Operational management meeting
	14th January 2023	Graduation	ALL
14	16th January 2023	Submission of Semester one and two CA Results for All Courses	DPAC, Examination Office, Documentation and Communication Office
	20th January 2023	Making follow up for generation of Semester II Examination numbers	DPAC & Examination office
15	24th January 2023	Tender board meeting	Tender board member
	26th January 2023	Gender desk meeting	Members of the gender desk
	27th January 2023	Deadline for submission of appeals against Semester II Supplementary Examination results (September intake)	DPAC & Examination office
16	1st February 2023	Directorate meeting	Senior management members
	01st February - 06th February 2023	Semester 2 CA - Special Exam invigelation and marking	ALL
	3rd February 2023	Operational management meeting	Operational management meeting
17	7th February 2023	Tender board meeting	Tender board member
	9th February - 13 February 2023	Semester 2 - CA Internal Verification	DPAC, Examination office, HOD and Tutors
	6th February – 15th February 2023	Institutional Academic Meeting to Discuss Semester II CA results (March intake)	Academic commettee meeting

		Prepare report for submission to Supervisor.	
	10th February 2023	Making follow-up for generation of Semester I Examination Numbers (September intake)	DPAC & Examination office
18	14th February 2023	Advisory board Meeting	Advisory board members
	13th February - 17th February 2023	Semester 1 - Special Exam invigelation and marking	ALL
	16th February – 19th February 2023	Verification of Semester II CA results (March intake)	External supervisors, Examination office, HOD and tutors
		Uploading of Semester II CA results into NACTVET Database	
19	20th February - 01st March 2023	Semester 1 - CA Internal Verification	DPAC, Examination office, HOD and tutors
	20th February - 17th March 2023	Semester II Examinations (March intake)	ALL
		Semester II Supplementary Examinations for NTA level 6 students in CMT program (September intake)	
	21st February 2023	Tender board meeting	Tender board member
	22nd February 2023	Directorate meeting	Senior management members
	23rd February 2023	Gender desk meeting	Members of the gender desk
	24th February 2023	Operational management meeting	Operational management meeting
20	27th February - 24th March 2023	Marking of Semester II (Supplementary) Examinations	MOH, Health Training Institutions, NACTVET and Government Security Organs
		Uploading of Examination results into NACTVET DATABASE	
		Report Writing and Submission of results to NACTVET	

	20th February – 1st March 2023	Institutional Academic Meeting to Discuss Semester I CA results (September intake)	Academic commettee meeting
		Prepare report for submission to Supervisor.	
	2nd March – 5th March 2023	Verification of Semester I CA results	External supervisors, Examination office, HOD and tutors
		Uploading of semester I CA results into NACTEVET database	
21	6th March - 24th March 2023	Semester I Examinations (September intake)	ALL
		Uploading of Semester I Examinations results	
22	14th March 2023	Tender board meeting	Tender board member
23	24th March - 31st March 2023	Short Semester Breather	Students
END OF SEMESTER			
	15th March 2023	Directorate meeting	Senior management members
	15th March 2023	MoH & NACTVET Quarterly meeting	MoH and NACTVET
	17th March 2023	Operational management meeting	Operational management members
	20th March - 02nd April 2023	Subject plan, Exam setting and modulation	ALL
	27th March - 31st March 2023	Principal's Meeting (Zonal Level)	Principal
	28th March 2023	Tender board meeting	Tender board members
	30th March 2023	Gender desk meeting	Members of the gender desk
	1st April 2023	Staff recreation day	All staff
	3rd April 2023	Beginning of Second Semester (September intake)	ALL

	05th April 2023	Directorate meeting	Senior management members
	7th April - 10th April 2023	Easter Breather	ALL
	10th April 2023	Beginning of First Semester (March intake 2023/2024)	ALL
	10th April - 13th April 2023	Annual Principals' Meeting	Principal
	11th April 2023	Tender board meeting	Tender board members
	14th April 2023	Deadline for submission of appeals against Semester II Examination results (March intake)	DPAC & Examination office
	14th April 2023	Operational management meeting	Operational management members
	17th April - 28th April 2023	Semester I Supplementary Examinations	ALL
		Uploading of Semester I Supplementary Examination results	
	25th April 2023	Tender board meeting	Tender board members
	27th April 2023	Gender desk meeting	Members of the gender desk
	1st May - 31st May 2023	Supportive Supervision visits	MoH, NACTVET and Appointed representative from HTIs
	3rd May 2023	Directorate meeting	Senior management members
	05th May 2023	Operational management meeting	Operational management members
	9th May 2023	Tender board meeting	Tender board members
	15th May 2023	Deadline for Payment of Semester II Examination Fee (September intake)	DPAC, Examimnation office & Accounts
	16th May 2023	Advisory board meeting	Advisory board members
	23rd May 2023	Tender board meeting	Tender board members

	24th May 2023	Directorate meeting	Senior management members
	25th May 2023	Gender desk meeting	Members of the gender desk
	26th May 2023	Operational management meeting	Operational management members
	6th June 2023	Tender board meeting	Tender board members
	14th June 2923	Directorate meeting	Senior management members
	15th June 2023	Deadline for updating admission status in the NACTVET system for students who have postponed studies	DPAC & Admission office
	16th June 2023	MoH & NACTVET Quarterly meeting	MoH and NACTVET
	16th June 2023	Operational management meeting	Operational management members
	20th June 2023	Tender board meeting	Tender board members
	22nd June 2023	Gender desk meeting	Members of the gender desk
	26th June 2023	Submission of a list of Candidates eligible to sit for Semester examination	DPAC, Examination office and HOD
	4th July 2023	Tender board meeting	Tender board members
	5th July 2023	Directorate meeting	Senior management members
	14th July 2023	Generation of Semester II Examination Numbers	DPAC, Examination office and HOD
	14th July 2023	Operational management meeting	Operational management members
	18th July 2023	Tender board meeting	Tender board members
	26th July 2023	Directorate meeting	Senior management members
	27th July 2023	Gender desk meeting	Members of the gender desk

	31st July – 9th August 2023	Institutional Academic Meeting to Discuss Semester II CA results (September intake)	Academic commettee meeting
		Prepare report for submission to Supervisor.	
	1st August 2023	Tender board meeting	Tender board members
	4th August 2023	Generation of Semester I Examination Numbers (March intake)	DPAC, Examination office and HOD
	4th August 2023	Operational management meeting	Operational management members
	10th August - 13th August 2023	Verification of Semester II CA results (September intake)	External supervisors, Examination office, HOD and tutors
		Uploading of Semester II CA results into NACTVET Database	
	14th August - 12th September 2023	Semester II Examinations (September intake)	ALL
		Semester II Supplementary Examinations (March intake)	
	15th August 2023	Tender board meeting	Tender board members
	15th August 2023	Advisory board meeting	Advisory board members
	16th August 2023	Directorate meeting	Senior management members
	25th August 2023	Operational management meeting	Operational management members
	28th August - 29th September 2023	Central Marking of Semester II (Supplementary) Examinations,	MoH, NACTVET and Appointed representative from HTIs
		Uploading of Examination results into NACTVET DATABASE	
		Report Writing and Submission of results to NACTVET	
	21st August – 31st August 2023	Institutional Academic Meeting to Discuss Semester I CA results (March intake)	Academic commettee meeting

		Prepare report for submission to Supervisor.	
	29th August 2023	Tender board meeting	Tender board members
	31st August – 3rd September 2023	Verification of Semester I CA results	External supervisors, Examination office, HOD and tutors
		Uploading of Semester I CA results into NACTVET Database	
	31st August 2023	Gender desk meeting	Members of the gender desk
	4th September – 22nd September 2023	Semester I Examinations (March intake)	ALL
		Uploading of Semester I Examination results	
	6th September 2023	Directorate meeting	Senior management members
	12th September 2023	Tender board meeting	Tender board members
	15th September 2023	Operational management meeting	Operational management members
	28th September 2023	Gender desk meeting	Members of the gender desk
	26th September 2023	Tender board meeting	Tender board members
	2nd October 2023	Beginning of Second Semester (March intake)	ALL
	4th October 2023	Directorate meeting	Senior management members
	6th October 2023	Operational management meeting	Operational management members
	9th October – 21st October 2023	Semester I Supplementary Examinations (March intake)	ALL
		Uploading of Semester I Supplementary Examination results	External supervisors, Examination office, HOD and tutors
	10th October 2023	Tender board meeting	Tender board members
	16th October 2023	Beginning of First Semester (September intake 2023/2024)	ALL