

COAST INSTITUTE OF TECHNOLOGY
COLLEGE CALENDAR
TERM III SEPT-NOV 2023

DATE:	ACTIVITY
31 st AUG, 2023	<ul style="list-style-type: none"> • Deadline for submission of soft copy schemes of work to the HODs by 4.30 PM
1 st SEPT, 2023	<ul style="list-style-type: none"> • Top Management meeting
4 th SEPT, 2023	<ul style="list-style-type: none"> • New students reporting
4 th SEPT, 2023	<ul style="list-style-type: none"> • Senior Management meeting at 2.00 pm
5 th SEPT, 2023	<ul style="list-style-type: none"> • Trainers meeting
5 th SEPT, 2023	<ul style="list-style-type: none"> • Continuing students reporting
6 th SEPT, 2023	<ul style="list-style-type: none"> • Departmental meeting at 9.00 AM – 1.00 pm
6 th SEPT, 2023	<ul style="list-style-type: none"> • Orientation of new students 2.00 pm
8 th SEPT, 2023	<ul style="list-style-type: none"> • Departmental orientation for new students at 2.00 pm
11 th SEPT, 2023	<ul style="list-style-type: none"> • Final harmonization of SEPT- NOV 2023 timetable
11 th – 15 th SEPT, 2023	<ul style="list-style-type: none"> • Special exams
12 th SEPT, 2023	<ul style="list-style-type: none"> • SGBV, WITED, Disability & Gender mainstreaming sensitization & awareness/ ADA, HIV & AIDS sensitization
12 th SEPT, 2023	<ul style="list-style-type: none"> • Support staff meeting at 3.00 pm
14 th SEPT, 2023	<ul style="list-style-type: none"> • PC FY 2023/24 sensitization for HODs, Hos & indicator of chairpersons
15 th SEPT, 2023	<ul style="list-style-type: none"> • Schemes of work submission report to IQA
15 th SEPT, 2023	<ul style="list-style-type: none"> • Career open day
19 th SEPT, 2023	<ul style="list-style-type: none"> • Deadline of reporting of students and fees payment
19 th SEPT, 2023	<ul style="list-style-type: none"> • Performance Appraisal
20 th SEPT, 2023	<ul style="list-style-type: none"> • Departmental barazas'
22 nd SEPT, 2023	<ul style="list-style-type: none"> • Students' barazas at 3.30 PM
25 th SEPT, 2023	<ul style="list-style-type: none"> • Submission of 1st evaluation report
25 th – 29 th SEPT, 2023	<ul style="list-style-type: none"> • Administer CAT1
26 th – 28 th SEPT, 2023	<ul style="list-style-type: none"> • Internal Quality Audit
27 th SEPT, 2023	<ul style="list-style-type: none"> • World Tourism day
2 nd – 13 th OCT, 2023	<ul style="list-style-type: none"> • Moderation of KNEC projects
4 th OCT, 2023	<ul style="list-style-type: none"> • Submission of exams to academic HODs
5 th – 12 th OCT, 2023	<ul style="list-style-type: none"> • Moderation of end-term exams
9 th OCT, 2023	<ul style="list-style-type: none"> • Departmental meeting to discuss CAT I
10 th OCT, 2023	<ul style="list-style-type: none"> • International girls' day
12 th OCT 2023	<ul style="list-style-type: none"> • Academic committee meeting to discuss CAT1
13 th OCT, 2023	<ul style="list-style-type: none"> • Sports day
14 th OCT, 2023	<ul style="list-style-type: none"> • College Community Day
15 th OCT, 2023	<ul style="list-style-type: none"> • CIT Men's breakfast
16 th – 19 th OCT, 2023	<ul style="list-style-type: none"> • Trial exams
16 th OCT, 2023	<ul style="list-style-type: none"> • Submission of 2nd evaluation report
18 th OCT, 2023	<ul style="list-style-type: none"> • Management review meeting
19 th OCT, 2023	<ul style="list-style-type: none"> • Release of end-of-term timetable
23 rd – 28 th OCT, 2023	<ul style="list-style-type: none"> • CAT II
26 th OCT, 2023	<ul style="list-style-type: none"> • Submission of exams to exam office by HOD
30 th OCT – 10 th NOV, 2023	<ul style="list-style-type: none"> • Photocopying and packaging of end-of-term exams

1st NOV, 2023	<ul style="list-style-type: none"> • Quality policy review meeting
2nd NOV, 2023	<ul style="list-style-type: none"> • Departmental meetings to discuss CAT2 & workload allocation for Jan-April 2024
6th - 25th NOV, 2023	<ul style="list-style-type: none"> • KNEC Exams
6th NOV, 2023	<ul style="list-style-type: none"> • Harmonization of the timetable for Jan-April 2024
7th - 8th NOV, 2023	<ul style="list-style-type: none"> • QMS surveillance 2 audit (external audit)
9th NOV, 2023	<ul style="list-style-type: none"> • Academic committee meeting to discuss CAT2
20th - 30th NOV, 2023	<ul style="list-style-type: none"> • Assessment of students on attachment
30th NOV - 7th DEC, 2023	<ul style="list-style-type: none"> • End-term examination
8th DEC, 2023	<ul style="list-style-type: none"> • Closing day
14th DEC, 2023	<ul style="list-style-type: none"> • Deadline for filling in end-of-term marks by 4.00 PM
18th DEC, 2023	<ul style="list-style-type: none"> • Submission of the report of results analysis to the D/principal by HOD at 2.00 pm
19th DEC, 2023	<ul style="list-style-type: none"> • College academic committee meets to discuss end-of-term examination results at 9.00 am

Prepared by: **Registrar** _____
Sign

Approved by: **Principal** _____
Sign

Cc: Principal, D/Principals, Dean of Students, Examination Officer, All Academic HODs & All Heads of Sections.