

# Kampala University

## Academic Calendar of Events for January –June/July 2020 Semester

No	Period / Week /Dates	Activity	Responsibility
1.	From 6 <sup>th</sup> to 12 <sup>th</sup> January 2020	<ul style="list-style-type: none"> <li>• Registry Departmental Meetings</li> <li>• Meeting with HODs and Deans to plan and prepare for the semester</li> <li>• HODs and Lecturers' in Preparation for Central Marking</li> <li>• Central Marking Takes off</li> </ul>	AR, QAM, DVC, Campus AR, Coordinators, Examinations Office, HODs
2.	From 13 <sup>th</sup> -19 <sup>th</sup> January 2020	<ul style="list-style-type: none"> <li>• Engagement of Internship Activities</li> <li>• Meeting of Registrars and Directors of Campuses</li> <li>• 1<sup>st</sup> Graduation Meeting takes place</li> </ul>	Deans, Coordinators, HODs, AR, DVC, Campus Directors, Accounts office
3.	20 <sup>th</sup> – 26 <sup>th</sup> January, 2020	<ul style="list-style-type: none"> <li>• Schools &amp; Departmental meetings held in preparation for the semester</li> <li>• Departmental Course unit allocation is done</li> <li>• Departmental meetings are held to discuss /vet results</li> <li>• Work on the time tables begins</li> <li>• Pinning up the teaching time tables</li> <li>• Order for stationary for orientation week and semester</li> <li>• Special Examinations are administered for the graduating class</li> </ul>	Deans, Coordinators and HODs, Lecturers. AR  AR, QAM, HRM, DVC, Deans, Coordinators, Store Attendant
4.	Orientation Week : 27 <sup>th</sup> Jan -2 <sup>nd</sup> Feb, 2020	<ul style="list-style-type: none"> <li>• Receiving and settling in the new students</li> <li>• Schools' meetings held to consider and Vet results as well as preparation for the semester</li> <li>• Students' Document Verification</li> <li>• Registration of New students</li> <li>• Schools' - students' / Fresher's guidance and interaction meetings</li> <li>• Entering/ uploading of the Finalized results into the system (EIS) begins</li> </ul>	Dean of students, Marketing, HODs , Coordinators, Deans of Schools, AR, Students' Guild

5.	Week : 1 3 <sup>rd</sup> – 9 <sup>th</sup> February, 2020	<ul style="list-style-type: none"> <li>• Continuing Students report for the semester</li> <li>• Senate Committees meet to prepare for senate business</li> <li>• 1<sup>st</sup> senate meeting to consider the general results for last semester</li> <li>• Lectures Begin</li> <li>• Uploading course units into the EIS system begins</li> <li>• University Football League (1<sup>st</sup> round)</li> <li>• University Women Football League (1<sup>st</sup> round) starts</li> <li>• University Basketball League (1<sup>st</sup> round) starts</li> <li>• General Lecturers Meeting for the semester</li> </ul>	<p>Lecturers, AR, HODs, Deans and Coordinators,</p> <p>Dean of students, Sports tutor</p>
6.	Week 2: 10 <sup>th</sup> – 16 <sup>th</sup> February, 2020	<ul style="list-style-type: none"> <li>• Lectures continue</li> <li>• Giving out lecture Cards to students</li> <li>• Finalizing Results Entry into the system (EIS)</li> <li>• Examinations Committee Meeting</li> <li>• Online registration begins</li> </ul>	AR, Deans, Coordinators and HODs, Examination Officer
7.	Week 3: 17 <sup>th</sup> – 23 <sup>rd</sup> February, 2020	<ul style="list-style-type: none"> <li>• Examination Cards for Special Exams are issued</li> <li>• Time Table for special Exams is pinned up</li> <li>• Lectures continue</li> <li>• Senate Preparations take shape</li> <li>• Deans Continue to Update and finalize the senate presentation template</li> <li>• Preparation of Pass Lists from the system</li> </ul>	Lecturers, AR, Deans/Coordinators, Chairman Deans Committee, Accounts Office and Lecturers
8.	Week 4: 24 <sup>th</sup> Feb– 1 <sup>st</sup> March, 2020	<ul style="list-style-type: none"> <li>• Special Examinations are administered</li> <li>• Setting of End of Semester Examinations</li> <li>• Second Senate for the Graduating Class</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, HODs, Coordinators Exam Officer</li> </ul>
9.	Week 5: 2 <sup>nd</sup> – 8 <sup>th</sup> March, 2020	<ul style="list-style-type: none"> <li>• Lectures continue</li> <li>• Submission of set question papers with marking guides to HODS</li> <li>• Release of 1<sup>st</sup> Draft Examination Timetable</li> <li>• Administering of 1<sup>st</sup> Course work</li> <li>• Preparations for the Council Meeting takes off</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers,</li> <li>• Chairman Deans Committee</li> <li>• Deans /Coordinators / HODs Demand &amp; Receive</li> </ul>

10.	Week 6: 9 <sup>th</sup> – 15 <sup>th</sup> March, 2020	<ul style="list-style-type: none"> <li>• Deans Campus visits</li> <li>• Moderation of draft Question papers</li> <li>• Examinations Committee meeting</li> <li>• Registration of students continues</li> <li>• Council Meeting is held tentatively on 12<sup>th</sup> March 2020</li> </ul>	<ul style="list-style-type: none"> <li>• AR/Deans/Coordinators/HODs</li> <li>• Chairman Deans Committee</li> <li>• Lecturers</li> <li>• Examination Officer, Campus Registrars, students' input</li> </ul>
11.	Week 7: 16 <sup>th</sup> – 22 <sup>nd</sup> March, 2020	<ul style="list-style-type: none"> <li>• Deans Campus visit</li> <li>• Registration of students continues</li> <li>• Lectures continue</li> <li>• Submission of moderated Question papers to Academic Registrar.</li> </ul>	<ul style="list-style-type: none"> <li>• AR/Deans/Coordinators/HODs, Campus Registrar and other senators</li> </ul>
12.	Week 8: 23 <sup>rd</sup> – 29 <sup>th</sup> March 2020	<ul style="list-style-type: none"> <li>• Lectures continue</li> <li>• Deadline for submission of queries arising from the 1<sup>st</sup> Draft of Examination Timetables</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, Coordinators, Examination Officer, Campus Registrars, Students' input</li> </ul>
13.	Week 9: 30 <sup>th</sup> March – 5 <sup>th</sup> April, 2020	<ul style="list-style-type: none"> <li>• Return of marked 1<sup>st</sup> Coursework results</li> <li>• Release of 2<sup>nd</sup> Draft of Exam Timetable</li> <li>• Lectures continue</li> <li>• General Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, HODs/ Deans Coordinators, Campus Registrars, Examinations Officer</li> </ul>
14.	Week 10: 6 <sup>th</sup> – 12 <sup>th</sup> April, 2020	<ul style="list-style-type: none"> <li>• Online registration of students</li> <li>• Requisition of Examination materials</li> <li>• Administering of 2<sup>nd</sup> Course work</li> <li>• Vetting of the applicants for Guild positions (2020/21)</li> <li>• General Assemblies</li> </ul>	Lecturers, HODs, Deans, Coordinators, Examination Officer, Dean of Students
15.	Week 11: 13 <sup>th</sup> – 19 <sup>th</sup> April, 2020	<ul style="list-style-type: none"> <li>• 17<sup>th</sup> Graduation is held on 16<sup>th</sup> April 2020</li> <li>• Planning for the examination season</li> <li>• Deans Committee visits</li> <li>• Preparation of budgets, student lists and staff lists for internship placement</li> <li>• Submission of the final moderated exams for the end of semester begins</li> <li>• Deadline for submission of queries arising from 2<sup>nd</sup> Draft time table</li> </ul>	Lecturers/ Coordinators/ Exam Officer/ AR/ Deans/ Chairman Deans Committee, Coordinator City Campus, Campus Registrars, Student's input Dean of Students
16.	Week 12: 20 <sup>th</sup> – 26 <sup>th</sup> April, 2020	<ul style="list-style-type: none"> <li>• Processing and Giving Out Examination Cards to;</li> <li>• Pre University students</li> <li>• Regular/ Continuing Students</li> <li>• Examinations Committee meeting</li> <li>• General Assemblies</li> </ul>	Schools Academic Boards/ Exams officer, Chairman Deans Committee, Campus Registrars/ Directors of Campuses, Accounts Office  Dean of Students / Guild
17.	Week 13: 27 <sup>th</sup> April – 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Teaching stops</li> <li>• Release of Final Timetable</li> <li>• Processing and Giving Out</li> </ul>	Deans of schools / Coordinators of Schools

	May, 2020	<p>Examination Cards to Continuing students continues</p> <ul style="list-style-type: none"> <li>• Servicing of Examinations photocopiers, printers &amp; computers</li> <li>• Proof reading of edited papers</li> <li>• Release of the final examination time table</li> <li>• University Cultural Gala at Mutundwe Campus- 1<sup>st</sup>-3<sup>rd</sup> May 2020</li> </ul>	<p>HODs/ Exams officer / AR/ Campus Registrars/ Directors of Campuses</p> <p>Dean of Students, students' Guild</p>
18.	Week 14: 4 <sup>th</sup> – 10 <sup>th</sup> May, 2020	<ul style="list-style-type: none"> <li>• University Guild Elections will be held – 9<sup>th</sup> May, 2020</li> <li>• Printing of Pre –University examinations starts</li> <li>• Exhibitions for the School of Industrial Art and design.</li> <li>• Processing and Giving out Examination Cards to both Pre-university and Continuing students further goes on.</li> <li>• Processing Regular and Weekend examinations</li> <li>• Preparation of the Examination rooms</li> <li>• Identifying the examination supervisors and Invigilators</li> </ul>	<p>Examination officer/ AR/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses</p> <p>Dean of Students / Guild</p>
19.	Week 15: 11 <sup>th</sup> – 17 <sup>th</sup> May, 2020	<ul style="list-style-type: none"> <li>• Preparation of the Examination rooms</li> <li>• Identifying the examination supervisors and Invigilators</li> <li>• Examination briefing to the Pre-University students</li> <li>• Briefing the students (Regular) Invigilators and supervisors</li> <li>• Pre-University Examinations kickoff</li> <li>• Swearing in of the Guild President and Cabinet- 15<sup>th</sup> May, 2020.</li> <li>• Processing and Giving Out Examination Cards to Continuing students continues</li> <li>• Printing Regular and Weekend examinations</li> <li>• Weekend Examination begin specifically on 17<sup>th</sup> May 2020</li> </ul>	<p>Examination officer/ AR/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses, Accounts Office Dean of Students</p>
20.	Week 16: 18 <sup>th</sup> – 24 <sup>th</sup> May, 2020	<ul style="list-style-type: none"> <li>• Regular Examinations are administered</li> <li>• Weekend examinations continue (23<sup>rd</sup> and 24<sup>th</sup> May, 2020)</li> <li>• Supervision and Invigilation goes on</li> </ul>	<p>AR, Examination officer/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses</p>

		<ul style="list-style-type: none"> <li>Monitoring exams at the Campuses (Scouts)</li> </ul>	
21.	Week 17: 25 <sup>th</sup> – 31 <sup>st</sup> May 2020	<ul style="list-style-type: none"> <li>Regular Examinations continue</li> <li>Weekend examinations are concluded (31<sup>st</sup> May, 2020)</li> <li>Supervision and Invigilation go on</li> <li>Monitoring exams at the Campuses continues (Scouts)</li> </ul>	Deans, Coordinators, HODs, AR, DVC, Campus Directors, Examination Officer, Accounts Office
22.	Week 18: 1 <sup>st</sup> – 7 <sup>th</sup> June, 2020	<ul style="list-style-type: none"> <li>Engagement in the Internship Activities</li> <li>Engagement of School Practice Activities</li> <li>Central Marking Preparation takes off (Bringing Campus scripts to the main Campus, )</li> </ul>	Deans, HODs, Coordinators, Registrar, Directors and examinations office, Accounts Office
23.	Week 19: 8 <sup>th</sup> – 14 <sup>th</sup> June, 2020	<ul style="list-style-type: none"> <li>Actual Marking Begins</li> </ul>	Deans, Coordinators, HODs, AR, DVC, Campus Directors, Accounts Office
24.	Week 20: 15 <sup>th</sup> – 21 <sup>st</sup> June, 2020	<ul style="list-style-type: none"> <li>Marking exercise continues</li> </ul>	Deans, Coordinators, HODs, AR, DVC, Campus Directors
25.	Week 21: 22 <sup>nd</sup> – 28 <sup>th</sup> June, 2020	<ul style="list-style-type: none"> <li>Departments/ School's Meet to Consider/vet/pass examination Results</li> <li>Moderation of marked scripts by External Examiners</li> </ul>	Deans and Coordinators, HODs, Examinations office, Accounts Office
26.	Week 22: 29 <sup>th</sup> June – 5 <sup>th</sup> July, 2020	<ul style="list-style-type: none"> <li>Senate Meeting is held to approve results</li> </ul>	Deans and Coordinators, HODs, Accounts Office
27.	Week 23: 6 <sup>th</sup> – 12 <sup>th</sup> July, 2020	<ul style="list-style-type: none"> <li>Entering of the Finalized results into the system (EIS)</li> </ul>	AR's Office
28.	Week 24: 13 <sup>th</sup> – 19 <sup>th</sup> July, 2020	<ul style="list-style-type: none"> <li>Entering of the Finalized results into the system (EIS)</li> </ul>	AR's Office

# Kampala University

## Draft Academic Calendar of Events for August –December 2020 for Semester

No	Period / Week /Dates	Activity	Responsibility
1.	29 <sup>th</sup> July – 4 <sup>th</sup> August	<ul style="list-style-type: none"> <li>• Faculty Boards meet to discuss and consider results from departments.</li> </ul>	Deans, Heads of Department
2.	Orientation Week: 5 <sup>th</sup> – 11 <sup>th</sup> August 2020	<ul style="list-style-type: none"> <li>• Receiving and settling in the new students</li> <li>• Student's Document Verification</li> <li>• Registration of New students</li> <li>• Schools' - students' / Freshers' guidance and interaction meetings</li> <li>• Schools and Departments finalize all results vetting business</li> <li>• Kenyan In-service Planning and Preparations continue</li> <li>• Kenyan In-service Programme begins/ takes off</li> <li>• Senate Committees put presentations together in preparation for senate.</li> </ul>	Guild, Dean of students, Marketing, HODs , Coordinators, Deans of Schools, AR, Students' Guild
3.	Week 1: 12 <sup>th</sup> – 18 <sup>th</sup> August 2020	<ul style="list-style-type: none"> <li>• Lectures Begin</li> <li>• Continuing Students report for the semester</li> <li>• Senate Meeting to Consider and Pass results is held</li> <li>• Up loading semester course units in the EIS system begins</li> <li>• Registration of Regular students begins</li> <li>• Entering/uploading the Finalized results into the system (EIS) begins</li> </ul>	Lecturers, HODs, AR, Deans and Coordinators
4.	Week 2 19 <sup>th</sup> – 25 <sup>th</sup> August 2020	<ul style="list-style-type: none"> <li>• Lectures continue</li> <li>• Giving out lecture Cards to students</li> <li>• Finalizing Results Entry into the system (EIS)</li> <li>• Up loading course units in the EIS system is completed</li> <li>• On line students' course unit registration begins</li> <li>• Ugandan In-service programmes across all campuses take off.</li> <li>• Inter Medical games</li> </ul>	AR, Directors, AAR, Deans, Coordinators and HODs  Dean of Students/Sports Tutor

		<ul style="list-style-type: none"> <li>• Examinations Committee meeting</li> </ul>	
5.	<p>Week 3: 26<sup>th</sup> Aug– 1<sup>st</sup> Sept 2020</p>	<ul style="list-style-type: none"> <li>• Examination Cards for Special Exams are issued</li> <li>• Time Table for special Exams is pinned up</li> <li>• Lectures continue</li> <li>• On line registration Continues</li> <li>• University Football League (2<sup>nd</sup> round) continues</li> <li>• University Women's Football League</li> <li>• University Basketball League starts</li> <li>• Vetting of Guild Cabinet Ministers (satellite campuses)</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, AR, Deans/Coordinators, Chairman Deans Committee</li> <li>• Lecturers</li> <li>• Dean of Students/ Sports Tutor</li> <li>• Dean of Students/ MPs</li> </ul>
6.	<p>Week 4: 2<sup>nd</sup> – 8<sup>th</sup> Sept 2020</p>	<ul style="list-style-type: none"> <li>• Setting of end of Semester Examinations</li> <li>• Lectures continue normally</li> <li>• Registrars, Directors and Coordinators meeting</li> <li>• Special Examinations are administered better</li> <li>• Vetting of Guild Cabinet Ministers (main campus)</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, HODs,</li> <li>• Exam Officer</li> <li>• Dean of Students/MPs</li> </ul>
7.	<p>Week 5: 9<sup>th</sup> – 15<sup>th</sup> Sept 2020</p>	<ul style="list-style-type: none"> <li>• Deans' Committee Campus visit with HODs</li> <li>• Meeting with the Student MPs and Subject Coordinators</li> <li>• Submission of set Question Papers with marking guides to HODs</li> <li>• Release of 1<sup>st</sup> Draft Examination Timetables</li> <li>• Administering 1<sup>st</sup> Course Work</li> <li>• 6<sup>th</sup> Annual Uganda Deans of Students Conference</li> <li>• 13<sup>th</sup> Annual Guild Leaders Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers,</li> <li>• Chairman Deans Committee</li> <li>• Deans /Coordinators / HODs</li> <li>• Demand &amp; Receive the papers</li> <li>• Dean of Students</li> </ul>
8.	<p>Week 6: 16<sup>th</sup> – 22<sup>nd</sup> Sept 2020</p>	<ul style="list-style-type: none"> <li>• Deans' Committee Campus visit with HODs</li> <li>• Registration of students continues</li> <li>• Moderation of Draft Question Papers</li> <li>• Examinations Committee meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AR/Deans/Coordinators/HODs</li> <li>• Chairman Deans Committee</li> <li>• Lecturers</li> <li>• Examination Officer, Campus Registrars, students' input</li> <li>• Dean of Students</li> </ul>

9.	Week 7: 23 <sup>rd</sup> -29 <sup>th</sup> Sept 2020	<ul style="list-style-type: none"> <li>• Deans' Committee Campus visit with HODs</li> <li>• Registration of students continues</li> <li>• Lectures continue</li> <li>• Submission of moderated Question Papers to Academic Registrar</li> <li>• Deadline for submission of queries arising from the 1<sup>st</sup> Draft of the Timetables</li> </ul>	<ul style="list-style-type: none"> <li>• AR/Deans/Coordinators/HODs, Campus Registrar and other senators</li> </ul>
10.	Week 8: 30 <sup>th</sup> Sept – 6 <sup>th</sup> Oct 2020	<ul style="list-style-type: none"> <li>• Lectures continue</li> <li>• Schools hold research viva/ defense</li> <li>• Vice Chancellor's meeting with the Guild President / Vice Guild Presidents</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, Coordinators, Examination Officer, Campus Registrars, Students' input</li> <li>• Dean of Students</li> </ul>
11.	Week 9: 7 <sup>th</sup> – 13 <sup>th</sup> Oct 2020	<ul style="list-style-type: none"> <li>• Deans' Committee Campus visit with HODs</li> <li>• Registrars, Directors and Coordinators meeting</li> <li>• Return of marked 1<sup>st</sup> Course work marks</li> <li>• Release of 2<sup>nd</sup> Draft Examination Timetable</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers, HODs/ Deans Coordinators, Campus Registrars</li> <li>• Chairman Deans Committee and examinations officer</li> <li>• Lecturers, Coordinators, Examination Officer, Campus Registrars, Students' input</li> </ul>
12.	Week 10: 14 <sup>th</sup> – 20 <sup>th</sup> Oct 2020	<ul style="list-style-type: none"> <li>• Submission of the final exams for the end of semester to external examiners begins</li> <li>• Administering of 2<sup>nd</sup> Course work</li> <li>• Requisition of Examination Materials</li> <li>• General Assemblies</li> </ul>	<p>Lecturers, HODs, Deans, Coordinators, Examination Officer</p> <p>Dean of Students / Guild</p>
13.	Week 11: 21 <sup>st</sup> – 27 <sup>th</sup> Oct 2020	<ul style="list-style-type: none"> <li>• Deadline for submission of queries arising from the 2<sup>nd</sup> Draft of Examination Timetable</li> <li>• Planning for the examination season</li> <li>• Engaging External Examiners</li> <li>• Deans Committee visit</li> <li>• General Assemblies</li> </ul>	<p>Lecturers/ Coordinators/ Exam Officer/ AR/ Deans/ Chairman Deans Committee, Coordinator City Campus, Campus Registrars, Student's input</p> <p>Dean of Students / Guild</p>
14.	Week 12: 28 <sup>th</sup> Oct– 3 <sup>rd</sup> November 2020	<ul style="list-style-type: none"> <li>• Incorporating the Adjustments from Moderation teams and External examiners</li> <li>• Processing and Giving Out Examination Cards to; Pre University students</li> <li>• Regular/ Continuing Students</li> <li>• Deans Committee Visit</li> </ul>	<p>Schools Academic Boards/ Exams officer, Chairman Deans Committee, Campus Registrars/ Directors of Campuses</p> <p>Dean of Students / Guild</p>
15.	Week 13: 4 <sup>th</sup> – 10 <sup>th</sup> Nov 2020	<ul style="list-style-type: none"> <li>• Examinations Committee Meeting</li> <li>• Proofreading of edited papers</li> <li>• Preparation of the Examination</li> </ul>	



		<ul style="list-style-type: none"> <li>rooms</li> <li>Examination briefing to the students</li> <li>Submission of the second Coursework results</li> <li>Identifying the examination supervisors and Invigilators</li> <li>Processing and Giving Out Examination Cards to Continuing students</li> <li>SIAD Cards and Pre-University Exam Cards are given out</li> <li>Final Copy of the examination time table is out</li> </ul>	Deans of schools / Coordinators of Schools HODs/ Exams officer / AR/ Campus Registrars/ Directors of Campuses
16.	Week 14: 11 <sup>th</sup> – 17 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>In service Planning Meetings take shape</li> <li>Printing Regular and Weekend examinations begins</li> <li>Printing Pre-University Examinations take off</li> <li>Examination Cards are Processed and given out</li> <li>Teaching/Lectures stops</li> <li>Servicing of Examinations Photocopiers, computers &amp; printers</li> <li>Briefing the Invigilators and supervisors for Pre university exams</li> </ul>	Examination officer/ AR/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses, in-service coordinator, Accounts office, examination officer
17.	Week 15: 18 <sup>th</sup> – 24 <sup>th</sup> November 2020	<ul style="list-style-type: none"> <li>Week-End Examinations Takeoff (Specifically 23<sup>rd</sup> and 24<sup>th</sup>)</li> <li>Preparation of the Examination rooms</li> <li>Identifying the examination supervisors and Invigilators</li> <li>Briefing the students, Invigilators and supervisors</li> <li>Pre-University Examinations kickoff</li> <li>Processing and Giving Out Examination Cards to Continuing students continues</li> <li>Printing and packing Regular and Weekend examinations begins</li> <li>Registrars, Directors and Coordinators meeting</li> <li>SIAD Examinations take off as well</li> </ul>	Examination officer/ AR/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses, Accounts Office
18.	Week: 16 25 <sup>th</sup> Nov. – 1 <sup>st</sup> December 2020	<ul style="list-style-type: none"> <li>Examinations are Administered</li> <li>Supervision and Invigilation goes on</li> <li>Monitoring exams at the Campus</li> <li>The Combined in-service for Kenya, Uganda and Tanzania takes off</li> </ul>	Examination officer/ AR/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses, Accounts office, Marketing office

19.	Week 17: 2 <sup>nd</sup> Dec- 8 <sup>th</sup> Dec 2020	<ul style="list-style-type: none"> <li>• Examinations are conducted</li> <li>• Supervision and Invigilation goes on</li> <li>• Monitoring exams at the Campus continues- Scouting is done</li> </ul>	Examination officer/ AR/ Deans/ Coordinators/ HODs/ Campus Registrars/ Directors of Campuses
20.	Week 18: 9 <sup>th</sup> Dec- 15 <sup>th</sup> Dec 2020	<ul style="list-style-type: none"> <li>• First Graduation Planning Meeting</li> <li>• Inter University games</li> <li>• Preparations and transporting the booklets from Campuses</li> </ul>	VC, DT-Budget, DVC, AR, US,QAD, Campus Directors etc and others Examinations Office
21.	Week 19: 16 <sup>th</sup> - 22 <sup>nd</sup> Dec 2020		