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REPORTING AND ORIENTATION PROGRAM FOR MAY 2023 INTAKE

DATE	ACTIVITY	VENUE
MONDAY, TUESDAY AND WEDNESDAY **REPORTING DAY 1, 2 & 3** **24Th – 26TH APRIL 2023**	STEP 1: VERIFICATION AND COLLECTION OF DOCUMENTS FOR FILING STEP 2: ➢ CONFIRMATION OF COURSE REQUIREMENTS /TOOLS ➢ SIGNING OF NOMINAL ROLL STEP 3: ➢ ISSUANCE OF TRAINEE'S HANDBOOK ➢ ALLOCATION OF HOSTELS FOR BOARDERS	REGISTRY ACADEMIC DEPARTMENT DEANS OFFICE
THURSDAY **27TH APRIL 2023** **MORNING** **27TH APRIL, 2023** **AFTERNOON**	➢ **ORIENTATION** • INTRODUCTION OF STAFF • PRESENTATION OF ACADEMIC POLICY BY HOD **8.30AM-9.30 AM** • COURSES OFFERED & CLASS ATTENDANCE BY DP/HOD **9.30AM - 10.30AM** • BREAK TIME **10.35 TO 11.00AM** EXAMINATIONS/ASSESSMENTS BY DEPARTMENTAL EXAM OFFICER **10.45AM – 11.45 AM** • **LIBRAY DEPARTMENT 2.00PM** **NON- ACADEMIC DEPARTMENTS** ➢ DEANS OFFICE **12.00 – 12.30PM** ➢ REGISTRY OFFICE **12.30---1.00PM** ➢ MAIN EXAM OFFICE **2.00 – 2.30 PM** ➢ RESEARCH AND INNOVATION **2.30 – 3.00PM** ➢ INDUSTRIAL LIASON AND CAREER ADVISORY **3.00---3.15PM** ➢ GAMES AND SPORTS **3.15--- 3.30PM** ➢ QUALITY ASSUARANCE **3.30--- 3.45PM** ➢ CURRICULUM DEVELOPMENT **3.45 ---4.00PM**	ACADEMIC DEPARTMENTS LOWER GROUND
FRIDAY **28TH APRIL, 2023**	➢ GUIDANCE AND COUNSELLING **9.00AM T0 10 AM** ➢ ADDRESS BY THE PRINCIPAL **10.00AM TO 12:00 PM**	LOWER GROUND
TUESDAY **3RD MAY ,2023 8 AM**	**COMMENCECEMENT OF CLASSES**	DEPARTMENTS