



KABETE NATIONAL POLYTECHNIC

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REPORTING AND ORIENTATION PROGRAM FOR JANUARY 2023 INTAKE

DATE	ACTIVITY	VENUE
REPORTING DAY 1 MONDAY 9thJAN,2023	STEP 1 REGISTRY: VERIFICATION AND COLLECTION OF DOCUMENTS FOR FILING STEP 2 ACADEMIC DEPARTMENTS <ul style="list-style-type: none"> ➤ CONFIRMATION OF COURSE REQUIREMENTS /TOOLS ➤ SIGNING OF NOMINAL ROLL STEP 3 DEANS OFFICE <ul style="list-style-type: none"> ➤ ISSUANCE OF TRAINEE’S HANDBOOK ➤ ALLOCATION OF HOSTELS FOR BOARDERS 	REGISTRATION TENT ACADEMIC DEPARTMENT REGISTRATION TENT
TUESDAY REPORTING DAY 2 10th JAN,2023	STEP 1: REGISTRY: VERIFICATION AND COLLECTION OF DOCUMENTS FOR FILING STEP 2: ACADEMIC DEPARTMENTS <ul style="list-style-type: none"> ➤ CONFIRMATION OF TRAINING MATERIALS / TOOLS ➤ SIGNING OF NOMINAL ROLL STEP 3: DEANS OFFICE <ul style="list-style-type: none"> ➤ ISSUANCE OF TRAINEES HANDBOOK ➤ ALLOCATION OF HOSTELS FOR BOARDERS 	REGISTRATION TENT ACADEMIC DEPARTMENT REGISTRATION TENT
WEDNESDAY 11th JAN,2023	ACADEMIC DEPARTMENTS <ul style="list-style-type: none"> ➤ ORIENTATION <ul style="list-style-type: none"> • INTRODUCTION OF STAFF • PRESENTATION OF ACADEMIC POLICY BY HOD 8.30AM-9.30 AM • COURSES OFFERED & CLASS ATTENDANCE BY DP/HOD 9.30 --- 10.30AM • BREAK TIME 10.35 TO 11.00AM EXAMINATIONS/ASSESSMENTS BY DEPART . EXAM OFFICER 10.45AM – 11.45 AM 	ACADEMIC DEPARTMENTS

	<p>NON- ACADEMIC DEPARTMENTS</p> <ul style="list-style-type: none"> ➤ 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 	LOWER GROUND
<p>THURSDAY 12TH JAN, 2023</p>	<ul style="list-style-type: none"> ➤ ADDRESS BY THE PRINCIPAL WHICH WILL MARK THE END OF THE ORIENTATION EXERCISE 9.00AM TO 12 NOON 	LOWER GROUND
<p>FRIDAY 13TH JAN,2023 8 AM</p>	COMMENCECEMENT OF CLASSES	DEPARTMENTS