

# RONGO UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC & STUDENT AFFAIRS

ALMANAC FOR 2020/2021 ACADEMIC YEAR (JANUARY - APRIL 2021 SESSION)

**GROUPS IN SESSION:**

1. All 2<sup>nd</sup> Year, Semester I
2. All 3<sup>rd</sup> Year, Semester I
3. All 4<sup>th</sup> Year, Semester I

Date	Activity	Action Office (s)
4 <sup>th</sup> January, 2021	<ul style="list-style-type: none"> <li>• Reporting and registration of continuing students</li> <li>• Teaching starts for ALL students</li> <li>• Online Course Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Deans</li> <li>• HoDs</li> <li>• Admissions Office</li> </ul>
18 <sup>th</sup> – 22 <sup>nd</sup> January, 2021	<ul style="list-style-type: none"> <li>• Setting and Internal Moderation of Examinations</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers</li> <li>• HoDs</li> </ul>
25 <sup>th</sup> – 29 <sup>th</sup> January, 2021	<ul style="list-style-type: none"> <li>• External Moderation of Examinations</li> <li>• Release of 1<sup>st</sup> Draft of Examinations timetable</li> </ul>	<ul style="list-style-type: none"> <li>• HoDs</li> <li>• Timetabling Committee</li> </ul>
29 <sup>th</sup> January, 2021	<ul style="list-style-type: none"> <li>• End of courses registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Deans</li> <li>• HoDs</li> </ul>
1 <sup>st</sup> – 12 <sup>th</sup> February, 2021	<ul style="list-style-type: none"> <li>• Submission of Examinations to Examinations Office</li> <li>• First Sit in CATs</li> </ul>	<ul style="list-style-type: none"> <li>• HoDs</li> <li>• Lecturers</li> </ul>
22 <sup>nd</sup> – 26 <sup>th</sup> February, 2021	<ul style="list-style-type: none"> <li>• Uploading of 1<sup>st</sup> CAT marks to Uni-Plus© &amp; submission to HoDs</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• HoDs</li> </ul>
1 <sup>st</sup> – 5 <sup>th</sup> March, 2021	<ul style="list-style-type: none"> <li>• Release of Final Examination Timetable</li> <li>• Generation of compliance lists and issuance to Schools</li> </ul>	<ul style="list-style-type: none"> <li>• Timetabling Committee</li> <li>• Registrar, Academic Affairs</li> </ul>
1 <sup>st</sup> – 12 <sup>th</sup> March, 2021	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Sit in CATs</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers</li> <li>• HoDs</li> </ul>
15 <sup>th</sup> – 19 <sup>th</sup> March, 2021	<ul style="list-style-type: none"> <li>• Uploading of 2<sup>nd</sup> CAT marks to Uni-Plus© &amp; submission to HoDs</li> </ul>	<ul style="list-style-type: none"> <li>• Lecturers</li> <li>• HoDs</li> </ul>
22 <sup>nd</sup> March – 2 <sup>nd</sup> April, 2021	<ul style="list-style-type: none"> <li>• Printing and packaging of Examinations</li> <li>• Generation of Compliance lists and issuance to Schools</li> <li>• Issuance of Examination cards</li> </ul>	<ul style="list-style-type: none"> <li>• Examinations Officer</li> <li>• Registrar, Academic Affairs</li> </ul>
5 <sup>th</sup> April, 2021 16 <sup>th</sup> April, 2021	<ul style="list-style-type: none"> <li>• Start of Semester Examinations</li> <li>• End of Semester Examinations</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor, ASA</li> <li>• Deans</li> <li>• HoDs</li> <li>• Lecturers/Invigilators</li> <li>• Examinations Officer</li> </ul>
19 <sup>th</sup> April, 2021 25 <sup>th</sup> June, 2021	<ul style="list-style-type: none"> <li>• Processing, externalization and approval of examination results</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor, ASA</li> <li>• Deans</li> <li>• HoDs</li> <li>• Lecturers/Examiners</li> <li>• Senate</li> </ul>



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ALMANAC FOR 2020/2021 ACADEMIC YEAR (MAY - JULY 2021 SESSION)

GROUPS IN SESSION: *All Years, Semester II*

Date	Activity	Action Office (s)
3 <sup>rd</sup> May, 2021	<ul style="list-style-type: none"> <li>Reporting and registration of continuing students</li> <li>Teaching starts for ALL students</li> <li>Online Course Registration</li> </ul>	<ul style="list-style-type: none"> <li>Deans</li> <li>HoDs</li> <li>Admissions Office</li> </ul>
17 <sup>th</sup> – 21 <sup>st</sup> May, 2021	<ul style="list-style-type: none"> <li>Setting and Internal Moderation of Examinations</li> </ul>	<ul style="list-style-type: none"> <li>Lecturers</li> <li>HoDs</li> </ul>
23 <sup>rd</sup> - 28 <sup>th</sup> May, 2021	<ul style="list-style-type: none"> <li>External Moderation of Examinations</li> <li>Release of 1<sup>st</sup> Draft of Examinations timetable</li> </ul>	<ul style="list-style-type: none"> <li>HoDs</li> <li>Timetabling Committee</li> </ul>
31 <sup>st</sup> May – 11 <sup>th</sup> June, 2021	<ul style="list-style-type: none"> <li>First Sit in CATs</li> </ul>	<ul style="list-style-type: none"> <li>HoDs</li> <li>Lecturers</li> </ul>
4 <sup>th</sup> June 2021	<ul style="list-style-type: none"> <li>End of courses registration.</li> </ul>	<ul style="list-style-type: none"> <li>Deans</li> <li>HoDs</li> </ul>
7 <sup>th</sup> -18 <sup>th</sup> June, 2021	<ul style="list-style-type: none"> <li>Submission of Examinations to Examinations Office</li> <li>Uploading of 1<sup>st</sup> CAT marks to Uni-Plus© system and submission to HoDs</li> </ul>	<ul style="list-style-type: none"> <li>Examination Office</li> <li>HoDs</li> <li>Lecturers</li> </ul>
14 <sup>th</sup> – 18 <sup>th</sup> June, 2021	<ul style="list-style-type: none"> <li>Release of Final Examination Timetable</li> <li>Generation of compliance lists and issuance to Schools</li> </ul>	<ul style="list-style-type: none"> <li>Timetabling Committee</li> <li>Registrar, Academic Affairs</li> </ul>
21 <sup>st</sup> June – 2 <sup>nd</sup> July 2021	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Sit in CATs</li> </ul>	<ul style="list-style-type: none"> <li>Lecturers</li> <li>HoDs</li> </ul>
5 <sup>th</sup> – 16 <sup>th</sup> July, 2021	<ul style="list-style-type: none"> <li>Printing and Packaging of Examinations</li> <li>Uploading of 2<sup>nd</sup> CAT marks to Uni-Plus© system and submission to HoDs</li> <li>Issuance of Examination cards</li> </ul>	<ul style="list-style-type: none"> <li>Examinations Officer</li> <li>HoDs</li> <li>Lecturers</li> <li>Registrar, Academic Affairs</li> </ul>
19 <sup>th</sup> July, 2021	<ul style="list-style-type: none"> <li>Start of Semester Examinations</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Vice-Chancellor, ASA</li> </ul>
30 <sup>th</sup> July, 2021	<ul style="list-style-type: none"> <li>End of Semester Examinations</li> </ul>	<ul style="list-style-type: none"> <li>Deans</li> <li>HoDs</li> <li>Lecturers/Invigilators</li> <li>Examinations Officer</li> </ul>

## NOTES

- i. 4 teaching hours per week
- ii. All qualified students to proceed for Teaching Practice or Industrial attachment, as appropriate



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ALMANAC FOR 2020/2021 ACADEMIC YEAR (NOVEMBER 2020 - FEBRUARY 2021 SESSION)

GROUPS IN SESSION: All 1<sup>st</sup> years 1<sup>st</sup> Semester

Date	Activity	Action Office (s)
24 <sup>th</sup> August – 4 <sup>th</sup> September, 2020	<ul style="list-style-type: none"> <li>Online Admission, Registration and Orientation of 1st Year Students</li> <li>Application for change of programmes for 1<sup>st</sup> Year students</li> </ul>	<ul style="list-style-type: none"> <li>Deans</li> <li>HoDs</li> <li>Admissions Office</li> </ul>
7 <sup>th</sup> – 11 <sup>th</sup> September, 2020	<ul style="list-style-type: none"> <li>Online teaching starts for First year students</li> <li>Online Course Registration</li> </ul>	<ul style="list-style-type: none"> <li>Deans and HoDs</li> <li>Lecturers</li> <li>Admissions Office</li> </ul>
8 <sup>th</sup> October, 2020	<ul style="list-style-type: none"> <li>Consideration of all applicants for change of programmes</li> </ul>	<ul style="list-style-type: none"> <li>Deans Committee</li> </ul>
<b>16<sup>th</sup> – 20<sup>th</sup> November, 2020</b>	<ul style="list-style-type: none"> <li><b>Reporting and REGISTRATION of First year First semester students</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Deans and HoDs</b></li> <li><b>Admissions Office</b></li> </ul>
23 <sup>rd</sup> November, 2020	<ul style="list-style-type: none"> <li>In-person teaching continues for First year students</li> </ul>	<ul style="list-style-type: none"> <li>Deans and HoDs</li> <li>Lecturers</li> </ul>
7 <sup>th</sup> – 11 <sup>th</sup> December, 2020	<ul style="list-style-type: none"> <li>Setting and Internal Moderation of Examinations</li> </ul>	<ul style="list-style-type: none"> <li>Lecturers</li> <li>HoDs</li> </ul>
4 <sup>th</sup> – 8 <sup>th</sup> January, 2021	<ul style="list-style-type: none"> <li>External Moderation of Examinations</li> <li>Release of 1<sup>st</sup> Draft of Examinations timetable</li> </ul>	<ul style="list-style-type: none"> <li>HoDs</li> <li>Timetabling Committee</li> </ul>
8 <sup>th</sup> January, 2021	<ul style="list-style-type: none"> <li>End of course registration.</li> </ul>	<ul style="list-style-type: none"> <li>HoDs</li> </ul>
11 <sup>th</sup> – 22 <sup>nd</sup> January, 2021	<ul style="list-style-type: none"> <li>Submission of Examinations to Examinations Office</li> <li>First Sit in CATs</li> </ul>	<ul style="list-style-type: none"> <li>Examination Office</li> <li>HoDs</li> <li>Lecturers</li> </ul>
25 <sup>th</sup> – 29 <sup>th</sup> January, 2021	<ul style="list-style-type: none"> <li>Release of Final Examination Timetable</li> <li>Generation of compliance lists and issuance to Schools</li> </ul>	<ul style="list-style-type: none"> <li>Timetabling Committee</li> <li>Registrar, Academic Affairs</li> </ul>
1 <sup>st</sup> – 5 <sup>th</sup> February, 2021	<ul style="list-style-type: none"> <li>Uploading of 1<sup>st</sup> CAT marks to Uni-Plus© system and submission to HoDs</li> </ul>	<ul style="list-style-type: none"> <li>HoDs</li> <li>Lecturers</li> </ul>
8 <sup>th</sup> – 19 <sup>th</sup> February, 2021	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Sit in CATs</li> </ul>	<ul style="list-style-type: none"> <li>Lecturers</li> <li>HoDs</li> </ul>
22 <sup>nd</sup> – 26 <sup>th</sup> February, 2021	<ul style="list-style-type: none"> <li>Printing and Issuance of Examination cards</li> </ul>	<ul style="list-style-type: none"> <li>Registrar, Academic Affairs</li> </ul>
22 <sup>nd</sup> February - 5 <sup>th</sup> March, 2021	<ul style="list-style-type: none"> <li>Printing and Packaging of Examinations</li> <li>Uploading of 2<sup>nd</sup> CAT marks to Uni-Plus© system and submission to HoDs</li> </ul>	<ul style="list-style-type: none"> <li>Examinations Officer</li> <li>HoDs</li> <li>Lecturers</li> </ul>
8 <sup>th</sup> March, 2021	<ul style="list-style-type: none"> <li>Start of Semester Examinations</li> </ul>	<ul style="list-style-type: none"> <li>Registrar, Academic Affairs</li> <li>Deans</li> <li>HoDs</li> <li>Lecturers/Invigilators</li> <li>Examinations Officer</li> </ul>
19 <sup>th</sup> March, 2021	<ul style="list-style-type: none"> <li>End of Semester Examinations</li> </ul>	



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