



FOREST INDUSTRIES TRAINING INSTITUTE (FITI)

INSTITUTE CALENDAR/ALMANAC FOR THE YEAR 2017/2018

DATE	ACTIVITY	ASSIGNEE
14-18/8/2017	Mid Semester Holiday for Vocational Education and Training (VET) Students	VET Course Coordinator
21/8-06/10/2017	Field Practical for VET Piloting Students at West Kilimanjaro.	VET Course Coordinator/Tutors
21-22/9/2017	Supplementary Examinations	Chief Course Coordinator (CCC)/Tutors
23-25/9/2017	Marking and Compilation of supplementary examinations	CCC, Course coordinators(CC)/Tutors
29/9/2017	Academic Staff Meeting	Principal/Members
16-27/10/2017	Registration & orientation of 1 st year students	Registrar/students
23-25/10/2017	Review of Certificate and Ordinary Diploma Curricula	Principal/tutors
30/10/2017	Beginning of 1 st and 3 rd semester classes	Course coordinators (CC)/Tutors/Students
03/10/2017	Institute Baraza	Principal/ (CCC) /Registrar/Tutors/ Students
09/10-03/11/2017	Continuation of class for VET Students	VET Course Coordinator/Tutors
13/10/2017	Planning and Finance Committee Meeting	Principal/Committee Members
26/10/2017	1 st Advisory Board Meeting	Board Chairman/ Board Members
04/11/2017	End of level 1 for VET Students	VET Course Coordinator
17/11/2017	Workers Meeting	Principal/All workers
24/11/2017	20 th Graduation Ceremony	Principal/ CCC/CC/Tutors/ Graduates/ Invited Guests
21/12/2017-01/1/2018	Mid Semester Holiday	Students
08/1/2018	Beginning of Level 2 for VET students	VET Course Coordinator/Tutors
25/1/2018	Academic Staff Meeting	Principal/Members
21-25/2/2018	Preparation for Semester Examinations	Students
22-23/2/2018	Moderation of Semester Examinations	CCC/CC/Moderators
01- 07/3/2018	1 st and 3 rd Semester Examinations	CCC/Tutors/Students
05-09/3/2018	Marking of Examinations	CCC/Tutors
08/3- 15/4/2018	Mid year Holiday	Students
13-17/3/2018	Crossmarking of Examinations	CCC/External/ Tutors
19-21/3/2018	Compilation of Semester Examination results	CCC/Course coordinators
19-23/3/2018	Mid Semester Holiday for VET Students	VET Students
23/3/2018	Board of Examiners Meeting	Principal /Board Members

DATE	ACTIVITY	ASSIGNEE
26/3/2018	Planning and Finance Committee Meeting	Principal/Members
27/3/2018	Advisory Board Committee Meeting	
28/3/2018	02 nd Advisory Board Meeting	Board Chairman/ Board Members
11-12/4/2018	Supplementary Examinations	Chief Course Coordinator (CCC)/ Tutors/Students
12-13/4/2018	Marking and Compilation of supplementary Examinations	Tutors/CCC/CC
16/4/2018	Beginning of 2 nd and 4 th Semester Classes	Principal/Registrar/ Tutors
19/4/2018	Academic Staff Meeting	Principal/Tutors
20/4/2018	Institute Baraza	Principal/CCC/Registrar/ Tutors/Students
08/6/2018	Planning and Finance Committee Meeting	Principal/Members
08/6/2018	Completion of semester 2 classes for VET students	VET Tutors/Students
04/6-11/6/2018	Mid Semester Holidays	Students
11-15/6/2018	Preparation for Final Examination VET Students	VET Students
18-22/6/2018	VET Final Examination	VET Invigilators/ students
09-27/7/2018	Inplant practical for 4 th semester certificate students	CCC/CC/Tutors/Students
12/6/2018	Workers Social Welfare Meeting	Principal/All workers
30/7-03/8/2018	Preparation for Semester Examinations	CCC/CC /Tutors/Students
31/7-01/8/2018	Moderation of Semester Examinations	CCC/CC/Moderators
06-10/8/2018	2 nd & 4 th - Semester Examinations	CCC/CC/tutors/Students
11/8- 27/10/2018	Annual Holiday	Students
13- 17/8/2018	Marking of Semester Examinations	CCC/CC/Tutors
20-24/8/2018	Cross marking of Semester Examinations	CCC/CC/External & Internal Examiners
27-28/8/2018	Compilation of Examination Results	CCC/Course Coordinators
30/8/2018	Board of Examiners Meeting	Principal/Board Members
31/8/2018	Planning and Finance Committee Meeting	Principal/Members
06/9/2018	Advisory Board Committee Meeting	Board Chairman/ Board Members
07/9/2018	4 th Advisory Board Meeting	Board Chairman/ Board Members

Mrs. Elinipa M. Sekiete,
PRINCIPAL