

FOREST INDUSTRIES TRAINING INSTITUTE (FITI)



INSTITUTE CALENDAR FOR ACADEMIC YEAR 2019/2020

DATE	EVENTS	PARTICIPANTS
16 – 18/10/2019	Supplementary Examinations	Chief Course Coordinator (CCC)/Students
14 – 18/10/2019	Registration and Orientation for 1 st year students	Registrar/Students
19 – 21/10/2019	Marking and Compilation of supplementary examinations	CCC/DCC/CC/Tutors
21/10/2019	Academic Staff Meeting	Principal/Members
21/10/2019	Beginning of 1 st semester sessions	Principal/Registrar/ Tutors
05/10/2019	Institute Baraza	Principal/CCC/Tutors/ Students
17/10/2019	67 th Advisory Board Committees Meeting	Principal/Committee Members
18/10/2019	67 th Advisory Board Meeting	Board Chairman/ Board Members
30/10/2019	Planning and Finance Committee meeting	Principal/Members
02 – 13/12/2019	Supplementary Examinations for VET Level III	VET Course coordinator/Invigilators/students
06/12/2019	Workers meeting	Principal/Members
11/12/2019	22 nd Graduation Ceremony	Principal/ CCC/DCC/CC/Tutors/ Graduates/ Invited Guests
23 – 27/12/2019	Mid Semester Holiday	Students
24/2/2020	Academic Staff Meeting	Principal/Members
24 – 28/2/2020	Preparation for Semester 1 Examinations	Students
26 – 27/2/2020	Moderation of Semester 1 Examinations	CCC/Moderators
02 – 06/3/2020	1 st Semester Examinations	CCC/Students
09/3 –17/4/2020	Mid-year Holiday	Students/CCC
09 – 13/3/2020	Marking of Semester 1 Examinations	Tutors
16 – 19/3/2020	Cross marking of Semester 1 Examinations	CCC/External Examiners
20 – 24/3/2020	Compilation of Semester Examination results	CCC/DCC/CC
27/3/2020	Board of Examiners Meeting	Principal /Board Members
30/3/2020	Planning and Finance Committee meeting	Principal/Members

DATE	EVENTS	PARTICIPANTS
02/4/2020	68 th Advisory Board Committees Meeting	Committee Members
03/4/2020	68 th Advisory Board Meeting	Board Chairman/ Board Members
04 – 07/4/2020	Uploading Semester 1 Examination results to NACTE database	ICT unit
13 – 15/4/2020	Supplementary examinations for semester 1	CCC/Students
16 – 17/4/2020	Marking and Compilation of Supplementary Examinations	Tutors/CCC/CC
17/4/2020	Academic Staff Meeting	Principal/Tutors
18 – 19/04/2020	Uploading semester 1 supplementary examination results to NACTE database	ICT unit
20/4/2020	Beginning of 2 nd Semester sessions	Principal/Registrar/ Tutors
24/4/2020	Institute Baraza	Principal/CCC/Registrar/ Tutors/Students
30/4/2020	Planning and Finance Committee Meeting	Principal/Members
01/05/2020	Workers' day	Workers
15/5 – 08 /09/2020	Receiving applications for 2020/2021 academic year	Registrar of students
08 – 12/6/2020	Mid Semester Holiday	Students
06 – 31/7/2020	Field attachment for NTA 5 students	CCC/Students
03 – 07/8/2020	Preparation for Semester Examinations	Students
03 – 05/8/2020	Moderation of Semester Examinations	CCC/Moderators
10 – 14/8/2020	Semester 2 Examinations	CCC/Students
17/8 – 16/10/2020	Annual Holiday	Students
17 – 21/8/2020	Marking of Semester 2 Examinations	Tutors
24 – 26/8/2020	Cross marking of Semester 2 Examinations	CCC/External Examiners
27 – 28/8/2020	Compilation of Examination Results	CCC/DCC/CC
28/8/2020	Board of Examiners Meeting	Principal/Board Members
31/8/2020	Planning and Finance Committee Meeting	Principal/Members
03/9/2020	69 th Advisory Board Committees Meeting	Committee Members
04/9/2020	69 th Advisory Board Meeting	Board Chairman/ Board Members
05 – 08/9/2020	Uploading Semester Two Examination results to NACTE database	ICT unit