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| WEEKS / DATES | ACTIVITIES & EVENTS | ACTION BY |
| **WEEK 9**  **NOVEMBER**  **4TH – 8TH 2024.** | * Compulsory Assembly/Staff Meeting Attendance (Mon & Fri) * General classes/ Lecture (Junior & Senior) * Administration of 2nd CA begins /ends ( for concerned locations) * Marking and Recording of 1st /2nd CA (For concerned location) * Submission of KITA 1st term exam questions for approval begins (Theory, Objectives, CBT, Practical and /Group Practical, Project and /group projects) continues. * Marking and recording of KITA Notes continues/ends (For concerned locations). * Checking/arrangement of systems ahead of KITA exams begins (For concerned locations). * Submission of week 9 and other pending attendance report * Sending of week 8 and 9 report | All faculties  All faculties  All faculties  All faculties  Lead faculty  All faculties  All faculties  All faculties  All faculties |
| **WEEK 10**  **NOVEMBER**  **11TH – 15TH 2024.** | * Compulsory Assembly/Staff Meeting Attendance (Mon & Fri) * General classes/ Lecture (Junior & Senior) * Administration of 2nd CA continues/ends (For Concerned locations) * Marking and Recording of 1st /2nd CA scores begins/continues/ends (For concerned location) * Correction of 1st/2nd CA (For concerned locations) * Recording or Inputation of KITA 1st CA, 2nd CA and notes in an Excel sheet begins(For concerned locations) * Reconciliation of topics taught so far (For concerned locations) * Submission of KITA 1st term exam questions continues (Theory, Objectives, CBT, Practical and /Group Practical, Project and /group projects) continues * Checking/arrangement of systems ahead of KITA exams continues (For concerned locations) * Revision classes and preparation for KITA 1st exam * Administration of KITA 1st term exam questions begins (For concerned locations) * Submission of week 10 and other pending attendance report * Sending of week 10 report | All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  Lead Faculty  All Faculties  All Faculties  All Faculties  All Faculties  All faculties |
| **WEEK 11**  **NOVEMBER**  **18TH – 22ND 2024.** | * Compulsory Assembly/Staff Meeting Attendance (Mon & Fri) * Revision classes for both (Junior & Senior) * Checking/arranging of systems ahead of KITA exams ends (For concerned location) * KITA 1st term exam begins (For concerned location) * The school/college 1st term exam begins (For concerned location) * Invigilation/supervision of school exams (For concerned locations) * Recording or Inputation of KITA 1st CA, 2nd CA , and 1st term exam in an Excel sheet begins/ continues (For concerned locations) * Preparation for end of the year activities continues (End of the year party, Carol, etc) If any * Submission of week 11 and other pending attendance report * Sending of week 11 report | All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties  All Faculties |