

TO: DCR ACADEMIC
FROM: ICT OFFICE
DATE: 10.03.2025

SUBJECT: Request for a Presentation on the Student Portal for Deans, HODs and Lecturers

The ICT Office kindly requests an opportunity to present the newly developed Student Portal to the Deans, Heads of Departments (HODs) and Lecturers. This presentation will provide an overview of the system's features, functionalities, and benefits to the college's operations. We aim to ensure that all academic staff are well-informed and prepared to integrate the system into their daily processes.

We propose scheduling the presentation on 17th March 2025, starting 9:30 A.M in the Boardroom.

Thank you for your attention to this request. We look forward to your approval and further guidance on scheduling.

Best regards,
Andy Chigalu



ICT Officer

CC:

Executive Director
College Registrar
Principal
Deputy college registrar Administration
Campus Registrar
Deans
Deputy Deans
Heads of Departments (HODs)
Lecturers
Librarian