**WEEKLY REPORT**

**INNOCENT NGOMANE**

**2023/05/29 – 2023/06/02**

* Uploading visitors and enquiries on the college management system **COMPLITED**
* Making students cards for the new students to have access to the campus **ON HOLD**
* Register new students on the college management system **COMPLITED**
* Adding new students who registered on the 2023 online spreadsheet **IN PROGRESS**

**Additional**

Invigilating for the Electrician for an hour

**2023/06/05 – 2023/06/09**

* Update the asset register on the website comprehensively **COMPLITED**
* Register new students on the college management system **COMPLITED**
* Making students cards for the new students to have access to the campus **COMPLITED**
* Uploading visitors and enquiries on the college management system **COMPLITED**

**Additional**

I was doing the photoshoot on the MEC’s campus tour alongside Mam Ayanda Mam Chantel

**2023/06/12 – 2023/06/15**

* Making students cards for the new students to have access to the campus **COMPLITED**
* Uploading visitors and enquiries on the college management system **COMPLITED**
* Register new students on the college management system **ON HOLD**

**Additional**

* Resetting the wife router **COMPLITED**
* Taking pictures for the youth day celebrating **COMPLITED**