

LOCAL GOVERNMENT TRAINING INSTITUTE



THE INSTITUTE'S ALMANAC FOR 2017/2018 ACADEMIC YEAR

JUNE, 2017	05 th - 10 th June, 2017	Public Service Week	PRO
	7 th June, 2017	End of Studies for Semester II-2017	DR-ARC HoDs Students
	07 th June, 2017	Management Meeting	Rector DHRA Members
	15 th June 2017	Commencement of End of semester II Examinations 2016/2017	Deputy Rector (ARC) Registrar Academic Members of Staff Students
	15 th June, 2017	Housing Committee	Members Estate Manager
	23 th June, 2017	End of Semester II Examination	Registrar Internal Examiners
	21 st June, 2017	Management Meeting	Rector DHRA Members
	22 nd June, 2017	Board of Trustees Meeting	Secretary Board Members

	23 rd June - 30 th June, 2017	Marking of Examinations - Internal	Registrar Internal Examiners
	21 st June, 2017	Tender Board Meeting	Secretary Board Members
	23 rd June, 2017	Staff Meeting	Rector All Staff
JULY, 2017	05 th July, 2017	Management Meeting	Rector DHRA Members
	01 st - 07 th July, 2017	Sabasaba Exhibition	PRO
	19 th July, 2017	Management Meeting	Rector DHRA Members
	31 st July, 2017	End of Application for Admission - Academic year 2017/2018	Deputy Rector (ARC) Registrar Heads of Departments
AUGUST, 2017	02 nd August, 2017	Management Meeting	Rector DHRA Members
	01 st - 08 th August, 2017	Nanenane Exhibition	PRO
	12 th - 13 th August	Arrival of new students	Students Registrar Dean of Students
	14 th - 18 th August, 2017	Orientation week	Dean of Students Students
	19 th - 20 th August, 2017	Arrival of continuing students	Students Registrar Dean of Students
	21 st August, 2017	Commencement of semester I studies	Students Lecturers LGTI Staff

	16 th August,2017	Management Meeting	Rector DHRA Members
	30 th August , 2017	Management Meeting	Rector DHRA Members
SEPTEMBER, 2017	13 th September,2017	Management Meeting	Rector DHRA Members
	20 th September, 2017	Management Meeting	Rector DHRA Members
	21 st September, 2017	Tender Board Meeting	Members Secretary
	25 th -28 th September, 2017	Timed Test I	DR-ARC Registrar Examination Officer Lecturers Students
	27 th -28 th September,2017	Board of Trustees meeting	Rector Board Members DHRA
OCTOBER, 2017	11 th October, 2017	Management Meeting	Rector DHRA Members
	23 rd -27 th October 2017	Timed Test II	DR-ARC Registrar Examination Officer Lecturers Students
	25 th October,2017	Management Meeting	Rector DHRA Members
NOVEMBER, 2017	08 th November,2017	Management Meeting	Rector DHRA Members
	08 th November,2017	End of Studies and Submission of coursework	Registrar Examination Officer HoDs Academic Departments
	15 th November, 2017	Commencement of Semester I	DR-ARC Registrar

		Examinations	Examination Officer Lecturers Students
	22 nd November, 2017	Management Meeting	Rector DHRA Members
	23 rd November, 2017	The 9 th Convocation Ceremony	Rector DR-ARC HoDs LGTI Staff Students
	24 th November, 2017	The 9 th Graduation Ceremony	Rector DR-ARC HoDs LGTI-Staff Students
	26 th November, 2017	End of Semester I Examinations	DR-ARC Registrar Examination Officer Lecturers Students
	26 th November, 2017	Commencement of Internal Marking	DR-ARC Registrar Examination Officer Lecturers
DECEMBER, 2017	4 th December, 2017	End of Internal Marking	DR-ARC Registrar Examination Officer Lecturers
	3 rd December, 2017	Field Commencement	DR-ARC HoDs Students
	4 th – 8 th December, 2017	External Marking	DR-ARC Registrar Examination Officer HoDs Academic Departments
	06 th December, 2017	Management Meeting	Rector DHRA Members
	08 th – 20 th December, 2017	SHIMIVUTA	Dean of Student's Students PRO
	9 th – 15 th December,	Compilation of	DR-ARC

	2017	Examination Results	Registrar Examination Officer HoDs Academic Departments
	11 th – 15 th December, 2017	OPRAS Week	DHRA All
	16 th - 17 th December, 2017	Departmental Board of Examiners Meeting	HoDs Members
	12 th - 28 th December, 2017	Departmental Personnel Needs Analysis	HoDs Members
	18 th December, 2017	Housing Committee Meeting	Members Estate Manager
	20 th December, 2017	Management Meeting	Rector DHRA Members
	21 st December, 2017	Institute Board of Examiners Meeting Release of PROvisional Results	DR-ARC Registrar Examination Officer Members
	21 st December – 3 rd January, 2018	Submission of Students Appeals	DR-ARC Registrar Examination Officer Students
JANUARY, 2018	10 th January, 2018	Academic Planning Committee	Rector DR-ARC DR-PFA Registrar Examination Officer Hod Academics
	11 th January, 2018	Management Institute Budgetary Meeting	Rector DHRA Planning Officer Members
	13 th January , 2018	Academic Promotion Committee	Members DHRA
	19 th January, 2018	Workers Council Budgetary Meeting	Rector DHRA Members
		End of Field Practice	DR-ARC HODs Academic Departments Students
	20 th January, 2018	Academic Promotion Committee	Members DHRA
	24 th January, 2018	Employment and Disciplinary	Members DHRA

		Committee Meeting	
	26 th January,2018	Board of Trustees Budgetary Meeting	Secretary Board Members
	27 th -28 th January, 2018	Arrival of Students from Field Practical Training	HoDs Registrar Students
	29 th January, 2018	Commencement of Semester II Studies	DR-ARC HoDs Academic Staff Students
FEBRUARY, 2018	1 st February,2018	Management Meeting	Rector DHRA Members
	8 th February,2018	Directorates Meeting (PFA and ARC)	DR-ARC DR-PFA Members
	15 th February, 2018	Management Meeting	Rector DHRA Members
MARCH, 2018	1 st March,2018	Management Meeting	Rector DHRA Members
	10 th March, 2018	Housing Committee Meeting	Estate Manager Members
	12 th – 15 th March, 2018	Timed Test I	DR-ARC HoDs Academic Departments Students
	15 th March 2018	Management Meeting	Rector DHRA Members
	20 th March, 2018	Tender Board Meeting	Secretary Board Members
	29 th March ,2018	Management Meeting	Rector DHRA Members
	31 st March, 2018	Call for Applications Academic Year 2018/19	DR-ARC Registrar PRO
	31 st March, 2018	Staff Meeting	Rector All LGTI Staff
APRIL, 2018	12 th April, 2018	Management Meeting	Rector DHRA Members
	13 th April, 2018	Board of Trustees Meeting	Secretary Board Members

	22 nd April, 2018	Staff Bonanza	PRO
	23 rd – 27 April, 2018	Timed Test II	DR-ARC HoDs Academics Students
	27 th April, 2018	Management Meeting	Rector DHRA Members
MAY, 2018	05 th May, 2018	Management Meeting	Rector DHRA Members
	11 th May, 2018	End of Studies and Submission of coursework	Examination Officer Registrar HoDs Academic Departments
	17 th May, 2018	Commencement of Semester II Examinations	HoDs Academic Departments Students DR-ARC Examination Officer
	24 th May, 2018	End of Semester II Examinations	HoDs Academics Departments Students DR-ARC Examination Officer
	24 th May, 2018	Management Meeting	Rector DHRA Members
	24 th May – 3 rd June, 2018	Internal Marking	Lecturers Registrar DR-ARC Examination Officer
	JUNE, 2018	4 th – 10 th June, 2018	External Marking
05 th - 10 th June, 2018		Public Service Week	PRO
07 th June, 2018		Management Meeting	Rector DHRA Members
11 th – 17 th June, 2018		Compilation of Semester II Examination Results	HoDs Academic Departments Registrar DR-PFA Examination Officer
18 th – 19 th June, 2018		Departmental Board of Examiners Meeting	HoDs Members
21 st June, 2018		Management Meeting	Rector

			DHRA Members
	21 st June, 2018	Tender Board Meeting	Secretary Board Members
	22 nd – 28 th June, 2018	OPRAS Week (Final Review)	DHRA All LGTI Staff
	22 nd June, 2018	Board of Trustees Meeting	Secretary Board Members
	23 rd June, 2018	Institute Board of Examiners Meeting and Release of Provisional Results	DR-ARC Registrar Examination Officer Members
	23 rd June, 2018	Staff Meeting	Rector All LGTI Staff
	23 rd June – 5 th July, 2018	Submission of Students Appeals	DR-ARC Students Examination Officer Registrar
	28 th June, 2018	Selection of new students for academic year 2017/2018	Admission and Examination Committee
JULY, 2018	1 st -7 th July, 2018	SABASABA Exhibition	PRO
	4 TH July, 2017	Management Meeting	Rector DHRA Members
	7 th July, 2018	Academic Planning Committee	Rector DR-ARC DR-PFA Registrar Examination Officer HoDs Academics Departments
	9 th July, 2018	Commencement of supplementary and special examinations	DR-ARC Examination Officer Registrar HoDs Academics Departments Lecturers Students
	16 th July, 2018	End of special, supplementary examinations	DR-ARC Examination Officer Registrar HoDs Academics Departments Lecturers

		Students
	Commencement of Marking of Special and Supplementary Examinations	DR-ARC Examination Officer Lecturers
18 th July, 2018	Management Meeting	Rector DHRA Members
20 th July, 2018	End of Marking Special and Supplementary Examinations	DR-ARC Examination Officer Lecturers
20 th – 22 nd July, 2018	Compilation of Supplementary and Special Examination Results	DR-ARC Examination Officer HoDs Academics Departments
23 rd -27 July, 2018	Uploading of Results for NTA 6 to NACTE	DR-ARC Examination Officer Registrar
31 st July ,2018	End of Application for admissions for Academic year 2018/2019	Registrar PRO