

KAGUMO TEACHERS' TRAINING COLLEGE

P.O. BOX 18, 10100 NYERI
When replying please quote;



Mobile No. 0701972912
Email: info@kagumocollege.ac.ke
Website: www.kagumocollege.ac.ke

Vision: A Centre for Globally Competitive Teacher Education and Training.

19th December 2019

RE: PROPOSED TERM CALENDAR JANUARY- APRIL 2020

| DAY | DATE | EVENT | CONVENOR |
|--------------------|--------------------------|---|--|
| Friday | 03/01/2020 | -Senior Management/HoDs' Meeting at Nokras Resort | PRINCIPAL |
| Tuesday | 07/01/2020 | - Non-Teaching staff Meeting at 8:30 – 10:30 am - Teaching Staff meeting at 11:00 am -Lecturers on duty meeting at 2.30 p.m. | PRINCIPAL D/PRINCIPAL |
| Wednesday | 08/01/2020 | - Students report back to College and Register with the Dean's Office | DoS |
| | | - Payment of fees - Departmental meetings | FINANCE OFFICER HoDs |
| Thursday | 09/01/2020 | - Opening Assembly at 8.00 a.m. in MPH - Payment of Fees and Registration at the Dean's Office continues - Handing in of Professional documents | PRINCIPAL FINANCE OFFICER HoDs |
| Monday | 13/01/2020 | - Senior Masters Academic Policy Review Meeting at 10:30 a.m. - SRC Meeting at 4:40 p.m. | PRINCIPAL |
| Wednesday | 15/01/2020 | PC Meeting at 10:30 a.m. | PC DIRECTOR |
| Monday – Friday | 13/01/2020 - 17/01/2020 | Teaching Practice survey and posting | TP Director |
| Tuesday | 21/01/2020 | - C.C.S for SB 3 rd year FACE (2017 – 2020) - Issuance of student Progress Reports & meeting with class advisors at 4.40pm - Peer mentors training | SM Academics REGISTRAR D/ Registrar D/ Principal SM G & Counselling Principal |
| Tuesday - Friday | 21/01/2020 - 24/01/2020 | - Supplementary and Special exams. - Departments to organize and administer special CAT 1 Examinations at 4:30 pm | REGISTRAR HoD's |
| Friday | 24/01/2020 | TP Secretariat meeting at 10:30 a.m. | TP DIRECTOR |
| Monday – Tuesday | 27/01/2020 - 28/01/2020 | Stage II ISO certification audit | MR |
| Wednesday | 29/01/2020 | -Registrar's meeting with class advisors and class secretaries at 4.40 p.m. at BB Room. -HIV/AIDS Seminar for 1st Years at 8:00 a.m. at MPH | REGISTRAR PC DIRECTOR |
| Friday | 31/01/2020 | - Submission of Records of Work to the Registrar's office. - Reporting of 3 rd year School Based students | HoD's DoS |
| Saturday Sunday | 01/02/2020 02/02/2020 | Open ball games tournament (Kagumo TTC) | SM Co- curricular |
| Tuesday | 04/02/2020 | - Submission of supplementary exam marks to Registrar's office for Regular students at 10.00a.m. - Last date of submission for CAT2, CAT5 and CAT8 Drafts | HoDs |
| Wednesday | 05/02/2020 | - C.C.S for SB 1 st year ET 1 (2019 – 2022) - C.C.S for SB 2 nd year ET 4 (2018 – 2021) -Year 3 Revision tips talk at 4.40pm at MPH | SM Academics REGISTRAR D/ Registrar D/ Principal |

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|---------------------------|----------------------------|--|---------------------------------|
| | | | SM G & Counselling Principal |
| Thursday | 06/02/2020 | Year 1 Student's Sensitization Meeting at 3.30pm at MPH | SM G & Counselling |
| Friday | 07/02/2020 | Academic Board Meeting for School Based 3 rd year group (2017 – 2020) | PRINCIPAL |
| Tuesday | 11/02/2020 | Management Review Meeting at 10.30 a.m. | MR |
| Thursday | 13/02/2020 | T.P. Meeting with Year 3 Group at 4:40 p.m. in MPH | TP DIRECTOR |
| Tuesday – Friday | 11/02/2020 - 14/02/2020 | Administration of special ET 1 Examinations | REGISTRAR |
| Wednesday | 19/02/2020 | T.P. Meeting with Year 3 Group at 4:40 p.m. in MPH | PRINCIPAL |
| Tuesday – Friday | 18/02/2020 21/02/2020 | Administration of CAT 2, CAT 5 & CAT 8 Examinations | REGISTRAR |
| Friday | 21/02/2020 | Talent Night | DoS |
| Wednesday | 26/02/2020 | Revision Tips for Year 2 Group at MPH starting at 4:40 p.m | SM Academics |
| Thursday | 27/02/2020 | Regional ball games | SM Co-curricular |
| Friday | 28/02/2020 | - Rehearsal of DTE KNEC Exams - Submission of Records of Work to the Registrar's Office | REGISTRAR HoD's |
| Monday | 02/03/2020 | DTE KNEC Examination starts | |
| Wednesday | 04/03/2020 | New staff orientation Seminar (T.P.) | TP DIRECTOR |
| Friday | 06/03/2020 | Submission of CAT 2, CAT 5 & CAT 8 marks to the Registrar's office. | REGISTRAR |
| Wednesday | 18/03/2020 | Inter year athletics championships at 10.30 a.m. | SM Co-Curricular |
| Thursday | 19/03/2020 | PC Central Committee meeting at 10.30 a.m. | PC DIRECTOR |
| Friday | 20/03/2020 | Submission of ET 2, ET 5 drafts to Registrar's Office. | HoDs |
| Tuesday | 24/03/2020 | Issuance of T.P. Materials to 3 rd Year Group. | TP DIRECTOR |
| Tuesday | 24/03/2020 | Administration of ET 2 and ET 5 Examinations | REGISTRAR |
| Friday | 27/03/2020 | Submission of Records of work to Registrar's Office | HoDs |
| Monday | 30/03/2020 | - Teaching Staff Meeting at 8.30 a.m. – 10.30 a.m. - Non-teaching Staff Meeting at 11.00 a.m. | PRINCIPAL |
| Tuesday | 31/03/2020 | National ball games (Kagumo TTC) | SM Co-Curricular |
| Sunday | 05/04/2020 | | |
| Thursday | 14/04/2020 | Submission of ET 2, ET 5 marks to Registrar's Office | HoDs |
| Tuesday – Saturday | 14/04/2020 – 02/05/2020 | Reporting and starting of School Based Programme | DoS |
| Tuesday | 21/04/2020 | C.C.S for 1 st Years ET 2. (2019-2022) C.C.S for 2 nd Year ET 5. (2018 – 2021) at 10.30am | SM Academics |
| Monday - Thursday | 13/04/2020 23/04/2020 | National Drama Festival (Mombasa county) | SM Co-Curricular |

Mission: To Provide Quality Teacher Education and Training that Produces Patriotic, Competent, Innovative and Self-Directing professionals.