

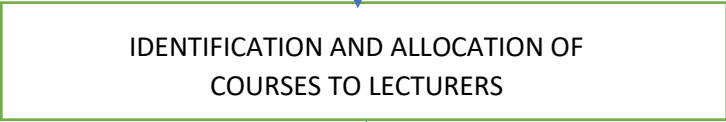

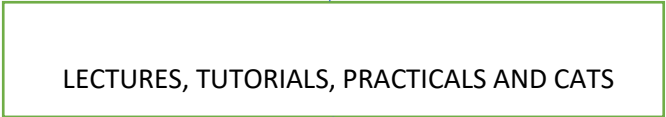
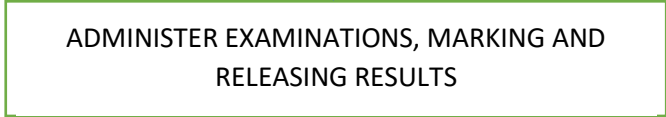


PROCEDURE FOR CONDUCTING LECTURES AND LEARNING

1. MEET ALL REQUIREMENTS OF BEING A CURRENT STUDENT
2. SET SEMESTER DATES AND UPLOAD TIMETABLE IN THE SMIS
3. IDENTIFICATION AND ALLOCATION OF COURSES TO LECTURERS
4. PAY FEES AND REGISTER FOR COURSES
5. LECTURES, TUTORIALS, PRACTICALS AND CATS
6. EXAMINATIONS
7. MARKING AND RELEASING RESULTS
8. COURSE EVALUATION
9. FEEDBACK AND NECESSARY ACTION

RESPONSIBILITY	PROCEDURE FOR CONDUCTING LECTURES AND LEARNING
STUDENT	
DEPARTMENTAL ICT/SMIS TEAM	
CHAIRMAN DEPARTMENT	
STUDENT	
DEAN /CHAIRMAN/ LECTURERS	 
STUDENT	