

ICHAS ALMANAC FOR THE ACADEMIC YEAR 2023/2024

Introduction

The College Academic Calendar is set for the aim of smooth running of the college activities in both academic and administrative. The official academic calendar for ICHAS is started the month of October. Thus, since the commencement of the studies, this is the second Academic year of 2023/2024 where by the first academic year of 2022/2023 was ending October 2023.

The academic calendar is divided into Semesters of approximately 20 weeks each, of which applied to all two programs offered at the college. Usually the program is running the same without separation in term of the common activities like Continuous Assessment Test, and Semester Examinations as well as students' union activities. The almanac includes the dates of committee meetings; ADB; student's field practice/clinical practices and field supervision weeks for trainers. The holidays and vacations observed by the college and were noted at the end.

However, the academic calendar as a guide for college activities it has to be followed and noted the date for the activity planed for the responsible members to have the prier preparation for the college activities in advance.

ICHAS ACADEMIC CALENDAR FROM OCTOBER 2023 TO OCTOBER 2024		
OCTOBER 2023		
Date	Activity	Responsible
4 th October 2023	Management Committee Meeting	Member of MC
7 th October 2023	Conduct Second Advisory Board Meeting	Members of ADB
9 th October 2023	Orientation week for new students September Intake 2023/2024	Students/ZAECA/ Professional Boards, ZAHILFE/HESLB
14 th October 2023	Training for self-assessment report for accreditation process	All staff
16 th October 2023	Commencement of studies for all students	Students
17 th October 2023	Academic Committee Meeting	Members of ADB
23 rd October 2023	End of block study for all students	Students
25 th October 2023	Submission of Cat one questions	Tutors
26 th October 2023	Examination Committee meeting	Member of EXC
27 th October 2023	Conduct team meeting for accreditation process (Self-Evaluation Week)	Self-Evaluation Team Members

31 st October 2023	Monthly ICHAS Meeting	All staff
NOVEMBER 2023		
Date	Activity	Responsible
17 th November 2023	Student election for ICHASSO president post to be conducted	Student election committee
20 th November 2023	Official declaration of ICHASSO president post	President
20 th November 2023	Submission of CAT I questions for Semester I, Semester II and Semester III Examinations	Tutors
25 th November 2023	End of Submission of CAT I questions for Semester I, Semester II and Semester III Examination	Tutors
30 th November 2024	Monthly ICHAS Meeting	All staff
DECEMBER 2023		
Date	Activity	Responsible
04 th December 2023 08 th December 2023	Conduct of CAT I for Semester I, Semester II and Semester III Examinations	Students
11 th December 2023	Students field practices for Pharmaceutical technician Semester II Mnazimmoja and KMKM Hospital	PST Students
11 th December 2023	Students clinical practices for Nursing and midwifery Semester II Mnazimmoja Hospital Rotation	NMT Students
11 th December 2023	Students clinical practices for Nursing and midwifery Semester III at Mental Health Rotation	NMT Students
15 th December 2023	Student Social Welfare committee Meeting	SW committee Meeting
19 th December 2023	Field Supervision week for tutors in the practicum sites	Tutors
26 th December 2023	Field Supervision week for tutors in the practicum sites	Tutors
29 th December 2023	Monthly ICHAS Meeting (Friday)	All staff
30 st December 2023	Submission of CAT I results for Semester I, Semester II and Semester III	Tutors
JANUARY 2024 – NEW YEAR		
Date	Activity	Responsible
2nd January 2024	Field Supervision week for tutors in the practicum sites for pharmaceutical technician student	Tutors

2nd January 2024	Block study for Students Nursing and Midwifery Semester III	NMT Students
8 th January 2024	Students RCH Clinical rotation practices for Nursing and midwifery Semester III	NMT Students
12 th January 2024	End of Students field practices for Pharmaceutical technician Semester II	PST Students
15 th January 2024	Block study for Students practices for Pharmaceutical technician Semester II	PST Students
15 th January 2024	Field Supervision week for tutors in the practicum sites for student nurses	Tutors
19 th January 2024	End of Students RCH Clinical rotation practices for Nursing and midwifery Semester III	NMT Students
19 th January 2024	Management subcommittee meeting	Team members
22 nd January 2024	Block study for Students Nursing and Midwifery Semester III	NMT Students
26 th January 2024	End of Block study for Students Nursing and Midwifery Semester III	NMT Students
26 th January 2024	End of Students Clinical rotation practices for Nursing and midwifery Semester II	NMT Students
26 th January 2024	Management subcommittee meeting	Team members
29 th January 2024	Conduct of CAT II for Semester I, Semester II and Semester III	All Students
31 st January 2024	Monthly ICHAS Meeting (Wednesday)	All staff
FEBRUARY		
Date	Activity	Responsible
2 nd February 2024	Management subcommittee meeting	Team members
5 th February 2024	Admission application window opening for march intake 2024	Admission unit
9 th February 2024	End of CAT II for Semester I, Semester II and Semester III	Students
12 th February 2024	Students Clinical rotation practices for Nursing and midwifery Semester III At Mnazimmoja Hospital	NMT Students
16 th February 2024	Management subcommittee meeting	Team members
19 th February 2024	Conduct of missed/special CAT for Semester I, Semester II and Semester III Examinations	Students
22 nd February 2024	Moderation of first semester exam	Appointed Moderators
23 rd February 2024	End of application for student admission into march intake (window closing)	Admission unit

24 rd February 2024	End of Moderation of first semester exam	Appointed Moderators
26 th February 2024	Preparation week for student Students SE	All students
26 th February 2024	Examination Committee meeting	Members of EXC
27 th February 2024	Admission committee meeting to selection applicant for verification and Submission to academic committee	Member of ADC
28 th February 2024	Academic Committee Meeting	Members of AC
29 th February 2024	Monthly ICHAS Meeting (Thursday)	All staff
MACH 2024		
Date	Activity	Responsible
1 ST March 2024	Submission of selected applicant for NACTVET verification	Admission Unit
1 ST March 2024	Management subcommittee meeting	Team members
4 th March 2024	Conduct of Semester Examination Theory (Semester 1, II and Semester III)	Students
15 th March 2024	End of Semester Examination Practical's For respective semesters	Students
16 th March 2024	Relies of verification results for march intake applicants 2024/2025	New students
16 th March 2023	Student Social Welfare committee Meeting	SW committee Meeting
18 th March 2024	Student Breather	Students
18 th March 2024	Semester Examination panel marking	Tutors
20 th March 2024	Uploading of Semester I and II Examination Results for 2023/2024 for September and March Intakes respectively and Submission of hard copies of Examination Results to NACTVET	Examination Unit
25 th March 2024	Orientation Week for New Students march intake 2024/2025	Staff and New students
25 th March 2024	Enrolment of Verified and reported applicant for March intake ant transfer of continuing students	Admission unit
27 th March 2024	End of Semester Examination panel marking	Tutors
28 th March 2024	Submission ALMANAC for Academic year 2024/2025	Institutional Panel
29 th March 2024	Examination Committee meeting	Members of EXC
29 th March 2024	Monthly ICHAS Meeting	All staff
30 th March 2024	Academic Committee Meeting	Members of AC
31 st March 2024	Provision result for semester examinations	Examination Officer

APRIL 2024		
Date	Activity	Responsible
1 st April 2024	Commencement of studies for New Intake both NMT and PST	Students
5 th April 2024	End of student breather for continuing students	Students
8 rd April 2024 to	Conduct of Semester I, Semester II and Semester III Supplementary Examinations	Students Tutors
8 th April 2024 to	Orientation week for continuing students	Staff and Students
9 th April 2024 to	Panel making of supplementary examination	Tutors
13 th April 2024	End of Semester I, Semester II and Semester III Supplementary Examinations	Students
13 th April 2024	End of panel making for supplementary exam	Students
15 th April 2024	Commencement of studies after Breather for respective Semesters both NMT and PST	Students
16 th April 2024	Examination Committee meeting	Members of EC
17 th April 2024	Academic committee	Members of AC
18 th April 2024	Management committee meeting	Members of MC
20 th April 2024	Advisory body committee Meeting	ADB Members and its secretariat
22 nd April 2024	Released of Approved semester results	Examination Officer
25 th April 2024	Enrolment of Verified and reported applicant for March intake and transfer of continuing students	Admission unit
28 th April 2024	End Submission ALMANAC and Publication of student guide book for Academic year 2024/2025	Institutional Panel
30 th April 2024	Conduct ICHAS monthly meeting (Tuesday)	All staff
MAY 2024		
Date	Activity	Responsible
6 th May 2024	Conduct of CAT 1 for new students march Intake 2024	Students
10 th May 2024	End of CAT 1 for new students march Intake 2024	Students
13 th May 2024	Students field practices for respective semesters 2	PST Students
13 th May 2024	Students clinical practices for Nursing and midwifery to respective semesters	NMT Students
14 th May 2024	Preparation for NACTVET Exhibition week	ICHAS
15 th May 2024	Third NACTVET Exhibition for institutional publication	ICHAS

17 th May 2024	Opening student admission window for academic year 2024/2025 September intake	Admission Unit
18 th May 2024	Disciplinary Committee Meeting	Member DC
20 th May 2024	Field Supervision week for tutors in the practicum sites Semester two both NMT and PST students	Tutors
20 th May 2024	Conduct CAT 1 for continuing students	Students
21 th May 2024	End of uploading of Semester I and II Examination Results for 2023/2024 for September and March Intakes respectively and Submission of hard copies of examination Results to NACTVET	Examination Unit
24 th May 2024	Verification of Uploaded Examination Results	NACTVET
27 st May 2024	Capacity building for new trainers	New Trainers
28 th May 2024	Capacity building to Admission and Examination Officer on their matters	Responsible Officers
31 st May 2024	End of CAT 1 for continuing students	Students
31 st May 2024	Conduct ICHAS monthly meeting (Friday)	All staff
3 rd June 2024	Block study for all Students	Tutors
7 th June 2024	Management Sub - committee meeting	Team Members
15 th June 2024	Student Social Welfare committee Meeting	SW committee Meeting
21 th June 2024	Management Sub - committee meeting	Team Members
24 th June 2024	Conduct of CAT two for new Students	All students
24 th June 2024	Field practicum sites for pharmaceutical technician student	PST students
24 th June 2024	Students clinical practices for Nursing and midwifery	NMT Students
26 th June 2024	Field Supervision week for tutors in the practicum sites for student nurses	Tutors
28 th June 2024	End of Conduct of CAT two for new Students	All students
28 th June 2024	Conduct ICHAS monthly meeting (Friday)	All staff
JULY 2024		
Date	Activity	Responsible
1 st July 2024	Block study for all Students	Students
24 th June 2024	Management Sub - committee meeting	Team Members
8 th July 2024	Conduct CAT 11 for Continuing Students	Students
19 th July 2024	End of Conduct of CAT 11 for Continuing Students	Examination Unit
22 ND July 2024	Field practicum sites for pharmaceutical technician Student	Tutors

22 ND July 2024	Students clinical practices for Nursing and midwifery	NMT Students
24 TH July 2024	Examination Committee meeting	Members of EXC
26 TH July 2024	Academic committee	Members of AC
29 TH July 2024	Field Supervision week for tutors in the practicum sites for student nurses	Tutors
31 st July 2024	Conduct ICHAS monthly meeting (Wednesday)	All staff
AUGUST 2024		
Date	Activity	Responsible
1 th August 2024	Conduct of missed/special CAT for All Semesters	Examination Unit
2 nd August 2024	Disciplinary Committee Meeting	Member DC
5 th August 2024	Conduct general meeting with students female	ICHAS Management
6 th August 2024	Conduct general meeting with students Male	ICHAS Management
7 th August 2024	Examination Moderation	Appointed Moderation Team
10 th August 2024	End of Examination Moderation	Appointed Moderation Team
12 th August 2024	Students Revision week	Students
19 th August 2024	Conduct Semester Examination Theory (Semester 1, II and Semester III)	All Students
30 th August 2024	End of Semester Examination Practical's For respective semesters	All Students
30 th August 2024	Conduct ICHAS monthly meeting (Friday)	All staff
SEPTEMBER 2024		
Date	Activity	Responsible
2 nd September 2024	Student Long Leave	All Students
2 nd September 2024	Examination Panel making	Tutors
13 th September 2023	Student Social Welfare committee Meeting	SW committee Meeting
14 th September 2024	End of Examination Panel making	Tutors
15 th September 2024	End of uploading of Semester I and II Examination Results for 2023/2024 for September and March Intakes respectively and Submission of hard copies of examination Results to NACTVET	Examination Unit
16 th September 2024	Admission committee meeting for Preparation of new September intake 2024/2025	Member of AC
16 th September 2024	Examination Committee meeting	Member of ExC
18 th September 2024	Academic committee	Member of AC

19 th September 2024	Provisional results	Examination Officer
20 th September 2024	Management Sub - Committee meeting	Team Members
23 rd September 2023	Preparation for New Students Admission	Admission Unit
25 th September 2023	Conduct of Semester I, Semester II and Semester III Supplementary Examinations	Students
27 th September 2024	Panel making of supplementary examination	Tutors
28 th September 2024	Examination Committee Meeting	Member of ExC
28 th September 2024	Conduct ICHAS monthly meeting (Friday)	All staff
30 th September 2024	Academic committee	Member of AC
OCTOBER 2024		
Date	Activity	Responsible
1 st October 2024	Management Committee meeting	Member of MCM
5 th October 2024	Advisory Board Meeting	Member of ADB
6 th October 2024	Released of Approved Results	Examination Officer
7 th October 2024	Student back from long leave and start block study	Students
11 th October 2024	Management Sub Committee meeting	Team Members
14 th October 2024	Orientation week for New student academic year 2024/2025 September intake	Students
18 th October 2024	Management Sub Committee meeting	Team Members
18 th October 2024	End of block study for Continuing students	Students
21 st October 2024	Commencement of studies for new student for academic year 2024/2025 September intake	Students
21 st October 2024	Students field practices for Pharmaceutical technician to respective Semesters	PST Students
21 st October 2024	Students clinical practices for Nursing and midwifery to respective Semesters	NMT Students
25 th October 2024	Management Sub Committee meeting	Team Members
28 th October 2024	Field Supervision week for tutors in the practicum sites	Tutors
29 th October 2024	Disciplinary Committee Meeting	Member DC
31 st October 2024	Conduct ICHAS monthly meeting (Thursday)	All staff
PUBLIC HOLIDAYS 2024		
Date	Activity	Responsible
25 th December 2023	Christmas Day	ALL staff and students

26 th December 2023	Boxing Day	ALL staff and students
1st January 2024	New Year 2024	ALL staff and students
12 th January 2024	Revolutionary Day	ALL staff and students
7 th April 2024	Karume day and Good Friday	ALL staff and students
10 th April 2024 to 11 th April 2024	Pasaka days	ALL staff and students
22 nd April 2024 to 23 rd April 2024	Eid eL Fitri	ALL staff and students
26 th April 2024	Union Day	ALL staff and students
1 st May 2024	Workers day	ALL staff and students
29 th June 2024	Eid al adha	ALL staff and students
7 th July 2024	Sabasaba day	ALL staff and students
8 th July 2024	Muslim New year	ALL staff and students
8 th August 2024	Wakulima Day	ALL staff and students
27 th September 2024	Maulidi day	ALL staff and students
14 th October 2024	Nyerere day	ALL staff and students
9 th December 2024	Mainland Revolutionary Day	ALL staff and students
25 th December 2024	Christmas Day	ALL staff and students
26 th December 2024	Boxing Day	ALL staff and students