



**INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)**

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**ALMANAC FOR 2023/2024 ACADEMIC YEAR**

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2023**

**ALMANAC FOR 2023/2024 ACADEMIC YEAR**



**JULY 2023**

DAY	DATE	EVENT	RESPONSIBLE PERSON
	1		
	2		
Monday	3	DEB Meeting to deliberate NTA Level 6 semester II and Annual examination results	HoDs
		Semester I Examinations for NTA Level 4-6) March intake & Semester II Examinations for NTA Level 4-5 Sept. Intake ends	DASS & HOD's
		Mini Institute for NTA level 6 semester II and Annual examination results	DRA/DASS
		Supplementary /Special examinations for NTA Level 6 Starts	DASS & HOD's
Thursday	6	Management Committee Meeting	HODs & HR
Friday	7	Supplementary /Special examinations for NTA Level 6 Ends	DASS & HOD's
Monday	10	End of Semester Two Examination for NTA Level 7-9 & Postgraduate Diploma starts	DASS & HODs
Thursday	13	Mini-Institute Examination Board for NTA Level 6 semester II and Annual examination results	DASS
Friday	14	Mini-APC for NTA level 6	DASS
Monday	16	Submission of NTA level 6 Examination results to NACTE	DASS
Friday	21	End of Semester Two Examination for NTA Level 7-9 & Postgraduate Diploma Ends	DASS & HODs
Monday	23	Socio-economic Profile Data Collection for Bachelor Degree First Year and BD II Field attachment start	HOD's
		Research Data Collection Bachelor Degree Year III & Postgraduate Diploma Programmes Starts	HOD's
Wednesday	26	Mini-Institute Examination Board for NTA Level 6 semester II and Annual examination results	DASS
Friday	28	Mini-APC for NTA level 6	DASS
Sunday	30	Submission of NTA level 6 Examination results to NACTVET	DASS
Monday	31	Field activities NTA 7-8	DRA/ HoD

**AUGUST 2023**

DAY	DATE	EVENT	RESPONSIBLE PERSON
	1		
	2		
Thursday	3	Management Committee Meeting	HODs & HR
	4		
	5		
	6		
	7		

	8		
	9		
Thursday	10	Departmental Examination Boards Meeting	DASS & HOD's
	11		
	12		
	13		
	14	Sup/Special examination NTA level 7-9	DRA/DASS/HoD
	15		
	16		
Thursday	17	Institute Examination Board Meeting	DRA/DASS
	18		
	19		
Sunday	20	End of Field Supervision	
	21		
Tuesday	22	Governing Council Meeting	Rector
Wednesday	23	Governing Council Meeting	Rector
	24		
Friday	25	Governing Council Meeting	Rector
	26		
	27		
	28		
	29		
	30		
	31		

### SEPTEMBER 2023

DAY	DATE	EVENT	RESPONSIBLE PERSON
	1		
	2		
	3		
Monday	4	BDIII Research findings presentations	DRA/HOD
	5		
	6		
Thursday	7	Management Committee Meeting	HODs & HR
	8		
	9		
	10		
Monday	11		
	12		
	13		
	14		
Friday	15		
	16	IEB Meeting (Annual Examination results)	DRA/ DASS
	17		
	18		
	19		
	20		
	21		
	22		
	23		

	24		
	25	APC to deliberate annual examination results and List of graduands	DASS & HOD's
	26		
	27		
	28		
	29		
Sunday	30	Deadline for Uploading Results in the NACTVET System	DASS

### OCTOBER 2023

DAY	DATE	EVENT	RESPONSIBLE PERSON
	1		
	2		
	3		
	4		
Thursday	5	Management Committee Meeting	HODs & HR
Friday	6		
	7		
	8		
	9		
	10		
	11		
	12		
Friday	13		
	14		
	15		
Monday	16	Reporting New Students (NTA Level 4-6) for 2023-2024 academic year Registration of Students Reported for Studies in 2023/2024 Academic year	DRA/DASS & HODs
	17		
	18		
	19		
	20		
	21		
	22		
Monday	23	Commencement of Semester One studies (NTA Level 7-9) Registration of Students Reported for Studies in 2023/2024 Academic year (NTA level 7-9)	DRA/DASS & HODs
	24		
	25		
	26		
	27		
	28		
	29		
	30		

### NOVEMBER 2023

DAY	DATE	EVENT	RESPONSIBLE PERSON
	1		
Thursday	2	Management Committee Meeting	HODs & HR
	3		
	4	MISO Parliament meeting	MISO President
	5		
	6		
	7		
	8		
Thursday	9	Workers Council	HR
Friday	10		
	11	Preparations for SHIMIVUTA sports competitions	Sports & Games coordinator
	12		
	13		
	14		
	15		
	16		
	17		
	18		
Sunday	19	MISO Parliament Meeting	MISO president
	20		
Tuesday	21	Governing Council meeting	Rector
Wednesday	22	Governing Council meeting	Rector
	23	IRDP Convocation	President of the Convocation
Friday	24	Graduation Ceremony Main Campus-Dodoma	DRPFA/DASS
	25	MISO Parliament Meeting	MISO President
	26		
	27		
	28		
	29		
Thursday	30		

**DECEMBER 2023**

DAY	DATE	EVENT	RESPONSIBLE PERSON
Friday	1		
	2		
	3		
Monday	4	Test one Starts	HoD/Module Instructors
	5		
	6		
Thursday	7	Management Committee Meeting	HOD/HR
Friday	8	SHIMIVUTA competitions Begins	Sport & Games Coordinator
		Graduation Ceremony LZTC- Mwanza	DRA/Director/ DASS
Saturday	9		
	10		
Monday	11	Test One ends	HoD/ Module Instructors
	12		
	13		
	14		
Friday	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
Sunday	31	Deadline for Submission of Enrolment Data to TCU for 2023/2024 Academic Year	DASS



## JANUARY 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Monday	1	New Year day	
Tuesday	2		
Wednesday	3		
Thursday	4	Management Committee Meeting	HODs & HR
Friday	5	Fresher's Ball Party	DSA/MISO
Saturday	6		
Sunday	7		
Monday	8	Test II Starts	HOD's/Module Instructors
Tuesday	9		
Wednesday	10		
Thursday	11		
Friday	12		
Saturday	13		
Sunday	14		
Monday	15	Test II Ends	HOD's/module Instructors
Tuesday	16		
Wednesday	17		
Thursday	18		
Friday	19		
Saturday	20		
Sunday	21		
Monday	22		
Tuesday	23		
Wednesday	24		
Thursday	25		
Friday	26		
Saturday	27		
Sunday	28		
Monday	29	Semester One Examinations for NTA Level 4- 6 starts	DASS & HOD's
Tuesday	30		
Wednesday	31		

## FEBRUARY 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Thursday	1	Management Committee Meeting	HODs & HR
Friday	2	Semester One Examinations for NTA Level 4-6 ends	DRA/DASS/HOD's
Saturday	3	Recess period for NTA level 4-6 starts	
Sunday	4		
Monday	5	Semester One Examinations for NTA Level 7-9 starts	DRA/DASS/HOD's
Tuesday	6	Field attachment for NTA 4-5 Sept intake starts	NTA 4-5 Sept intake students/HoD/Coordinators
Wednesday	7		
Thursday	8		

Friday	9		
Saturday	10		
Sunday	11		
Monday	12		
Tuesday	13		
Wednesday	14		
Thursday	15		
Friday	16	Semester One Examinations for NTA Level 7-9 ends	DRA/DASS/HOD's
Saturday	17	Recess period for NTA level 7-9 starts	
Sunday	18		
Monday	19		
Tuesday	20		
Wednesday	21	Governing Council's Committee Meeting	Secretaries of the committees
Thursday	22	Governing Council's Committee Meeting	Secretaries of the committees
Friday	23		
Saturday	24	Governing Council Meeting	Rector
Sunday	25	Recess period for NTA levels 4-6 ends	
Monday	26		
Tuesday	27		
Wednesday	28		
Thursday	29		

### MARCH 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Friday	1	Management Committee Meeting	HODs & HR
Saturday	2	Field attachment for NTA 4-5 Sept intake ends	NTA 4-5 Sept intake students/HoD/Coordinators
Sunday	3	Recess period for NTA level 4-9 ends	HoD/Coordinators/Students
Monday	4	Supp/special examination for NTA level 4-6 and semester ONE examinations for NTA 9 (evening programme) starts	DASS
		Semester two Starts for NTA Level 4-9	DASS, HOD's& STUDENTS
Tuesday	5	Departmental Examination Boards Meeting	HOD's
Wednesday	6	Departmental Examination Boards Meeting	HOD's
Thursday	7	Departmental Examination Boards Meeting	HOD's
Friday	8		
Saturday	9		
Sunday	10		
Monday	11	Institute Examinations Board (IEB) meeting	DASS & HOD's
Tuesday	12	Supp/special examination for NTA level 4-6 and semester ONE examinations for NTA 9 (evening programme) ends	DASS
Wednesday	13		
Thursday	14		
Friday	15		
Saturday	16		

Sunday	17		
Monday	18	MISO Parliament Meeting	MISO president
Tuesday	19		
Wednesday	20		
Thursday	21		
Friday	22		
Saturday	23		
Sunday	24		
Monday	25	Interclass Sports Competitions	DSA/ Miso Sports & Games Minister
Tuesday	26		
Wednesday	27		
Thursday	28		
Friday	29		
Saturday	30		
Sunday	31		

#### APRIL 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Monday	1	Test I Starts	HOD's
Tuesday	2		
Wednesday	3		
Thursday	4	Management Committee Meeting	HODs & HR
Friday	5	Academic Planning Committee (APC) Meeting	DRA/DASS
Saturday	6		
Sunday	7		
Monday	8	Group Field Starts	
Tuesday	9		
Wednesday	10		
Thursday	11		
Friday	12	Test I Ends	HOD's
Saturday	13		
Sunday	14		
Monday	15		
Tuesday	16		
Wednesday	17		
Thursday	18		
Friday	19		
Saturday	20	MISO Parliament Meeting	MISO president
Sunday	21		
Monday	22	Research Proposals Presentation for Bachelor Degree and PGD starts	HOD's
Tuesday	23		
Wednesday	24		
Thursday	25		
Friday	26		
Saturday	27		

Sunday	28		
Monday	29		
Tuesday	30		

### MAY 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Wednesday	1		
Thursday	2		
Friday	3	Management Committee Meeting	HODs & HR
Saturday	4	MISO Dissolving Parliament Meeting	MISO president
Sunday	5		
Monday	6	MISO Election Preparations Begin	DSA/ MISO Electoral committee
		Research Proposals Presentation for Bachelor Degree and PGD starts	HOD's
Tuesday	7		
Wednesday	8		
Thursday	9		
Friday	10		
Saturday	11		
Sunday	12		
Monday	13	Opening of Admission Cycle for 2024/2025 Academic Year	DASS
		Deadline for Uploading Results in the NACTE Database and Submission of necessary documents to NACTE for: Semester I for September 2023/2024 Semester II for March 2022/2023	DASS
		Test II Starts	HOD's
Tuesday	14		
Wednesday	15		
Thursday	16		
Friday	17		
Saturday	18		
Sunday	19		
Monday	20		
Tuesday	21	Test II Ends	HOD's
Wednesday	22		
Thursday	23	MISO General Election	DSA/ MISO Electoral committee
Friday	24		
Saturday	25		
Sunday	26		
Monday	27	Governing Council's Committee Meeting	Secretaries of the committees
Tuesday	28	Governing Council's Committee Meeting	Secretaries of the committees
Wednesday	29		
Thursday	30	Governing Council Meeting	Rector
Friday	31		

### JUNE 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Saturday	1		

Sunday	2		
Monday	3	Semester II examinations for NTA Level 4-6 start	DASS/HoD
Tuesday	4		
Wednesday	5		
Thursday	6	Management Committee Meeting	HODs & HR
Friday	7		
Saturday	8		
Sunday	9		
Monday	10		
Tuesday	11		
Wednesday	12		
Thursday	13	Workers Council	HR
Friday	14	Semester II examinations for NTA Level 4-6 end up	
Saturday	15	MISO Parliament Meeting	MISO president
Sunday	16		
Monday	17	Semester II examinations for NTA Level 7-9 start	DASS/HODs/DRA/DA
Tuesday	18		
Wednesday	19		
Thursday	20		
Friday	21		
Saturday	22		
Sunday	23		
Monday	24		
Tuesday	25		
Wednesday	26		
Thursday	27		
Friday	28	Semester II examinations for NTA Level 7- 9 end up	DRA/DASS/HODs/DA
Saturday	29		
Sunday	30		

### JULY 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Monday	1	Supplementary/Special examinations for NTA level 4 – 6 starts	DASS/HODs
Tuesday	2		
Wednesday	3		

Thursday	4	Management Committee Meeting	HODs & HR
Friday	5	Supplementary/Special examinations for NTA Level 4 - 6 Ends	DASS & HOD's
Saturday	6		
Sunday	7		
Monday	8	Socio-economic Profile Data Collection for Bachelor Degree First Year and BD II Field attachment start	HoDs
		Research Data Collection Bachelor Degree Year III & Postgraduate Diploma Programmes Starts	HOD's
Tuesday	9	Mini-Institute Examination Board for NTA Level 4-6 semester II Annual examination results	
Wednesday	10		
Thursday	11		
Friday	12		
Saturday	13		
Sunday	14		
Monday	15	Submission of NTA level 4 - 6 Examination results to NACTE	DASS
Tuesday	16		
Wednesday	17		
Thursday	18		
Friday	19		
Saturday	20		
Sunday	21		
Monday	22	Departmental Examination Boards Meeting for deliberation of Semester II results (NTA level 7-9)	DASS & HOD's
Tuesday	23		
Wednesday	24		
Thursday	25	Institute Examination Board Meeting for deliberation of semester II results (NTA level 7-9)	DRA/DASS/HODs
Friday	26		
Saturday	27		
Sunday	28		
Monday	29		

**JULY 2024**

Tuesday	30		
Wednesday	31		



**AUGUST 2024**

DAY	DATE	EVENT	RESPONSIBLE PERSON
Thursday	1		
Friday	2		
Saturday	3		
Sunday	4		
Monday	5	Field Supervision start	PFA/DASS/HODS/Supervisors
Tuesday	6	Management Committee Meeting	HODs & HR
Wednesday	7		
Thursday	8		
Friday	9		
Saturday	10		
Sunday	11		
Monday	12		
Tuesday	13		
Wednesday	14		
Thursday	15		
Friday	16	End of Field Supervision	PFA/DASS/HODS/Supervisors
Saturday	17		
Sunday	18		
Monday	19		
Tuesday	20		
Wednesday	21		
Thursday	22		
Friday	23		
Saturday	24		
Sunday	25		
Monday	26	Governing Council Meeting	Rector
Tuesday	27	Governing Council Meeting	Rector
Wednesday	28		
Thursday	29	Governing Council Meeting	Rector
Friday	30		
Saturday	31		

**SEPTEMBER 2024**

DAY	DATE	EVENT	RESPONSIBLE PERSON
Sunday	1		
Monday	2	BDIII Research findings presentations starts	DRA/HOD
Tuesday	3		
Wednesday	4		
Thursday	5	Management Committee Meeting	HODs & HR
Friday	6		
Saturday	7		
Sunday	8		
Monday	9		
Tuesday	10		
Wednesday	11		
Thursday	12		
Friday	13	BDIII Research findings presentations ends	
Saturday	14		



Sunday	15		
Monday	16	Supp/Special examination NTA level 7-9 starts	DRA/DASS/HoD
Tuesday	17		
Wednesday	18		
Thursday	19		
Friday	20		
Saturday	21		
Sunday	22		
Monday	23		
Tuesday	24		
Wednesday	25		
Thursday	26		
Friday	27	Supp/Special examination NTA level 7-9 ends	
Saturday	28	Deadline for Uploading Results in the NACTVET System	DASS
Sunday	29		
Monday	30		

### OCTOBER 2024

DAY	DATE	EVENT	RESPONSIBLE PERSON
Tuesday	1	Management Committee Meeting	HODs & HR
Wednesday	2	IEB Meeting (Annual Examination results)	DRA/ DASS
Thursday	3		
Friday	4		
Saturday	5		
Sunday	6		
Monday	7		
Tuesday	8		
Wednesday	9	APC Meeting to deliberate annual examination results for 2023/2024 academic year	DRA/DASS & HODs
Thursday	10		
Friday	11		
Saturday	12		
Sunday	13		
Monday	14	Reporting New Students (NTA Level 4-6) for 2024-2025 academic year	DRA/DASS& HODs
		Registration of Students Reported for Studies in 2024/2025 Academic year	
Tuesday	15		
Wednesday	16		
Thursday	17		
Friday	18		
Saturday	19		
Sunday	20		
Monday	21	Commencement of Semester One studies (NTA Level 7-9)	DRA/DASS & HODs
Tuesday	22		
Wednesday	23		
Thursday	24		

Friday	25		
Saturday	26		
Sunday	27		
Monday	28		
Tuesday	29		
Wednesday	30		
Thursday	31		

**NOVEMBER 2024**

DAY	DATE	EVENT	RESPONSIBLE PERSON
Friday	1		
Saturday	2		
Sunday	3		
Monday	4	Management Committee Meeting	HODs & HR
Tuesday	5		
Wednesday	6		
Thursday	7	Workers Council	HR
Friday	8	APC to deliberate annual examination results and List of graduands	DASS & HOD's
Saturday	9		
Sunday	10		
Monday	11	Preparations for SHIMIVUTA Sports competitions	Sport & Games Coordinator
Tuesday	12		
Wednesday	13		
Thursday	14		
Friday	15		
Saturday	16		
Sunday	17		
Monday	18	MISO Parliament Meeting	MISO president
Tuesday	19		
Wednesday	20	Governing Council meeting	Rector
Thursday	21	Governing Council meeting	Rector
Friday	22		
Saturday	23	Governing Council meeting	Rector
Sunday	24		
Monday	25		
Tuesday	26		
Wednesday	27		
Thursday	28	IRDP Convocation	President of the Convocation
Friday	29	Graduation Ceremony Main Campus- Dodoma	DRPFA/DASS
Saturday	30		

**DECEMBER 2024**

DAY	DATE	EVENT	RESPONSIBLE PERSON
Sunday	1		
Monday	2		
Tuesday	3		
Wednesday	4		
Thursday	5		

Friday	6	Management Committee Meeting	HOD/HR
Saturday	7		
Sunday	8	SHIMIVUTA competitions Begins	Sport & Games Coordinator
Monday	9		
Tuesday	10		
Wednesday	11		
Thursday	12		
Friday	13	Graduation Ceremony LZTC- Mwanza	DRA/Director/ DASS
Saturday	14		
Sunday	15		
Monday	16		
Tuesday	17		
Wednesday	18		
Thursday	19		
Friday	20		
Saturday	21		
Sunday	22		
Monday	23		
Tuesday	24		
Wednesday	25		
Thursday	26		
Friday	27		
Saturday	28		
Sunday	29		
Monday	30		
Tuesday	31	Deadline for Submission of Enrolment Data to TCU for 2024/2025 Academic Year	DASS