



**GARISSA UNIVERSITY
REGISTRAR (ASA) OFFICE
ACADEMIC ALMANAC FOR NOVEMBER-JANUARY SEMESTER (4hrs per week)
2020/2021 ACADEMIC YEAR**

ACTIVITY	TIMELINE	ACTION OFFICE
Reporting /Learning: -- Students (GSSP/PSSP) ---Part-time/School Based	3 rd November 2021 1 st week	Admission
Signing of Nominal Roll Registration of Courses	23 rd December 2020 4 th week	HoDs
CAT 1 Release of first draft exams timetable	30 th – 14 th December 2020 5 th to 6 th week	HoDs Timetable Coordinator
Christmas break	21st Dec- 3rd Jan 2021	Registrar
Setting and Moderation of Exams Questions	4 th January 2021 9 th week	Deans/HoDs
CAT 2 Release of first draft exams timetable	7 th -15 th January 2021 10 th -11 th week	HoDs
Final Exams Timetable Submission of Moderated Exams to HoDs Clearance of Fees Payment	15 th January 2021 12 th week (2 weeks before exams)	Deans/HoDs
Submission of CAT Marks to HoDs	18 th January 2021 13 th week	Deans/HoDs
Regular University Examinations	Certificate & Diploma: 18 th -22 nd January 2021 14 th week Bachelor/Postgraduate 25 th -5 th February 2021 15 th week	Deans/HoDs
May-August 2021 Course allocations	29 th January 2021	HoDs
Submission of Exams Results to Senate For November-January 2021	19th March 2021	Deans

DR. Rotich

Dr. Rotich Stephen, PhD
REGISTRAR ACADEMIC & STUDENTS AFFAIRS



**GARISSA UNIVERSITY
REGISTRAR (ASA) OFFICE
ACADEMIC ALMANAC FOR JANUARY-APRIL 2021 SEMESTER (3hrs per week)
2020/2021 ACADEMIC YEAR**

ACTIVITY	TIMELINE	ACTION OFFICE
Reporting /Learning: -- Students (GSSP/PSSP) ---Part-time/School Based	4 th January 2021 1 st week	Admission
Signing of Nominal Roll Registration of Courses	25 th January 2021 4 th week	HoDs
CAT 1 Release of first draft exams timetable	1 st – 15 th February 2021 5 th to 7 th week	HoDs Timetable Coordinator
Setting and Moderation of Exams Questions	22 nd February 2021 8 th week	Deans/HoDs
CAT 2 Release of first draft exams timetable	1 st -15 th March 2021 9 th -11 th week	HoDs
GRADUATION	10TH MARCH 2021	Graduation Committee
Final Exams Timetable Submission of Moderated Exams to HoDs Clearance of Fees Payment	15 th March 2021 11 th week (2 weeks before exams)	Deans/HoDs
Submission of CAT Marks to HoDs	22 nd March 2021 12 th week	Deans/HoDs
Regular University Examinations	Certificate & Diploma: 29 th March -2 nd April 2021 13 th Week Bachelor/Postgraduate 5 th -16 th April 2021 14 th -15 th week	Deans/HoDs
May-August 2021 Course allocations	5 th April 2021	HoDs
Submission of Exams Results to Senate For Jan-April 2021	2nd June 2021	Deans

D.R. Rotich

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REGISTRAR ACADEMIC & STUDENTS AFFAIRS