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GLORIOUS POLYTECHNIC COLLEGE

GLORIOUS POLYTECHNIC COLLEGE - ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2022/2023

S/NO	DATE	EVENT	RESPONSIBLE
1	23/5/2022	Opening of first round of admission for academic year 2022-2023	Deputy-ARC and Admission officers
2	23/5/2022- 30/7/2022	Receiving first round applications for academic year 2022-2023 September intake	Deputy-ARC and Admission officers
3	27/06/2022-01/07/2022	CBET workshop for academic staff by NACTVET	
4	31/07/2022-14/08/2022	Processing of applications and selection of applicants - first round	Deputy-ARC and Admission officers
5	05/08/2022-02/09/2022	Submission of selected applicants to NACTVET – first round	Deputy-ARC and Admission officers
6	15/08/2022	Publication of first round selected students	ICT and Admission Officers
7	16/08/2022-25/08/2022	Receiving second round applications for academic year 2022-2023 September intake	Deputy-ARC and Admission officers
8	20/08/2022	Governing board general meeting	All board members
9	26/08/2022-01/09/2022	Processing of applications and selection of applicants – second round	Deputy-ARC and Admission officers

10	01/09/2022-05/09/2022	Orientation and training for academic staff	Admission officers, Examination officers, Head of Departments, QA, Dean of student, Director, Principal, DARC and DPFA
11	02/09/2022	Publication of second round selected students	ICT and Admission Officers
12	05/09/2022-10/09/2022	Registration and Orientation week for students	Admission officers, Examination officers, Head of Departments, QA, Dean of student, Director, Principal, Deputy Principal (ARC) and DPFA
13	05/09/2022-16/10/2022	Conduction of crash program	Deputy Principal (ARC) and academic staff
14	10/10/2022-17/10/2022	Election week for GPCSO	DPPFA, QA, dean of students
15	18/10/2022	Opening of the college and commencement of 1 st Semester for Academic Year 2022/2023	Deputy Principal (ARC) and academic staff
16	17/10/2022-18/11/2022	Registration of students for studies for Academic year 2022/2023 to NACTVET	Deputy Principal (ARC) and admission officers
17	05/12/2022-09/12/2022	Test one for Ordinary Diploma in Clinical Medicine and Pharmaceutical Sciences	Deputy Principal (ARC), QA, academic staff and examination officers
18	10/12/2022- 16/12/2022	Marking of Test 1 and compiling Results	Deputy Principal (ARC), QA, Examination officers, academic staff
19	30/01/2023-03/02/2023	Test two for Ordinary Diploma in Clinical Medicine and Pharmaceutical Sciences	Deputy Principal (ARC), QA, academic staff and examination officers
20	4/02/2023 – 10/02/2023	Marking of Test 2 and compiling Results	Deputy Principal (ARC), QA, Examination officers, academic staff
21	20/02/2023-26/02/2023	Setting and Submission of examination papers for pre-moderation for 1 st semester examinations	Deputy Principal (ARC), QA, academic staff and examination officers

22	27/02/2023	Pre-Moderation of examination papers for 1 st semester	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners
23	27/02/2023-01/03/2023	Submission of CA marks	All academic staff
24	28/02/2023-03/03/2023	Typing, Printing and packing of the examination papers for 1 st semester	Heads of Academic Departments, Departmental Examination Coordinators, All academic staff
25	06/03/2023-17/03/2023	Conducting 1 st Semester examinations	Deputy Principal (ARC), Examination Officer (s), Heads of Academic Departments, Module Instructors And Invigilators
26	18/03/2023-23/03/2023	Marking examinations and uploading 1 st semester examinations results	Examination Officer (s), Heads of Academic Departments and academic staff
27	24/03/2023	Post-moderation of 1 st semester examinations	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners
28	25/03/2023	Departmental examiners meeting	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners and Academic staff
29	27/03/2023	Examiners committee meeting	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners
30	28/03/2023	Release of 1 st semester examinations results	ICT and Examination Officers
31	29/03/2023-02/04/2023	Receiving and processing Appeals of examination results	Deputy Principal (ARC), Examination Officers, QA and members of appeal committee
32	03/04/2023	Governing board meeting for approval of examination results	All board members
33	04/04/2023-07/04/2023	Submission of 1 st semester examination results to NACTVET	ICT and Examination Officers
34	10/04/2023	Opening of the college and commencement of 2 nd semester for Academic Year 2022/2023	Deputy Principal (ARC) and academic staff

35	10/04/2023-28/04/2023	Registration of continuing students for studies for Academic year 2022/2023 to NACTVET	ICT and Admission Officers
36	12/06/2023	Test one for Ordinary Diploma in Clinical Medicine and Pharmaceutical Sciences- for 2 nd semester	Deputy Principal (ARC), QA, academic staff and examination officers
37	17/07/2023	Test two for Ordinary Diploma in Clinical Medicine and Pharmaceutical Sciences - for 2 nd semester	Deputy Principal (ARC), QA, academic staff and examination officers
38	31/07/2023-5/08/2023	Setting and Submission of examination papers for pre-moderation for 2 nd semester examinations	Deputy Principal (ARC), QA, academic staff and examination officers
39	07/08/2023	Pre-Moderation of examination papers for 2 nd semester	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners
40	07/08/2023-10/08/2022	Submission of CA marks	All academic staff
41	09/08/2023-11/08/2023	Typing, Printing and packing of the examination papers for 2 nd semester	All academic staff
42	14/08/2023-26/08/2023	Conducting 2 nd Semester examinations	Heads of Academic Departments, Departmental Examination Coordinators, All academic staff
43	28/08/2023-02/09/2023	Marking examinations and uploading 2 nd semester examinations results	Deputy Principal (ARC), Examination Officer (s), Heads of Academic Departments, Module Instructors And Invigilators
44	04/09/2023	Post-moderation of 2 nd semester examinations	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners
44	05/09/2023	Departmental examiners meeting	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners and Academic staff
45	06/09/2023	Examiners committee meeting	Head of Academic Department, Departmental Examination Coordinators, Respective Departmental Internal and External Examiners
46	07/09/2023	Release of 2 nd semester examinations results	ICT and Examination Officers

47	07/09/2023-13/09/2023	Receiving and processing Appeals of examination results	Deputy Principal (ARC), Examination Officers, QA and members of appeal committee
48	14/09/2023	Governing board meeting for approval of examination results	All board members
49	15/09/2023-22/09/2023	Submission of 2 nd semester examination results to NACTVET	ICT and Examination Officers

