

# HARARE INSTITUTE OF TECHNOLOGY

## 2018 DIARY OF EVENTS

### JANUARY 2018

Tuesday 2		University Opens
Monday 8	0900	Space Allocation Committee
Tuesday 9	1400	School Planning Committee: Business and Management Sciences
Monday 15	0900	<b>PLANNING AND RESOURCE ALLOCATION COMMITTEE</b>
Wednesday 17	0900	Deans' Forum
Thursday 18	0900	<b>COMPUTER COMMITTEE</b>
Monday 22 – Tuesday 23		School Planning Committee: Industrial Sciences and Technology; Engineering and Technology; Information Science and Technology
Wednesday 24	0900	Library Committee
Thursday 25	0930	<b>RESOURCE MOBILIZATION COMMITTEE</b>
	1430	<b>BOARD OF DISPOSAL COMMITTEE</b>
Friday 26	0900	Quality Assurance Committee
Monday 29	1000	Food Committee
Wednesday 31	0900	Information and Communication Technology Services Committee

### FEBRUARY 2018

Thursday 1	1000	<b>FINANCE, RISK AND AUDIT COMMITTEE</b>
Friday 2	0900	<b>ACADEMIC BOARD</b> (To Assess Semester Preparedness)
Monday 5	0900	Student Affairs Committee
Tuesday 6	1400	<b>COMMITTEE ON AFFILIATE/ ASSOCIATE STATUS</b>
Wednesday 7 – Friday 9		<b>Registration of Returning Students</b>
Wednesday 7	1430	<b>HIT PENSION FUND BOARD OF TRUSTEES</b>
Thursday 8	0900	<b>ACADEMIC BOARD</b> (To consider Regulations)
Monday 12	0900	Deans' Forum
		<b>SECOND SEMESTER BEGINS</b>
Tuesday 13	1415	<b>RESEARCH BOARD</b>

Wednesday 14	1000	<b>STAFF DEVELOPMENT COMMITTEE</b>
Thursday 15	1000	<b>SALARIES AND CONDITIONS OF SERVICE COMMITTEE</b>
Tuesday 20	0900	<b>HIGHER DEGREES COMMITTEE</b>
Thursday 22	0900	<b>SENATE</b>
Thursday 22	1415	<b>CAMPUS DEVELOPMENT COMMITTEE</b>
Friday 23	0900	School Board: Business and Management Sciences
Monday 26	0900	International Relations Committee
Tuesday 27	1415	Institutional Advancement and Resource Development Committee
<b>MARCH 2018</b>		
Friday 2	0900	Innovation and Technology Committee
Monday 5	0900	Deans' Forum
Tuesday 6	1000	Works Council
Thursday 8	0900	School Planning Committee: Industrial Sciences and Technology, Engineering and Technology, Information Science and Technology
		<b>Deadline for Submission of Draft Examination Question Papers, Model Answers and Course Outlines to Examinations Office</b>
Friday 9	1400	School Planning Committee: Business and Management Sciences
Monday 12 – Thursday 15	0900	Departmental/School Boards Meetings (To select new students intake)
Friday 16	0900	<b>PLANNING AND RESOURCE ALLOCATION COMMITTEE</b>
Monday 19	1000	<b>ACADEMIC STAFF PROMOTIONS COMMITTEE</b>
	1430	<b>NON-ACADEMIC STAFF PROMOTIONS COMMITTEE</b>
Tuesday 20	0900	<b>RESEARCH BOARD</b>
Wednesday 21	1000	<b>HONORARY DEGREES AND DISTINCTIONS COMMITTEE</b>
Thursday 22	0900	<b>ACADEMIC BOARD (To select New Students Intake)</b>
Friday 23	0900	Committee on Academic Ceremonies
Tuesday 27	1415	Institutional Advancement and Resource Development Committee
Wednesday 28	0900	School Board: Information Science and Technology, Engineering and Technology, Industrial Sciences and Technology
Thursday 29	1000	<b>INSTITUTE BOARD</b>

**APRIL 2018**

Monday 2 –Friday 6

**MID-SEMESTER BREAK**

Wednesday 4 0900

Deans' Forum

Thursday 5 1000

**FINANCE, RISK AND AUDIT COMMITTEE**

Monday 9 1430

Space Allocation Committee

Wednesday 11 0900

**COMPUTER COMMITTEE**

Friday 20 0900

Hiring of Facilities Committee

Wednesday 25 0900

**HIGHER DEGREES COMMITTEE**

Thursday 26 1000

**INSTITUTE BOARD**

Friday 27 1000

Institutional Advancement and Resource Development Committee

**MAY 2018**

Wednesday 2 0900

Committee on Academic Ceremonies

Thursday 3 0900

**ACADEMIC BOARD** (To Consider Regulations)

Wednesday 9 0900

**RESEARCH BOARD**

Thursday 10 0900

Quality Assurance Committee

1430

**RESOURCE MOBILIZATION COMMITTEE**

Monday 14- Friday 18

**SWOT WEEK**

Monday 14 0900

Library Committee

Wednesday 16 0900

Deans' Forum

Friday 18 0900

Information and Communication Technology Services Committee

Vice Chancellor's Scholarship and Innovation Fund Golf Tournament

Monday 21

**SECOND SEMESTER EXAMINATIONS BEGIN**

Thursday 24 0900

Innovation and Technology Committee

Monday 28 1000

Institutional Advancement and Resource Development Committee

Tuesday 29 0900

**SENATE****JUNE 2018**

Friday 1 1000

International Relations Committee

Monday 4

**SECOND SEMESTER EXAMINATIONS END**

Thursday 7 1000

**EXECUTIVE COMMITTEE**

Wednesday 13	1000	<b>CAMPUS DEVELOPMENT COMMITTEE</b>
Thursday 14	1000	<b>FEES REVISION COMMITTEE</b>
Monday 18 – Thursday 21		Departmental Examiners Board Meetings / School Board of Examiners Meetings
Tuesday 26 – Wednesday 27	0900	<b>ACADEMIC BOARD</b> (To consider Results of the Second Semester Examinations)
Thursday 28	1000	<b>INSTITUTE BOARD</b>
	1430	Institutional Advancement and Resource Development Committee
Friday 29	0900	Deans' Forum
<b>JULY 2018</b>		
Monday 2	0900	<b>SENATE</b>
		<b>PUBLICATION OF EXAMINATION RESULTS</b>
Wednesday 4	0900	<b>PLANNING AND RESOURCE ALLOCATION COMMITTEE</b>
	1415	School Planning Committee: Business and Management Sciences; Industrial Sciences and Technology; Engineering and Technology
Thursday 5	1415	School Planning Committee: Information Science and Technology
Wednesday 11	0900	Deans' Forum
Thursday 12	0900	Termination of Studies (Appeals) Committee
Friday 13	0900	<b>ACADEMIC STAFF PROMOTIONS COMMITTEE</b>
Monday 16	0900	<b>RESEARCH BOARD</b>
	1400	<b>COMPUTER COMMITTEE</b>
Tuesday 17	0900	<b>Staff Development Committee</b>
Friday 20	1000	<b>FINANCE, RISK AND AUDIT COMMITTEE</b>
	1430	Space Allocation Committee
Wednesday 25	1000	<b>RESOURCE MOBILIZATION COMMITTEE</b>
Wednesday 25	1430	<b>HONORARY DEGREES AND DISTINCTIONS COMMITTEE</b>
Friday 27	0900	Technovation Day
Monday 30	1000	Institutional Advancement and Resource Development Committee

**AUGUST 2018**

Wednesday 1	0900	<b>ACADEMIC BOARD</b> (To Assess Semester Preparedness)
Thursday 2 – Friday 3		Registration of New Students
Monday 6 – Friday 10		<b>Orientation of New Students</b>
Wednesday 8 – Friday 10		<b>Registration of Returning Students</b>
Wednesday 15	0900	Committee on Academic Ceremonies
		<b>FIRST SEMESTER BEGINS</b>
Thursday 16	0900	Innovation and Technology Committee
Friday 17	1000	<b>HIT PENSION FUND BOARD OF TRUSTEES</b>
Friday 17	0900	Deans' Forum
Wednesday 22	0900	Library Committee
	1400	Quality Assurance Committee
Thursday 23	1430	Institutional Advancement and Resource Development Committee

**SEPTEMBER 2018**

Monday 3	0900	<b>STUDENTS AFFAIRS COMMITTEE</b>
	1000	Works Council
		<b>Deadline for Submission of Draft Examination Question Papers, Model Answers and Course Outlines to Examinations Office</b>
Thursday 6	0900	<b>SENATE</b>
Wednesday 12	0900	<b>RESEARCH BOARD</b>
Thursday 13	1000	<b>CAMPUS DEVELOPMENT COMMITTEE</b>
	1400	<b>SALARIES AND CONDITIONS OF SERVICE</b>
Wednesday 19	0900	Committee on Academic Ceremonies
Thursday 20	1000	<b>FINANCE, RISK AND AUDIT COMMITTEE</b>
Friday 21	0900	Deans' Forum
Monday 24 – Friday 28		<b>MID-SEMESTER BREAK</b>
Monday 24	0900	<b>STRATEGIC PLANNING COMMITTEE</b>
	1000	Institutional Advancement and Resource Development Committee

Monday 24 - Friday 28 School Boards: Industrial Sciences and Technology; Engineering and Technology; Business and Management Sciences and Information Science and Technology

Thursday 27 1000 **INSTITUTE BOARD**

**OCTOBER 2018**

Wednesday 3 0900 Committee on Academic Ceremonies

Thursday 4 0900 **COMPUTER COMMITTEE**

Friday 5 0900 Deans' Forum

Monday 8 0900 Library Committee

Thursday 11 – Friday 12 School Planning Committee: Industrial Sciences and Technology; Engineering and Technology; Information Science and Technology; Business and Management Sciences

Monday 15 1000 **HIT PENSION FUND BOARD OF TRUSTEES**

Wednesday 17 0900 Innovation and Technology Committee

Thursday 18 1000 **INSTITUTE BOARD**

1415 **COMMITTEE ON AFFILIATE/ ASSOCIATE STATUS**

Friday 19 1400 Quality Assurance Committee

Tuesday 23 1415 **CAMPUS DEVELOPMENT COMMITTEE**

Wednesday 24 0900 **ACDEMIC STAFF PROMOTIONS COMMITTEE**

Thursday 25 1000 **STAFF DEVELOPMENT COMMITTEE**

Friday 26 1000 Institutional Advancement and Resource Development Committee

**NOVEMBER 2018**

Thursday 1 0900 International Relations Committee

Wednesday 7 0900 **HIT PENSION FUND BOARD**

Monday 12 – Friday 16 **SWOT WEEK**

Monday 19 **FIRST SEMESTER EXAMINATIONS BEGIN**

Thursday 22 0900 Hiring of Facilities Committee

Tuesday 27 1415 Institutional Advancement and Resource Development Committee

Thursday 29	0900	Space Allocation Committee
Friday 30		<b>FIRST SEMESTER EXAMINATIONS END</b>
<b>DECEMBER 2018</b>		
Wednesday 5 - Friday 7		Departmental Boards of Examiners Meetings and School Boards of Examiners meetings
Monday 10	1000	Institutional Advancement and Resource Development Committee
Monday 10	1415	<b>BOARD OF DISPOSAL COMMITTEE</b>
Thursday 13	1000	<b>INSTITUTE BOARD</b>
Tuesday 18 – Wednesday 19	0900	<b>ACADEMIC BOARD</b> (To Consider Results of the First Semester Examinations)
Friday 21		<b>PUBLICATION OF EXAMINATION RESULTS</b>
<b>JANUARY 2019</b>		
Wednesday 2		University Opens