

**BANK OF TANZANIA ACADEMY
ALMANAC FOR ACADEMIC YEAR 2023/2024**

**A: SCHEDULE OF THE ADVISORY BOARD AND ITS COMMITTEE MEETINGS
OCTOBER 2023 - SEPTEMBER 2024**

Quarter	Day	Date	Meeting
1	Thursday	06/10/2023	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Friday	13/10/2023	- Advisory Board Meeting
2	Thursday	11/01/2024	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Friday	26/01/2024	- Advisory Board Meeting
3	Thursday	18/04/2024	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Tuesday	30/04/2024	- Advisory Board Meeting
4	Thursday	11/07/2024	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
	Friday	26/07/2024	- Advisory Board Meeting

B: SCHEDULE OF MEETINGS, ACTIVITIES, AND EVENTS FROM OCTOBER 2023 TO SEPTEMBER 2024

OCTOBER 2023	EVENT
Monday 2 nd	- Release of Admission of Students Verification Results NACTVET
Friday 6 th	- Quality Assurance Committee Meeting - End of Field Practical Training for NTA Levels 5 Students
Monday 9 th	- TUICO Annual Seminar - Mbeya
Thursday 06 th	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Friday 13 th	- Advisory Board Meeting
Saturday 14 th	- Nyerere Day
Monday 16 th – Friday 20 th	- Orientation Week for NTA Levels 5 Begins - Beginning of New Academic Year 2022/2023 for NTA Levels 5 & 6 - Registration of selected and verified Students in the Institutional Panel for the Academic Year 2023/2024
Thursday 19 th	- Worker's Council Executive Committee Ordinary Meeting - Worker's Council Ordinary Meeting
Monday 23 rd – Friday 27 th	- Orientation and Registration Week PGDBM Begins - Beginning of the New Academic Year 2022/2023 for PGDBM - Departmental Staff Meeting Week - Management Meeting
Tuesday 31 st	- Seminar for Members of the Worker's Council
NOVEMBER 2023	EVENT
Thursday 9 th	- TUICO Executive Committee Ordinary Meeting - BASO First Meeting
Monday 13 th	- PGDBM Semester Exam week for Block I - BKG 09101 begins
Thursday 16 th	- Research Seminar Presentations

Friday 17 th	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block I - BKG 09101 ends - The 2nd BOT Academy Graduation Ceremony
Saturday 18 th	<ul style="list-style-type: none"> - Student Bonanza and Welcome First Year Bash
Monday 27 th	<ul style="list-style-type: none"> - BOT Academy Staff Meeting
Monday 27 th – Friday 30 th	<ul style="list-style-type: none"> - Departmental Staff Meeting Week - NTA Level 5 and 6 Semester I Test One Week - Management Meeting
DECEMBER 2023	EVENT
Monday 4 th	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block I - BKG 09102 begins
Friday 8 th	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block I - BKG 09102 ends
Saturday 9 th	<ul style="list-style-type: none"> - Independence Day
Monday 18 th – Friday 22 nd	<ul style="list-style-type: none"> - Department Staff Meeting Week - Management Team Meeting
Friday 22 nd	<ul style="list-style-type: none"> - PGDBM Semester Exam week for Block II - BKG 09103 ends
JANUARY 2024	EVENT
Monday 1 st	<ul style="list-style-type: none"> - New Year's Day
Tuesday 2 nd – Friday 5 th	<ul style="list-style-type: none"> - NTA Level 5 and 6 Semester I Test Two Week - PGDBM Semester Exam week for Block II - BKG 09103
Friday 5 th	<ul style="list-style-type: none"> - Quality Assurance Committee Meeting
Monday 8 th – Thursday 11 th	<ul style="list-style-type: none"> - Pre-Moderation Week for End of Semester I for NTA Levels 5 & 6 Examinations
Saturday 13 th	<ul style="list-style-type: none"> - BASO Charity Programme
Monday 15 th	<ul style="list-style-type: none"> - Preparation week for Semester I Examinations for NTA Levels 5 & 6 Begins - Deadline for Uploading Course Work for Semester I in SARIS - Examination Regulations and Guideline Awareness Session for NTA Levels 5 & 6
Thursday 11 th	<ul style="list-style-type: none"> - Academic Planning Committee Meeting

	<ul style="list-style-type: none"> - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Monday 22 nd	- Commencement of Semester I Examinations for Academic Year 2023/2024
Monday 22 nd – Friday 26 th	<ul style="list-style-type: none"> - Departmental Staff Meeting Week - PGDBM Semester Exam week for Block II - BKG 09104 - Management Meeting
Friday 26 th	<ul style="list-style-type: none"> - Advisory Board Meeting - Commencement of Quality Assurance Training Session
Monday 29 th	- Commencement of PGDBM Strategic Research Project Supervision
Tuesday 30 th	- TUICO Executive Committee Ordinary Meeting
Wednesday 31 st	- End of Semester I Examinations for Academic Year 2023/2024
FEBRUARY 2024	EVENT
Thursday 1 st	- Beginning of Holiday for NTA levels 5 & 6 Students
Thursday 1 st – Friday 9 th	- Marking of Semester I Examinations for Academic Year 2023/2024
Monday 12 th – Friday 16 th	- Post Moderation for NTA Levels 5 & 6 Semester I Examinations
Wednesday 21 st	<ul style="list-style-type: none"> - Departmental Admission and Examination Committee Meeting - Release of Provision Results for NTA Levels 5 & 6 Semester I Examination Results
Friday 23 rd	- Quality Assurance Training Session for QA Officers
Monday 26 th	- PGDBM Semester Exam week for Block III - BKG 09201 begins
Monday 26 th – Thursday 29 th	<ul style="list-style-type: none"> - Departmental Staff Meeting Week - Management Meeting
Thursday 29 th	- BOT Academy Staff Meeting
MARCH 2024	EVENT
Friday 1 st	<ul style="list-style-type: none"> - Beginning of Submission of Updates through the Institution Panel on the Students Admission Guidebooks for the Academic Year (2024/2025) - PGDBM Semester Exam week for Block III - BKG 09201 ends

Monday 4 th	- Commencement of Semester I Supplementary/Special Examinations for Academic Year 2023/2024
Friday 8 th	- End of Semester I Supplementary/Special Examinations for Academic Year 2023/2024 - End of Holiday for NTA levels 5 & 6 Students
Monday 11 th – Friday 15 th	- Marking of Semester I Supplementary/Special Examinations for Academic Year 2023/2024
Monday 11 th	- Beginning of Semester II for NTA Levels 5 & 6
Friday 15 th	- BASO Second Meeting
Monday 18 th	- PGDBM Semester Exam week for Block III - BKG 09202 begins
Monday 18 th – Friday 22 nd	- Management Team Meeting - Post Moderation for NTA Levels 5 & 6 Supplementary/ Special for Semester I Examinations - Management Meeting
Wednesday 20 th	- Worker's Council Executive Committee Ordinary Meeting - Worker's Council Ordinary Meeting - Opening of NACTVET window for uploading of Semester I Examination Results
Friday 22 nd	- PGDBM Semester Exam week for Block III – BKG 09202 ends
Saturday 23 rd	- BASO Second Student Bonanza
Monday 25 th	- Department Admission and Examination Committee Meeting - Release of Provision Results for NTA Levels 5 & 6 Semester I Supplementary/Special Examination Results - Opening of NACTVET Verification of Uploaded Examination Results
Monday 25 th – Thursday 28 th	- Departmental Staff Meeting Week
Wednesday 27 th	- Uploading of Semester I Examination Results for 2023/2024 in NACTVET Institutional Panel - Submission of hard copies of Examination Results to NACTVET
Saturday 30 th	- End of Submission of Updates through the Institution Panel on the Students Admission Guidebooks for the Academic Year (2024/2025)
APRIL 2024	EVENT
Thursday 4 th	- TUICO Executive Committee Extra-Ordinary Meeting for May Day Preparations

Sunday 7 th	- Karume Day
Tuesday 9 th	- Quality Assurance Committee Meeting
Monday 15 th – Friday 19 th	- NTA Level 5 and 6 Semester II Test One Week - PGDBM Semester Exam week for Block IV - BKG 09203
Tuesday 16 th – Thursday 25 th	- Submission of corrections/improvement in the Draft of Students Admission Guidebooks
Thursday 18 th	- TUICO Executive Committee Ordinary Meeting - Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Monday 22 nd	- BASO General Election
Monday 22 th – Thursday 25 th	- Department Staff Meeting Week - Management Meeting
Friday 26 th	- Union Day
Tuesday 30 th	- Advisory Board Meeting
MAY 2024	EVENT
Wednesday 1 st	- Worker's Day - NACTVET Publication of Students Admission Guidebook for Academic year 2024/2025
Monday 5 th	- NACTVET Capacity building to Admission and Examination Officers on admission and examination matters
Monday 13 th – Friday 17 th	- PGDBM Semester Exam week for Block IV - BKG 09204
Wednesday 15 th – Tuesday 21 st	- The 3 rd NACTVET Exhibitions
Friday 17 th	- Worker's Council Executive Committee Ordinary Meeting - Worker's Council Ordinary Meeting - Opening of Students Admission Window for the Academic year 2024/2025 September Intake
Monday 20 th – Friday 24 th	- NTA Level 5 and 6 Semester II Test Two Week - Management Meeting
Saturday 25 th	- BASO Study Tour
Tuesday 21 st	- Deadline for uploading of Semester I Examination Results for September in NACTVET database - Submission of hard copies of Examination Results

Saturday 25 th	- Closing of NACTVET Verification of Uploaded Examination Results
Monday 27 th	- BOT Academy Staff Meeting
Monday 27 th – Friday 31 st	- Department Staff Meeting Week
JUNE 2024	EVENT
Monday 3 rd – Friday 7 th	- Pre-Moderation Week for End of Semester II for NTA Levels 5 & 6 Examinations
Tuesday 4 th	- TUICO Executive Committee Extra- Ordinary Meeting for budget preparation
Monday 10 th	- Preparation for Semester II Examinations for NTA Levels 5 & 6 Begins - Deadline for Uploading Course Work for Semester II in SARIS - Examination Regulation and Guideline Awareness Session for NTA Levels 5 & 6
Wednesday 12 th	- Worker's Council Executive Committee Extra Ordinary Meeting - Worker's Council Extra-Ordinary Meeting
Monday 17 th	- Commencement of Semester II Examinations for Academic Year 2023/2024
Wednesday 26 th	- End of Semester II Examinations for Academic Year 2023/2024
Thursday 27 th	- Beginning of Marking for Semester II Examinations for NTA Levels 5 & 6 Begins
Wednesday 19 th	- TUICO Executive Committee Ordinary Meeting
Thursday 20 th	- TUICO members meeting
Monday 24 th – Friday 28 th	- Department Staff Meeting Week - Management Team Meeting
Friday 30 th	- Opening of NACTVET window for uploading of Semester II Examination Results - Submission of hard copies of Examination Results to NACTVET
JULY 2024	EVENT
Friday 5 th	- End of Marking for Semester II Examinations for NTA Levels 5 & 6
Sunday 7 th	- Saba Saba Day

Monday 8 th – Friday 12 th	- Post-Moderation for NTA Levels 5 & 6 Semester II Examinations Ends
Thursday 11 th	- Academic Planning Committee Meeting - Students' Welfare Committee Meeting - Finance and Human Resource Committee Meeting
Friday 12 th	- Quality Assurance Committee Meeting - Worker's Council Executive Committee Extra-Ordinary Meeting - Worker's Council Extra-Ordinary Meeting
Wednesday 17 th	- Departmental Examiners Committee Meeting - Publishing of Provisional Results for Semester II Examinations for NTA Levels 5 & 6
Monday 29 th	- Commencement of Semester II Supplementary/Special Examinations for Academic Year 2023/2024
Monday 22 nd – Friday 26 th	- Department Staff Meeting Week - Management Meeting
Friday 26 th	- Advisory Board Meeting
AUGUST 2024	EVENT
Friday 2 nd	- End of Semester II Supplementary/Special Examinations for Academic Year 2023/2024
Monday 5 th – Friday 9 th	- Marking for Semester II Supplementary/Special Examinations for NTA Levels 5 & 6 Begins
Monday 5 th	- Beginning of Field Practical Training for NTA Levels 5 Students
Tuesday 6 th	- TUICO Executive Committee Ordinary Meeting
Thursday 8 th	- Nane Nane Day
Friday 9 th	- Seminar for members of the TUICO Executive Committee
Monday 12 th – Friday 16 th	- Post-Moderation for NTA Levels 5 & 6 Semester II Supplementary/ Special Examinations
Wednesday 21 st	- Departmental Admission and Examination Committee Meeting - Publishing of Supplementary/ Special Provisional Results for Semester II Examinations for NTA Levels 5 & 6
Monday 26 th	- BOT Academy Staff Meeting
Monday 26 th – Friday 30 th	- Departmental Staff Meeting Week

	<ul style="list-style-type: none"> - Management Meeting
Friday 30 th	<ul style="list-style-type: none"> - Uploading of Semester II Examination Results for September in the NACTVET database - Submission of hard copies of Examination Results
SEPTEMBER 2024	EVENT
Wednesday 4 th	<ul style="list-style-type: none"> - Seminar for TUICO members
Sunday 15 th	<ul style="list-style-type: none"> - NACTVET deadline for uploading Semester II and I Examination Results for September Intake in Institutional Panel - NACTVET deadline for submission of hard copies of Examination Results
Monday 23 rd – Friday 27 th	<ul style="list-style-type: none"> - Departmental Staff Meeting Week - Management Team Meeting