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THE INSTITUTE OF PUBLIC ADMINISTRATION (IPA)

Academic Calendar for 2022/2023

Date	Event	Responsible
23rd May - 29th July, 2022	Receiving application for September 2022 intake for 2022/2023 Academic year- First Round	Applicants and Admission Office
30th July - 10th October, 2022	Uploading of Semester I and II Examination Results into NACTVET Database for Academic Year 2021/2022 for September and March Intake and 2022/2023 respectively with Submission of hard copies and minutes of approved results	Division of Examination
5th August - 2nd September, 2022	Submission of Selected Applicants for Verification – First Round	Division of Admission
19th September, 2022	Publication of Successful verified applicants – First Round	Division of Admission
20th – 28th September, 2022	Receiving Applications for Academic Year 2022/2023 September Intake – Second Round	Division of Admission
26th September, 2022	Second Admission Committee Meeting	Division of Admission
29th September - 7th October, 2022	Online Change of Programmes for Selected Applicants for Academic Year 2022/2023. Processing, Selection and Submission of Selected Applicants for Academic Year 2022/2023 - Second Round	Division of Admission
17th October, 2022	Publication of Selection for Verified Students for Academic Year 2022/2023 - Second Round	Division of Admission
13th October, 2022	First Internal Course Instructors Meeting	All Internal Course Instructors

14th October, 2022	First External Course Instructors Meeting	All External Course Instructors
18th October, 2022	Opening of Technical Institutions and Universities offering Certificate and Diploma Programmes for Academic Year 2022/2023	Director of Academic and Division of Admissions and Registration
18th – 23rd October, 2022	Orientation week for new and Continuing Students	Director of Academic and Head of Division of Admissions and Registration
8th November, 2022	First Class Representatives Meeting	Class Representatives and Academic Division
9th November, 2022	First ZIPZSO Meeting	ZIPZSO and Academic Division
10th November, 2022	First Quality Assurance Meeting	Quality assurances Division
17th November, 2022	ZIPZSO Election	ZIPZSOEC
18th October – 29th November, 2022	Online Transfer for Continuing Students	Admission Division and Students
22rd November, 2022	ZIPASO DAY	ZIPASO
24th October– 25th November, 2022	Registration of Students Reported in the Institutional Panel for Studies for Academic Year 2022/2023	Division of Admission
24th November, 2022	15th Graduation Ceremony	Students and all IPA Staffs
30th November, 2022	First Academic Committee Meeting	Director of Academic
1st – 30th January, 2023	Updating Admission Guide Book for Technical Institutions offering Bachelor Degree Programmes for 2023/2024 Academic Year	Admission and Quality Assurance Division
02nd January, 2023	Issuing letters for Examination setters	Examination division.
17th January, 2023	Second External Course Instructors Meeting	All External Course Instructors
18th January, 2023	Second Internal Course Instructors Meeting	All Internal Course Instructors
18 January, 2023	Second Class Representatives Meeting	All Class Representatives and Academic Division
27th January 2013	Deadline for Submission of Semester I and II examination questions for Academic Year 2022/2023-September and March Intake	Internal and part time Course Instructors/lecturers
30th January – 17th February 2023	Conduct examination Moderation and printing examination papers	Selected moderation committee

13th February – 27th February, 2023	Conduct of Semester I and Semester II Examinations for Academic Year 2022/2023 - September and March Intake	Division of Examination
20th February-10th March, 2023	Deadline for marking and submission of examination results in the System	Internal and part time Course Instructors/lecturers
15th March, 2023	Department Committee Meeting	Directors of Departments
22nd Mach, 2022	Second Academic Committee Meeting	Secretary Committee
25th Mach, 2023	Publication of Provisional Examination results	Division of Examination
01st March, 2023	Examination Committee	Committee Secretary
20th March – 7th April, 2023	Uploading of Semester I and II Examination Results for 2022/2023 and 2021/2022 respectively in the NACTVET Database and Submission of Required Documents to NACTVET	Division of Examination
1st – 30th April, 2023	Updating Admission Guide Book for 2023/2024 Academic Year	Division of Admission and Quality Assurance
5th April, 2023	Third Internal Course Instructors Meeting	All Internal Course Instructors
7th April, 2023	Third External Course Instructors Meeting	All External Course Instructors
10th April, 2023	Opening of Technical Institutions and Universities offering Certificate and Diploma Programs for Academic Year 2023/2024 March Intake	Admission Division
10th -14th April, 2023	Orientation week	Students and Academic Division
25th April, 2023	Second Class Representatives Meeting	All Class Representatives and Academic Division
27th April, 2023	Second ZIPZSO Meeting	ZIPZSO and Academic Division
10th - 28th April,2023	Online Registration of Reported Students and Transfer of Continuing students	Division of Admission
15th May – 28th July, 2023	Receiving Applications for September/October, 2023 Intake for 2023/2024 Academic Year - First Round	Division of Admission
05th June, 2023	Issuing letters for Examination setters	Examination office, Internal and part time Course Instructors/lecturer

Date	Activity	Responsible
8th June, 2023	Third Class Representatives Meeting	All Class Representatives and Academic Division
21st June, 2023	Fourth External Course Instructors Meeting	All External Course Instructors
22nd June, 2023	Fourth Internal Course Instructors Meeting	All Internal Course Instructors
30th June, 2023	Deadline for Submission of Semester I and II examination for Academic Year 2022/2024-September and March Intake	Internal and part time Course Instructors
03rd July – 21st July 2023	Conduct Examination Moderation and printing examination papers	Selected moderation committee
24th July – 07th August, 2023	Conduct of Examination for Semester II and I for Academic Year 2023/2024 - September and March Intake Respectively	Division of Examination
25th July-15th August, 2023	Deadline for marking and submission of Examination results in the System	Internal and part time Course Instructors/lecturers
25th July – 10th October, 2023	Uploading Examination Results for Semester I and II for Academic Year 2023/2024 and 2022/2023 Respectively in the NACTVET Database and Submission of Required Documents	Examination Division
09th August 2023	Examination Committee	Division of Examination
22nd August,2023	Department Committee Meeting	Committee Secretary
29th August, 2023	Fifth Academic Committee Meeting	Director of Academic
3rd September, 2023	Publication of Provisional Examination Results	Division of Examination
5th September,2023	Long Vacation for Academic Staffs	All Academic Staffs