

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

ARUSHA TECHNICAL COLLEGE



In reply please quote:

Meeting Ref. No.: ICT/65/Vol.V/1

Date: 11th July, 2023

Dear;

RE: CALL FOR ICT DEPARTMENT MEETING

Please be informed that there will be a scheduled meeting **ICT DEPARTMENT** which will be held on **Thursday, 13th July, 2023** at 11:00AM at **Room 41**.
The Agenda items to be discussed are as shown below:

1. Opening of the meeting,
2. Adoption of the Agenda,
3. Communication from the Chairperson,
4. Deliberation/Noting/Approval of Continuous assessment for semester Two,
5. Marking of Semester Two Exams
6. Evening sessions teaching and remuneration
7. ICT Department auditing
8. Deliberation on production and Consultancy services for AY 2023/24
9. AoB
10. Closing of the meeting

A handwritten signature in black ink, appearing to read 'Peter Kaaya'.

Peter Kaaya

HOD- ICT

11th July, 2023