

Date: **10<sup>th</sup> / December / 2025.****INDUSTRIAL TRAINING PROGRAM**

S/N	ACTIVITY	DATE	PERSON RESPONSIBLE
<b>1.</b>	Payment of supervision fees	01 <sup>st</sup> Dec 2025	HOS, HODs, Accounts
<b>2</b>	Industrial Training Begins	08 <sup>th</sup> Dec 2025	HOS, HODs AR's Office
<b>3</b>	Deadline for submission of placement letters to ARs office	19 <sup>th</sup> Dec 2025	HOS, HODs AR's Office
<b>4</b>	industrial training evaluation meeting activity.	13 <sup>th</sup> Feb 2026	Academic superiors, Accounts, AR, Principal
<b>5</b>	Deadline for Payment of supervision fees	31 <sup>st</sup> Dec 2025	HOS, HODs, Accounts
<b>6</b>	Supervision begins	05 <sup>th</sup> Jan 2025	AR's and Accounts Office
<b>7</b>	Supervision Ends	17 <sup>th</sup> Jan 2026	HOS, HODs, Accounts
<b>8</b>	Preparation and submission of IT Report and Log books to AR's office by the Academic Supervisors	26 <sup>th</sup> – 30 <sup>th</sup> Jan 2026	HOS, HODs, and Academic supervisors
<b>9</b>	Uploading of Industrial training marks to Ars office	30 <sup>th</sup> Jan 2026	HOS, HODs, and Academic supervisors
<b>10</b>	Submission of Industrial training marks to UVTAB system	31 <sup>st</sup> Jan 2026	HODs AR's Office
<b>11</b>	Reporting for new term/semester	02 <sup>nd</sup> Feb 2026	All stakeholders

**NB to All Students**

- Please take note of the dates and activities outlined in the Industrial Training schedule.
- Each student is responsible for ensuring timely submission of placement letters, payment of supervision fees, and completion of all training requirements.
- Ensure that your logbooks and reports are accurately filled in and submitted within the stated deadlines.
- Late submissions or failure to meet the requirements may affect your Industrial Training assessment and progression.

