



# SAINT MARTIN TECHNICAL COLLEGE

# SMART

P.O. BOX 9496 DOUALA - CAMEROON.  
AUT.N°: 240/18/MINESEC/SG/DESTP/SDSEPETP/SSEPTP.

## ACADEMIC CALENDAR FOR FIRST TERM – 2018/2019

DATE OF ACTIVITIES	ACTIVITIES
Saturday 01 <sup>st</sup> September, 2018	Introductory meeting with the staff
Monday 03 <sup>rd</sup> September, 2018	Resumption of effective classes – <b>7:30am</b>
Saturday 08 <sup>th</sup> September, 2018	2 <sup>nd</sup> staff meeting- compulsory. <b>Time: 10::00am</b>
Friday 05 <sup>th</sup> October, 2018	National Teachers Day – classes ends at <b>01:20noon</b>
Friday 05 <sup>th</sup> October, 2018	Administrative meeting
Monday 08 - Friday 12 <sup>th</sup> October, 2018	Counseling and orientation of students of examination classes. HODs in charge.
Monday 15 <sup>th</sup> October, 2018	Sensitization for washing of hands
<b>Monday 15<sup>th</sup> - 19<sup>th</sup> October 2018</b>	<b>1<sup>st</sup> sequence evaluation (Test)</b>
Monday 22 <sup>nd</sup> – Friday 26 <sup>th</sup> October 2018	Internal pedagogic inspection
Saturday 27 <sup>th</sup> October, 2018	<ul style="list-style-type: none"> <li>- Class Masters' &amp; HODs meeting with the administration. <b>Time: 1:30pm.</b></li> <li>- P.T.A meeting. <b>Time: 2:00pm – Compulsory &amp; Obligatory for ALL Staff.</b></li> </ul>
Friday 23 <sup>rd</sup> November, 2018	Deadline for submission of questions at the secretariat for 1 <sup>st</sup> term examination, ( <b>soft copies required</b> ). <i>None respect to this deadline shall not be tolerated. Thanks for understanding.</i>
<b>Monday 10<sup>th</sup> - Friday 13<sup>th</sup> December, 2018</b>	<b>1<sup>st</sup> Term Examination</b>
Friday 14 <sup>th</sup> December, 2018	General sport examination
Monday 17 <sup>th</sup> December, 2018	<ul style="list-style-type: none"> <li>- General manual labour on campus. Obligatory for all staff on Monday.</li> <li>- Deadline for all mark sheets to be available at the secretariat.</li> </ul>
Wednesday 19 <sup>th</sup> December, 2018	<ul style="list-style-type: none"> <li>- Deadline to print report cards. Secretariat should take note.</li> <li>- Class council at 10:00am. All class masters &amp; mistresses take note including HODs.</li> </ul>
Thursday 20 <sup>th</sup> December, 2018	General cleaning of the classrooms & the campus. Obligatory for all students & all staff on campus.
Friday 21 <sup>st</sup> December, 2018	Distribution of report cards and closing for Christmas Holidays. Time: 10:00am. Obligatory for all staff.
	Administrative meeting. Time: 11:30am
<b>Monday 07<sup>th</sup> January 2019</b>	<b>Re-Opening for second term</b>
	<b>Resumption of all students and staff</b>

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