

## COMMITMENTS TO SERVICE DELIVERY

### TABULATION

| SERVICE                                 | REQUIREMENTS  | COST | TIME LINE                     |
|---|---|------|-------------------------------|
| Co-ordinate NITF (ASK)<br>Show Activity | Preparations  | Nil  | September/October             |
| Graduation Ceremonies                   | <ul style="list-style-type: none"><li>- Prepare a list of guests</li><li>- Design invitation cards</li><li>- Invite guests by sending them cards</li><li>- Typeset graduation booklet</li></ul> | Nil  | August/September and December |
| Academic Calendar                       | Compile Senate approved Programmes  | Nil  | August                        |
| University Almanac                      | Prepare Almanac   | Nil  | August                        |
| Material for International Publications | Compile Information   | Nil  | Yearly                        |