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EVALUATION AND VERIFICATION OF GRADUATING STUDENTS

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Date : 2/3/2020	Date : 2/3/2020

1. OBJECTIVE

The objective of this procedure is to ascertain the fulfillment of the courses required by the department in the K/C/I and to identify the list of students who are eligible for graduation.

2. SCOPE

The procedure is used by the K/C/I to verify and approved the final year undergraduate students' status upon completing their studies.

3. DEFINITION / ABBREVIATION

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
AO	Administrative Officer
SAO	Senior Administrative Officer
AO	Administrative Officer
SAAO	Senior Assistant Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
AMAD	Academic Management and Admissions Division
BOE	Board of Examiners
PA	Personal Assistant
GR	Graduated

4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
AO/ SAO of COS	4.1	(i-Grad System) To monitor the list graduating students in the system.
	4.2	Verify the transcript and graduation audit for all applications and submit to HOD for approval.
HOD of COS	4.3	(i-Grad System) To verify and approve the applications.
AO/AO/SAAO/AAO of COS	4.4	(i-Grad System) To update the date of GR endorsement Meeting for each of approved graduating students.
Senate Graduation Committee	4.5	To endorse list of graduating students /GR and notify to the Senate.