LECTURER'S RESPONSIBILITIES FOR SEMESTER _____

LECTURER'S NAME _____

COURSE/S	TIME	ROOM	DAYS	# OF HOURS		NO. STUDENTS IN CLASS	OTHER RESPONSIBILITIES
				LECT.	LABS.		
							ROUTINE RESPONSIBILITIES OF ALL LECTURERS
							1. Cross Moderation
							2. Recruitment and Promotion Exercise
							3. Pre-Registration
							4. Registration
							5. Class List
							6. Advisement/Advisement List
							7. Invigilation
							8. Weekly Department Meetings
							9. Monthly School Meeting
							10.
							11.