



HO TECHNICAL UNIVERSITY

OFFICE OF THE REGISTRAR

ACADEMIC RECORD FORM

(TEACHING STAFF ONLY)

CONFIDENTIAL

Period of Report

PART A

(To be completed by member of staff)

- 1. Name:**
(Surname first)
- 2. Department :**
- 3. Faculty :**
- 4. Appointment / Promotion**

Appointment / Promotion	Date	Rank
First appointment		
1 st Promotion		
2 nd Promotion		
3 rd Promotion		
4 th Promotion		
Current Rank		
Current Position		

- 5. Degrees and other awards during current session (last two semesters)**

Degrees/other awards	Date	Institution	Specialization

6. Training / Professional Development Programs attended during current session

s/n	Details	Organized by	Date	Facilitator
I				
ii				
iii				
iv				
v				

7. Courses taught during the current session

s/n	Course title	Credit	Contact Hours	If shared, state your contact hours/contribution	Semester
i					
ii					
iii					
iv					
v					
vi					
vii					
viii					
ix					
x					
Total contact hours					

8. Research activities undertaken during current session:

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9. List of publications during current session (Please add a separate list)

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10. Boards and committees on which you served during current session

s/n	Name of Board/Committee	Position	Date
i			
ii			
iii			
iv			
v			
vi			

11. Other Community service undertaken during current session:

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Signature :

Date :

