

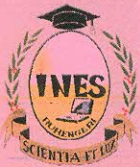


**COMMUNIQUÉ OF THE EXECUTIVE COUNCIL MEETING OF 1st
DECEMBER 2017**

On Friday, **1st December 2017**, an ordinary Executive Council meeting chaired by Fr Dr HAGENIMANA Fabien, the Rector of INES-RUHENGERI convened in Master's room and took the following decisions and recommendations:

1. The minutes of the Executive Council meeting of **31st July 2017** were approved after some amendments.
2. The Budget and action plan 2017-2018 were approved with necessary recommendations.
3. It was reminded that the Opening day and Career Day for this academic year 2017-2018 is scheduled for **6th December 2017**. Each Department was reminded to organize the exhibition with innovation, and make sure of the presence of key partners. The ceremony will start at 8:30 am with the Holy Mass that will be celebrated by Bishop Vincent HAROLIMANA. The presence for the staff and students is compulsory.
4. The deadline of submitting the evaluation of performance contract (2016-2017) and contract 2017-2018 at the Vice Rectorate level for signature is fixed on **8th December 2018**.
5. The absence in the Executive Council meeting without permission from the Rector will be accompanied by explanation letter.
6. The graduation ceremony is planned on **22nd March 2018**.
7. The Deans, HoDs and lecturers have to come up with mechanisms to encourage the students in the use of digital library. Dissertation bibliography must refer to INES library (at least 2 books). Lecturers must give priority to INES library when elaborating proposed references for their modules/ unit. Director of Library must give regular report on the use of INES library for both staff and students.





8. In order to keep the real database of students, they must be registered not later than Friday, **8th December 2018**. After the deadline, non-registered students will not appear on students' list.
9. In order to mitigate the students' absenteeism and lateness, the lecturers should check attendance before and after break and give quizzes or supervised assignments to be collected immediately
10. The dissertation hours for final year will be included in the lecturers' workload. The overtime hours will be calculated and paid.
11. In order to create space in the archives room, all documents exceeding 5 years must be burned or sold.
12. The Procurement officer must regularly organize the inventory of all INES materials and any purchase has to follow procurement procedures. The stolen materials for Civil Engineering must be reported not later than **15th December 2017**.
13. The Vice Rector of Administration and Finance, is in charge of archives of the handover documents.
14. Holidays for Christmas, New Year 2018 and the closing ceremony of the year 2017 will be communicated later.
15. The National Commission for the Fight Against Genocide (CNLG) conference is scheduled on **8th December 2018 from 11:00'** at INES-RUHENGERI. All staff and students have to attend it. There are no examinations on that day.

Done at Musanze, on 1st December 2017



Fr Dr Fabien HAGENIMANA
Rector of INES-RUHENGERI