



NO	LECTURER'S NAME	NUMBER OF CLASSES	DATE OF SUBMISSION		ON TIME	LATE	VERY LATE	ACTION PLAN
			DEADLINE	SUBMITTED				

PREPARE BY:
ACADEMIC MANAGER

(.....)

CHECKED AND APPROVED BY:
DEAN

(.....)

Definition:

- *On time : If the submission is done on the set schedule
- *Late : If the submission is done 1 day after the deadline until the 7th day
- *Very late : If the submission is done after the 7th