



## WELCOME TO NYAMWEZI TEACHERS' COLLEGE



I am delighted to welcome both the new and continuing students and staff members to Nyamwezi Teachers' college (NTC) 2016/2017. We are thrilled that you have chosen our College as your home for the next one year and others for up to two years. We wish to assure our students that you will find NTC a wonderful place for learning with the help of experienced and highly committed members of academic and administrative staff.

Our team of staff comes from all the corners of the country. We are all set to assist you get quality education, improved learning, and community service experiences. In this regard, I urge both new and continuing students to take full use of the opportunities provided by the College in order to achieve your goals.

In this academic year (2016/2017) NTC will provide you with strengthened teaching and learning facilities such as provision of library services, increased the number of teaching staff as well as increasing online resources in the college Library

Our strategy in teaching is student's satisfaction, thus we have a great respect of what we want our students to learn and become in life. We are conscious of man's orientation towards God and neighbour that is why we foster an ethical and service-oriented approach in our academic and professional training. Our goal is to prepare persons well equipped with knowledge, skills and competences to contribute to the ideals of social, economic and political development in the country.

We hope that you will make good use of our experience and professionalism in delivering quality education to our students. Again, thank you for being part of the NTC Community.

Mr. Tobias Suwi

College Principal

**EXECUTIVE OFFICERS OF THE COLLEGE**



**Mr. Shaban Mrutu**  
**Executive Director**



**Mery Willson Kidua**  
**College Manager**



**Mr. Tobias Suwi**  
**The College Principal and**  
**Chairman of College**  
**Management Committee**



**Mr. Emmanuel S. Ndakama**  
**The Deputy Principal and**  
**Vice- chairman of college**  
**Management Committee**

**MANAGEMENT COMMITTEE OF THE COLLEGE**



**Mr. Robert**  
**The Academic**  
**Master**



**Mr. Evance**  
**Head of Education**  
**department**



**Ms. Joyce Marco**  
**Dean of Students**

Nyamwezi Teachers' College was established in 2015 under the initiatives of Mr. Shaban Mrutu the owner of the college. The Establishment of the college was in response to the government plan of expanding primary education in the country through Primary Education Development Program.

Nyamwezi Teachers' College is an independent learning institution governed by the college advisory board and the college management team. The college is fully registered by the Ministry of Education, Science, Technology and Vocational Training on 26<sup>th</sup> Feb 2015 to offer Certificate in Primary School Education and Diploma in Primary school education.

During its establishment Nyamwezi Teachers College had 107 Students and 5 Tutors, but for the next academic year we hope to see about 220 students and increase the number of teaching and administrative staff to 15

Nyamwezi Teachers' College is located in a prime location in Ipuli area, Tabora Municipality 3 Kilometers from Tabora town and it is adjacent to Musoma Utalii College – Tabora.

### **1.3 Registration/Accreditation**

Nyamwezi Teachers' College is recognized by the MOEVT and has already acquired the Registration No. CU .148 and recognized as a teachers' training college.

### **2.0 VISION STATEMENT**

"To become a leading Centre of excellence in innovative education and public service in the region".

### **3.0 MISSION STATEMENT**

To produce high quality graduates,generate knowledge and provide public services relevant to societal needs'.

### **4.0 OBJECTIVE**

In providing education, Nyamwezi Teachers' college seeks and hopes to achieve the following basic objectives:

- (a) To contribute to the advancement,transmission and preservation of all forms of knowledge and scholarship in line with internationally accepted standards of academic excellence.
- (b) To contribute effectively to the improvement of access to,and relevance of,teachers' education and learning in the country through well designed, co-coordinated and controlled teaching and learning programmes.

- (c) To create a sense of entrepreneurship and public responsibility among the educated and to promote respect for learning and pursuit of truth.
- (d) To provide a conducive environment for the delivery of training, conduct of projects and provision of services to the public and
- (e) To ensure that all its undertakings are carried out efficiently and in the most cost effective manner.

## 5.0 CORE VALUES

The college will be guided by the following values:

- (i).Academic Freedom
- (ii).Accountability
- (iii).Equity
- (iv).Excellence
- (v).Green environment
- (vi).Innovativeness and
- (vii).Integrity

These core values are described below :

**Academic Freedom:**we shall uphold ;

- (i). The right to searchfor truth,speak and write the truth and argue with evidence;
- (ii).Freedom to question and test received wisdom,and to put forward new ideas and opinions,without academics placing themselves at the mercy of superiors for loss of jobs or privileges they may enjoy at the institution.

(iii).The academic freedom for the advancement of education and knowledge.

### **Accountability**

We shall oblige to account for our activities ,accept responsibility for our decisions and disclose financial and non-financial results in a transparent manner.

### **Equity**

We shall be fair, just and impartial in all our dealings

### **Excellence**

We shall strive to go beyond the ordinary in order to ensure that we have superior standards in our teaching and community service.

### **Green Environment**

We shall ;

- (i) .Uphold the common value to strive for better understanding of environmental issues,support environmental causes,and promote the protection of living organisms,including humans,from harmful actions that impact on the air,land and water;
- (ii) Advocate for sustainable biodiversity management,ecologically friendly production and provision of goods and services for healthy living on earth and especially in our immediate environment.

### **(iii) Innovation**

We shall search for and apply new or novel ideas,methods and practices in our areas of operation.

### **(iv) Integrity**

We shall be consistent in our actions and will conduct ourselves in accordance to our values, beliefs and principles.

These values will help in nurturing an organizational culture that will influence the behaviour of academic and administrative staff as they relate to clients and stake holders.

## **6.0 OWNERSHIP AND GOVERNANCE**

Nyamwezi Teachers' College- is a private institution offering teachers training established in 2015, the day-to-day running of the College is under the College Advisory Board which uses other specified organs in relations to policy and administrative organs to manage all affairs related to the staff, students, and other college resources.

## **2.0 LIFE AND FACILITIES AT THE COLLEGE**

### **2.1 Accommodation**

Students are accommodated in hostels at the College campus; however students are free to find their own accommodation off campus. Students who are interested in the College accommodation should contact the College Admissions officer who is responsible for arrangement of such accommodation. Students accommodated in the College hostels are required to pay accommodation fees at an approved rate as should be written in the admission form.

### **2.2 Religious life**

Since Tanzania is a secular state, therefore students have complete freedom of religious worships as long as it is intended to promote well-being of the students and encourage positive religious values.

### **2.3 Cafeteria Services (Food Services)**

In the campus, the College has commercialized food providers. Students are required to pay for their meals or cook for themselves. The College has a specified building where by

students who wish to cook their own food are supposed to use and therefore students are NOT allowed to prepare meals in the College Hostels.

## **2.4 Sports and Recreation**

The College provides facilities and opportunities for a wide range of sports, games and recreation. These include playgrounds for football, netball and volleyball. Other activities include clubs, social activities, tours and cultural events to mention just a few.

## **2.5 Students' Organisation, Societies and Clubs**

There shall be a students' organisation of the College which shall be known by such name Nyamwezi Teacher's College Students' Organisation (**NTCSO**) as may be agreed upon its members of which all students are automatically members by registration and be approved by the College Advisory Board and published in the College Prospectus. The NTCSO functions are under the mentorship of the office of the Deputy College Principal. The organisation contributes in decision making on matters that affect students' welfare, social activities, sports, games and entertainment. The main aims of NTCSO include;

- To liaise with other colleges for exchange of ideas, knowledge, and experiences so as to be aware of what is happening globally.
- To represent students in the college participatory organs

## **2.6 Students Administration, welfare and Discipline**

Matters pertaining to student's administration, welfare and discipline are stipulated in this prospectus ahead in chapter four. The Department of students Administration headed by the Deputy College Principal is responsible for all students' administration and welfare services. The office is also concerned with students discipline and general counseling.

## **2.7 LIBRARY SERVICES**

The mission of the Library is to support and enhance NTC's academic, research and practical activities, through provision of relevant information, resources and services. Currently the College has one library.

The library holds over 218 extensive collections in hard and soft copies, and also produces the number of fliers which contain electronic information resources. It is also equipped with internet connected computers to enable the students to assess online academic information resources.

### **2.7.1 LIBRARY LENDING RULES**

- i) Borrowers are required to hand over college library identity cards when borrowing library materials
- ii) Library material borrowed must be returned on or before the due date.
- iii) No book or any other library material may be taken out of the library unless it has been officially issued to the borrower at the issue desk.
- iv) Normally borrowing period for students is 1 week, tutors two weeks and 2 hours for special reserve materials during the normal working hours. Issue may be renewed for a further period if the document is not reserved for other readers.

### **2.7.2 LIBRARY RULES AND REGULATIONS**

- i) Smoking, eating and drinking are not allowed in the library .
- ii) No bags, umbrellas, parcels etc, except files and books may be brought in the library.
- iii) Idle conversation, loud laughter, and other unnecessary noise, disturb library users and must therefore be avoided. Discussions are strictly forbidden in the library.
- iv) Abusive language or gestures, harassing or threatening behaviour to the librarian or users are not acceptable.
- v) Users must be decently dressed and should conduct themselves properly in the library.

### 3.0 ADMISSION REGULATIONS AND REQUIREMENTS

#### 3.1 Admission Regulations

The Nyamwezi Teachers' College is an educational institution, which offers certificate in primary education by following the government instructions.

**3.2** All the new students are required to report for the orientation programme that normally takes place during the first week preceding the beginning of the new academic year.

**3.3** Successful applicants under self sponsorship will be registered only after they have paid the requisite College fees. Fees paid will neither be refunded nor transferable to the third party.

### 4.0 ENTRY QUALIFICATIONS (REQUIREMENTS) AND COURSE DURATION.

- i. Technical Certificate - Entry qualification is form IV at least division three.

#### .. Entry Qualifications for Diploma in Primary Education

- ii. Candidates must have a Certificate of Grade III 'A' or Technician Certificate in Primary Education and working experience of Two years.

### iii. 5.0 GENERAL ACADEMIC INFORMATION

#### NGAZI YA NNE

#### Mpangilio wa moduli kwa semesta

Na	Msimbo	Jina la moduli	semesta	
			1	2
1	TET 04101	Matendo ya hisabati na vipimo	√	
2	TET 04102	Uchunguzi wa kisayansi	√	
3	TET 04103	Lugha na fasihi	√	

4	TET 04104	English communication skills	√	
5	TET 04105	Falsafa ya elimu	√	
6	TET 04106	Tehama	√	
7	TET 04201	Milinganyo na namba mraba		√
8	TET 04202	Jiografia		√
9	TET 04203	Historia na stadi za maisha		√
10	TET 04204	Misingi ya stadi za kazi		√
11	TET 04205	Misingi ya elimu		√

## NGAZI YA TANO

### Mpangilio wa moduli kwa semesta

Na	Msimbo	Jina la moduli	semesta	
			1	2
1	TET 05101	Seti, vipimo vya metriki na takwimu	√	
2	TET 05102	Sayansi	√	
3	TET 05103	Staid za kazi	√	
4	TET 05104	English literature	√	
5	TET 05105	Saikolojia, malezi na unasihi	√	
6	TET 05106	Stadi za maisha	√	

7	TET 05201	Maumbo na majira ya nukta		√
8	TET 05202	Stadi za ramani na jiomofiki		√
9	TET 05203	Historia ya Afrika kabla na baada ya karne ya 19		√
10	TET 05204	Siasa, Utamaduni na Utandawazi		√
11	TET 05205	Kiswahili na stadi zake		√
12	TET 05206	Mitaala na ufundishaji		√
13	TET 05207	Upimaji na tathmini		√
14	TET 05208	Mazoezi ya kufundisha		√

## NGAZI YA SITA

### Mpangilio wa moduli kwa semesta

Na	Msimbo	Jina la moduli	semesta	
			1	2
1	TET 06101	Uongozi katika elimu	√	
2	TET 06102	Usimamizi wa elimu shuleni	√	
3	TET 06103	Tafiti saidizi za elimu	√	
4	TET 06104	Methods and technics in teaching English language	√	
5	TET 06105	Mbinu za kujifunzia na kufundishia somo la hisabati	√	
6	TET 06201	Mazoezi ya kufundisha somo chaguzi I		√

7	TET 06202	Sera na elimu		√
8	TET 06203	Matumizi ya tafiti saidizi katika elimu		√
9	TET 06204	Mbinu za kujifunzia na kufundishia somo la kiswahili		√
10	TET 06205	Mbinu za kujifunzia na kufundishia somo la maarifa		√
11	TET 06206	Mbinu za kujifunzia na kufundishia somo la sayansi		√
12	TET 06207	Mbinu za kujifunzia na kufundishia somo la stadi za kazi		√

## **MEMBERSHIP, GOVERNANCE, ORGANIZATION AND ADMINISTRATION**

### **[A] MEMBERSHIP AND GOVERNANCE PRINCIPLE**

#### **MEMBERSHIP OF THE COLLEGE**

6.1 Membership of the College shall be open to all persons qualified under the College regulations. Members of the College shall consist of:

- a) The member of the Advisory Board,
- b) Member of the Management Committee,
- c) The Director who shall also be the Visitor of the College,
- d) The College – Principal,
- e) The Depute College Principal,

- f) Dean of students,
- g) The members of the academic board including all members of teaching and non teaching staff,
- h) Students of the College and
- i) Such as a person as the adversory board on advice of the College Management Committee, may, from time to time declare to be members of the college.

## **STATUS, ORGANIZATION AND GOVERNANCE OF THE COLLEGE**

### **7.1 The College shall be:**

- a) A governing constituent college of NTC offering courses of study leading to the award of diplomas and certificates as well as other programmes including seminars, workshops and consultancies and various other services;
- b) A self financing institution with its financial and administrative control vested in the Founder (Director) and the Advisory Board.

## **[B]ADMINISTRATION OF THE COLLEGE**

### **THE DIRECTOR AND PRINCIPAL OFFICERS**

#### **THE MANAGER**

- 8.1 The Manager of NTC shall also be the visitor and titular head of the College and may from time to time, direct a visitation to inspect its buildings library, equipments, teaching and other activities;
- 8.2 Subject to the power vested on the manager, the manager besides being the Visitor and titular head of the College and coffering and granting diploma and certificate in the name of NTC pursuant to the objects and functions of the College shall, exercise similar functions, power and privileges he/ she shall

(a) Promote the development of the college and advancement of its scientific, cultural and social progress; and

(b) Manage external or internal inspections and visitations or inquiries into teaching, general administration and organization or any activities or matter;

### **PRINCIPAL OFFICERS OF THE COLLEGE**

9.1 Subject to NTC Rules and regulations, The principal officers of the College shall include the College Principal; Deputy College Principal; Dean of students; The Academic Master; Head of Department; the College Chief Librarian; the Quality Assurance Officer and the Bursar.

### **THE COLLEGE PRINCIPAL**

10.1 There shall be a Principal of the College who shall be appointed by the Director and be approved by the Advisory Board;

10.2 Pursuant to the NTC Rules and Regulations the College Principal shall:-

(a) Be the Chief Executive Officer of the College as Academic and Administrative Head responsible to the College Advisory Board on the management and administration of the College and to the Director in relation to all.

(b) Be a person of integrity, senior academic member of staff in recognized College with academic and administrative experience and capacity.

(c) Be the Chairperson of the College Academic Board and ex-official member of all College committees and assists the Board to understand the strengths and weaknesses of the College through its appropriate involvement in the self-assessment process

(d) Have such power and functions as are conferred on him by the Advisory Board, the Principal may, as he deems fit, delegate any one or more of the powers conferred upon him and the functions stipulated for him under NTC Rules and Regulations to the Deputy Principal for Academic Affairs and Administration subject to such limitations or conditions as the College Principal may prescribe; provided that such delegations shall normally be in writing and notified to the College Advisory Board and the Director.

(e) Be responsible for the general security and welfare of the students of the College, To ensure that the College complies with its statutory and regulatory responsibilities (including: Health, Safety and Environmental, Safeguarding, Equality and Diversity)

(f) Hold office for such period and on such terms and condition as the Advisory Board of the College in Consultation with the College Director shall determine.

(g) Be responsible to the College Director for maintaining an efficient and effective management of the College and build effective Partnerships and External Relationships;

(h) Have such other powers and duties as are prescribed herein and/ or provided for under any relevant Regulations or as may otherwise be prescribed by the relevant competent authority;

Motivate, satisfy and inspire staff of the college at all levels to deliver their highest levels of performance and to provide an environment in which they will develop

(i) To represent the College, both externally and internally and the spokesman of the College.

### **DEPUTY COLLEGE PRINCIPAL**

11.1 There shall be a Deputy Principal of the College who shall be appointed by the Advisory Board from the list of three candidates submitted to the board by the College Manager after consultation with the College Principal.

11.2 Candidates for the office of a Deputy Principal of the College shall be a person for integrity and outstanding academic and administrative experience and capacity.

**11.3 The Deputy Principal of the College shall be:-**

- a) The primary duty of the Deputy Principal is to develop and implement an effective instructional program appropriate to the pupils in his/her school. Careful attention should be given to the supervision of teachers and other instructional personnel working in the College, including both full and part-time personnel.
- b) Responsible to the College Principal in relation to all matters pertaining to academic and administrative activities of the College, including organizing courses, competent staffing, quality and performance and short terms programs.
- c) The main advisor to the College Principal in relation to securing adequate human resources for managing the College and carrying out effectively and efficiently its objects and
- d) Perform such other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the School Board functions such as coordinating, preparation and keeping of College Students records

#### **HEADS OF DEPARTMENTS**

14.1 There shall be a Head of Department of, who shall be appointed by the College Principal after consultation with the Deputy Principal of the College.

14.2 The duties and responsibilities of a Head of Department shall include the following:-

- Performing the duties of Teacher (see Job Description of a Teacher) and Head a Department for a particular subject or group of subjects;
- Actively assisting the Head of School in ensuring the good professional practice, standards, and quality of teaching and learning of subject/s through proper dialogue with the class teachers and, under the direction of the relative Education Officer, promotes a healthy process of reciprocal informal observation of class teaching practices;
- Advising and contributing to curriculum development at school and system level under the direction and guidance of the respective ministry of education;
- Co-coordinating the teaching and learning of the subject/s for which one is responsible;

- Setting examination papers, co-coordinating marking schemes and moderating examinations and assessment processes;
- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subject across the College;
- Ensuring that the maintenance and upkeep of equipment related to the subject at school is regularly carried out;
- Preparing specifications and budgets for the requirements of the subject-specific teaching tools and equipment, including laboratory equipment;
- Mentoring other teachers in the subject/level of their specialty;
- Holding and leading regular departmental meetings and ensuring the keeping of minutes;
- Be responsible to the College Principal through Deputy college principal as the case may in respect to all matters concerning the department

#### **DEAN OF STUDENTS OF THE COLLEGE**

15.1 There shall be a Dean of Students of the College who shall be appointed by the Advisory Board and consultation with the College Principal.

15.2 The Dean of Students of the College shall:-

a) Be responsible to all matters pertaining to students administration, welfare and discipline as it is stipulated in the students by laws of the College.

b) Be responsible/concerned with students discipline and counseling.

15.3 The Dean of Students shall be responsible to the College Principal through the Deputy Principal of the College for all matters pertaining to students' welfare and discipline and as may otherwise be prescribed.

#### **CHIEF LIBRARIAN**

16.1 There shall be a head of library of the college, to be known as the chief librarian, who shall be appointed by the College manager with consultation with the College Principal.

16.2 The chief librarian shall be a person who holds at least Diploma in librarianship from a reputable institution and shall have outstanding administrative experience and capability and shall be computer literate.

16.3 The chief librarian shall:-

a) Serve for such tenure of office as shall be determined by the College Government Board;  
and

b) Be the head of library providing leadership and direction in the discharge of its functions.

#### **THE ADVISORY BOARD**

17.1 There shall be a College Advisory Board whose members shall not be less than nine and not more than twelve who shall be drawn from both outside and within the college. Provided that the advisory board shall have power to co-opt not more than four persons who shall have the right to attend and participate in the deliberation and other matters of the advisory board, either throughout the term of the current membership or on a particular occasion or occasion with no voting rights.

17.2 The membership of the Governing Board shall consist of the following:

a) The Advisory Board chairperson –Who is appointed by the college manager from the members of the advisory board and then, approved by the Advisory board

b) The College principal who shall be a Secretary.

c) One member of the College Management Committee

d) One Representative of among the following banking, business community and financial sector.

- e) One Representative of from the legal profession.
- f) One Representative from the Academic Community
- g) One Representative from College Academic Board.
- h) Quality Assurance officer

17.3 The power and duties of the Advisory Bard shall include advise to the management committee, the governance, control and administration of the college as vested in it. Being the Advisory Body on Policy of the College the board shall have power to:-

- a) Exercise general powers of governance, regulation and control of the College.
- b) To ensure that the College is sustainable academically and financially.
- c) To ensure that the availability of adequate funding and staffing for the College.
- d) To ensure smooth succession and continuity of the College, including the various offices and functions of the College.
- e) To signify the acts and by-laws of the College by using the common seal of the College.
- f) To ensure that the College is a component part, although autonomous, self-governing and independent, of the undertaking the NTC general activities.
- g) To make appointment, settle the terms and conditions of service or terminate the appointment of the principal officers of the college where it deems necessary or appropriate.
- h) To be responsible for general harmonious governance, including regulations, control and administration of the College as well as matters of discipline of Staff and Students.
- i) To oversee and supervise the implementation of such general policies, strategies and plans of the NTC.

j) To observe fairness and justice in the exercise of its powers and functions and to act without fear, favour or prejudice in handling disputes, discipline and other matters of the College.

k) To advise the Management Committee, the College Principal or as the case may be the founder (director) as may be appropriate on the College matters which affect the operation of the College and to oversee and supervise the implementation of general policies, strategies and plans of the College.

l) To receive and consider proposal for establishment of new programmes or courses of the College or disestablishment of the same and submit its recommendation to the management committee and national accreditation authority for approval.

### **COLLEGE MANAGEMENT COMMITTEE**

18.1 There shall be a College Management Committee which shall comply:-

- a) The College Principle who shall be chairperson
- b) The Deputy Principal of the College who shall be the vice chairperson.
- c) Heads of the departments
- d) The Dean of Students
- e) The Bursar
- f) The Chief Librarian who shall serve as ex-officio secretary of the committee

### **18.2 Functions of the College Management Committee**

The Management Committee of Nyamwezi College Campus shall have the following function:-

i) To advise the College Principle and other officers on various management matters involved in the normal running of the College in accordance with the polices and decision and the Advisory Board and Government Agencies.

ii) It may at any time co-opt a particular person from within the College or from anywhere else outside the College, whether in an official or personal capacity or may invite such person for attendance at a particular meeting of the management committee to assist it as it may deem necessary for the effective and efficient discharge and its functions.

iii) The Management Committee shall have such other functions as the Advisory Board may delegate to it or as may be prescribed.

## **STAFF OF THE COLLEGE TERMS OF EMPLOYMENT AND DISCIPLINE**

### **19.1 Administrative Staff**

- a) The Deputy Principal for Academic and Administrative Affairs of the College
- b) The Dean of the Students
- c) The Bursar
- d) The Chief Librarian
- e) All other senior officers of the College who are not a member of academic staff.

#### **19.1.2 The Academic Staff shall compose of:-**

- a) The College Principal
- b) The Deputy Principal for Academic and Administrative Affairs of the College
- c) The Head of Academic Departments
- d) The Chief Librarian

e) Senior Tutors, Instructors and Tutors. And

f) Such members of staff of the College who are engaged wholly or partially in teaching and practical activities as shall be designated by the academic staff.

### **19.1.3 Supporting Staff of the College**

The supporting staff of the College shall comply all members of staffs who are members of the academic staff, senior and junior of academic staff and non-teaching staff.

## **20.0 DISCIPLINE OF STAFF OF THE COLLEGE**

A) The power of dismissing or terminating the appointment of any member of the academic member of staff, senior administrative staff or support staff other than the College Principal and Deputy Principal of the College by way of disciplinary action or of punishing any member of the academic or administrative or support staff otherwise than by dismissal or termination of his/her appointment, for any disciplinary offence or misconduct shall be vested in the Advisory Board.

### **B) THERE SHALL BE STAFF DISCIPLINARY COMMITTEE WHO SHALL CONSIST OF THE FOLLOWING MEMBERS**

i) The College Principal

ii) The Deputy Principal of the College

iii) Any legal qualified person with at least five years experience of practice as an attorney, advocate, magistrate or judge and who does not hold any post at the College, who shall be appointed by the Advisory Board.

iv) Two members of the academic or administrative Staff Association or, as the case may be, Administrative Staff.

#### **20.1 DISCIPLINE OF TOP EXECUTIVE OFFICERS OF THE COLLEGE.**

A) A charge of disciplinary offence or misconduct against the College Principal and The Deputy Principal of the College shall be investigated by special committee of the advisory board whose composition and terms of reference shall be determined by the Advisory Board.

B) The special committee appointed by the Advisory Board in carrying out any investigation shall adhere to the rules of natural justice, that is:-

i) The right for the accused to know the nature of the disciplinary offence or misconduct he or she stands accused of.

ii) The right to be granted a fair opportunity for self-defence

iii) The right to be judged without bias.

C) If the charge is established against the officer in question the special committee shall, if it deems it proper, refer the findings, through the Advisory Board, to the Founder (The Director) for decision making.

D) If charges be not established against the officer in question, it shall be dropped and the officer shall be informed in writing of that outcome forthwith.

### **4.0 EXAMINATION RULES AND REGULATIONS**

#### **4.1 Eligibility for Examinations**

a.) All students should adhere to attendance policy of College. It is important that a student attend classes both physically and mentally. Studying the texts and the lecture/presentations/practical/tutorials are the keys to success.

b.) Students must have attended a minimum of eighty percent (80percent) of their scheduled class period for each course and have completed all course requirements.

c.) A candidate shall be barred from doing the examinations if the H.O.D or course instructor is not satisfied with the attendance of that candidate or the candidate has not passed the Course Work by getting a mark of not less than 30 marks out of 60 or 20 percent of the course work.

d) The Deputy Principal in consultation with the Dean of Students, the Faculty Dean, Head of Department and the course instructor may, in extenuating circumstances, waive the attendance requirements for a student.

e.) If a candidate who has been barred because of unsatisfactory attendance enters the examination room and sits for the paper, her/his results shall be invalidated or nullified.

f. Students shall be allowed to sit for examinations only after payment in full of all fees.

g.) Any student who would not sit for the examination without any reason shall be discontinued from studies.

h.) Any student who sits for examination without finishing the tuition fee, his/her examination result shall be nullified and be required to resit for the examination as special examination

#### **Conducting of Examinations A. Notes to Candidates/Students**

1. )Candidates **shall** have tutorial, take home assignments, and tests marks to make up the coursework.

2.) Candidates **shall** be allowed to sit for examinations only after payment of **all** fees.

3.) Candidates **shall** be allowed to sit for examinations only if he/she has done coursework and obtains 30 out of 60 marks.

4 .) Every candidate **shall** make sure that he/she is issued with an examination number before the beginning of the examinations.

5.) Each candidate **shall** be responsible for noting any changes taking place in the examination

Timetable.

6.) The candidates **shall** be at the examination room 30 minutes before starting the examination.

7.) No candidate **shall** enter an examination room before identification and permission to enter.

8.) No candidate **shall** be allowed to enter the examination room 30 minutes after the starting time.

9.) No candidate **shall** be allowed to leave the examination room 10 minutes before the ending of examination session.

10.) No candidate **shall** be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.

11.) All candidates **shall** be required to sign the attendance register.

12.) Candidates **shall** be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.

13.) Examinations **shall** be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.

14.) The duration of the question papers, shall be the time shown on the paper **shall** have to be followed where contradictions arise.

15.) No candidate **shall** be allowed to bring unauthorized material into the examination room. In this regulation;

**“Unauthorized material”** includes:

1. Any hand written or printed material
2. Crib notes (answers)
3. Cellular or mobile phones
4. Computers
5. Alcoholic drinks, drugs
6. Purses, bags
7. Jackets, coats, —*Mitandio*”, —Kangall, —*Kitenge*, all forms of clothes assisting in hiding unauthorized materials
8. Programmable calculators
9. Any other materials as may be specified by the University authorities from time to time

16. No candidate **shall** be allowed to borrow examination tools/materials such as pens, calculator, correction fluid, rubber, ruler, etc. from another candidate during the examination. **Borrowing from others is interpreted as cheating and is therefore NOT**

**allowed.** Where borrowing is necessary, the candidate **shall** strictly communicate with the invigilator.

17. Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations. 18. Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly.

#### **4.4. Special Examinations**

1. A student may in extenuating circumstances postpone sitting for an examination in the following cases:-

- a. Illness or any other reason such as death of spouse parent and child. Provided and substantiated in writing, by an authorized medical practitioner.
- b. All requests to sit for special examinations shall be presented to the Head of Department who will channel them to the Academic master.
- c. And that, the Deputy Principal has approved the reason.

2. Any student who fails to sit for normal examinations can sit for SPECIAL examinations after the submission of special examination request form stating the reasons before the examination period elapses. A **Special Examination Request Form** shall be used in submitting the request.

3. When a student is allowed to sit for special examinations, she/he shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided in the examination regulations.

4. All students planning to sit for special examination shall register with the respective Head of Department and pay a special examination fee, which is Tsh. 10,000/ prior to the examinations.

5. No supplementary examination should be issued as a result of sitting for special examination

#### **Examination Irregularities**

Inappropriate conduct by a student concerning final examinations impairs academic integrity, and therefore, will subject the offending student to expulsion. Such examination irregularities include but are not limited to:

1. Viewing examination questions prior to sitting for the exams.
2. Possessing of unauthorized material in the examination room.
3. Beginning the exam before being authorized.
4. Attempting to copy or referring to unauthorized materials in the examination room.
5. Reading another student's answers.
6. Communication with other students verbally or through other means, during the examination without permission from the invigilator.
7. Permitting another student to copy from or use one's paper.
8. Obtaining, or endeavoring to obtain, assistance from any other student directly or indirectly or endeavoring to give assistance to any other student.
9. Removing examination answer books/sheets from the examination room.
10. Continuing the exam after being ordered to stop.
11. Failing to comply with examination rules, regulations or directions given by an invigilator.
12. Destroying or attempting to destroy evidence relating to any suspected irregularity.
13. Any other action which might be noted by invigilators

#### **Release of Examination Results**

Results of all candidates in every final semester examination shall be subject to review by the Management Committee and approval by the Advisory Board. Public disclosure of the examination results shall be made following the approval by the Advisory Board. Results shall be published and released to the students through the College notice boards and by the Deputy Principal Academic Affairs identifying the student by Examination number and the grades obtained by each candidate.

## **ADMINISTRATION AND WELFARE OF STUDENTS**

For ensuring students are provided with effective, appropriate and timely learning support;

- 1.0** Subject to the provisions of the *College Advisory Board and the College by-laws*, the Head of Departments shall be responsible to the College Principal for proper, efficient and effective administration of the affairs of the students in accordance with the provision of the by-laws as stipulated in the college prospectus.
  
- 1.1** The administration of the affairs of the students shall include establishment of and overseeing the machinery for monitoring, coordinating, regulating, controlling, facilitating etc; the general conduct of students on the college campus or any other place or places where the affairs of the students are involved may take place.
  
- 1.2** The head of departments shall be responsible also for students arrangements for their classes, general counseling and advice, recreation, physical fitness, medical and related matters, dispute mediation and/ or resolution, leisure trip, non academic meetings on the campus during semester time, etc, as may be provided lawfully.
  
- 1.3** The principle of gender equality or balance as provided in the NTC PROSPECTUS, the Regulations made thereunder and the by-laws contained in the Prospectus hereto shall be observed and implemented by all persons(staffs) exercising powers under the said Regulations and Rules;
  
- 1.4** No test of religion, race, age, ethnicity, sex, physical condition, disability, ideology or political belief/orientation or other similar criteria shall be imposed upon any student in order for him or her to be taught or given materials at the College or to hold any position the students organisation therein or to graduate thereat or to hold or enjoy any advantage or privilege thereof.

**1.5** Subject to the NTC Principals and the by-laws as stated in the prospectus and in statement **1.3** and **1.4** above made thereunder, the College shall provide-

- i. academic facilities including library services, teaching and learning materials and departments equipment for the academic programmes and the manner in which they are to be maintained; and
- ii. a structural, physical and technological environment as well as departments equipment, facilities and amenities suitable for the respective appropriate requirements of both male and female staff and students for the academic and other needs of staff and students who have physical disabilities and/or are otherwise vulnerable requiring special teaching/learning aids including hearing, sight and movement aids.

**1.6** There shall be a students' organisation of the College which shall be known by such name

**(NTCSO)** as may be agreed upon its members of which all students are automatically members by registration and be approved by the College Governing Board and published in the College Prospectus. The NTCSO functions are under the mentorship of the office of the College Principal. The organisation contributes in decision making on matters that affect students' welfare, social activities, games and sports and entertainment. Main aims of NTCSO includes

- To ensure academic and social well-being of NTC students
- To liaise with other colleges for exchange of ideas, knowledge, and experiences so as to be aware of what is happening globally.
- To represent students in the college participatory organs

**1.7** No students' organisation shall engage in any political party activities on the college campus, conduct its affairs or have the constitution which in any way or ways offends or conflicts with other organizations.

**1.8** For the Purposes of **1.4** statements above:-

"Engaging in political party activities' means regular recruitment, training, registering, or enrolment of political party members, regular organisation of meetings seminars and conference for a particular political party, operating a branch office or the like of a political party and matters of the similar nature.

### **EXERCISE OF DISCIPLINARY POWERS**

The institution has effective policies and procedures which are accessible, appropriate and fair for resolving students complaints; Subject to the provision of the students by laws written in the prospectus, there shall be a student's Disciplinary Authority for the college students of which its core function is to resolve students disciplinary case and listen to students complaints whose Chairperson shall be the Deputy Principal and whose membership, function, procedures or mode of operation is provided in the students by - laws

**2.0** In the exercise of his statutory functions, the Deputy Principal as the Disciplinary Authority and the Chairperson of the committee shall normally be assisted by an Advisory Disciplinary Committee consisting of:

- a. One senior academic member of staff who shall serve as be the Secretary;
- b. Two students appointed by the students' organization; provided that the Deputy principal is satisfied that the appointed students are not directly related to the case;
- c. The Head of Department or his Associate of the Department to which the charged student belongs; and
- d. One person appointed by the Academic Staff Assembly (**NTCSO**) from amongst its members

**2.1** The charge of disciplinary offence or misconduct against any student shall be investigated by the disciplinary committee whose composition is as stated in **2.0** above, the committee in carrying out any investigation shall adhere to the rules of natural justice;

- i. the right for the accused to know the nature of disciplinary offence or misconduct he or she stands accused of;
- ii. the right to be granted a fair opportunity for self-defence; and
- iii. the right to be judged without bias.

- 2.2 When a complaint is made to, and information is received by the Disciplinary Authority that a student has committed a disciplinary offence, the Disciplinary Authority shall make preliminary investigation of the case;
- 2.3 Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the Disciplinary Authority;
- 2.4 For the avoidance of doubt, the Disciplinary Authority may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear before the Disciplinary Authority or an investigation officer for examination or interrogation;
- 2.5 If the Disciplinary Authority is of the opinion that no *prima facie case* has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information;
- 2.6 Where the Disciplinary Authority is of the opinion that a *prima facie case* for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute; hence have the power to impose such punishment as may consider appropriate after inquiring into offence in accordance with the procedure prescribed under the Rules and upon being satisfied that the charge against the student has been proved;
- 2.7 **PENALTIES;** Upon breach of any of the disciplinary offences specified in these By-Laws and in the college prospectus, the Disciplinary Authority may impose penalties including warning, fine, compensation, exclusion from Halls of Residence, suspension, rustication (expelled temporarily), and expulsion (depriving someone of membership in an organization).

- 2.8 APPEALS;** Appeal by an aggrieved party against a decision, of the Disciplinary Authority shall lie to the Appeals Committee composed of:
- i. a Chairperson appointed by College Governing Board;
  - ii. four members elected by the College Governing Board one of whom shall be elected to the College Board by Students' Organization; and
  - iii. a legally qualified person from any office of advocates in the town to be appointed by the Chairperson of the College Governing Board.
- 2.9** Any person who was or is involved in the investigation, hearing or decision of any matter connected or otherwise associated with any particular appeal to the committee in which such matter is directly or indirectly relevant prior to the commencement of the appeal process, shall not take part in the hearing of such appeal;
- 2.10** When an appeal has been lodged with the Appeals Committee, execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal;
- 2.11** At the hearing of an appeal by the Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee; In determining an appeal the Appeals Committee shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority;
- 2.12** Where necessary the Disciplinary Authority shall institute all proceedings and may lodge or defend any appeal before the Appeals Committee.

