



WATER INSTITUTE (WI)

Prospectus 2018/2019



Plumbing Workshop

**WI is fully Accredited by the
National Council for Technical Education
(NACTE)**





Soil Laboratory

Start your future with us

WI is committed to provide a learning environment that promotes a passion for excellence in professionalism and enduring knowledge which stimulates creativity and innovation consistent with the country and regional realities. We embrace competence based education and training approach. The Institute is fast establishing itself as the ideal tertiary institution for the holistic students' development. We are focused on nurturing the growth of academic excellence and instilling the importance of scientific and engineering skills and entrepreneurship.

**OUR MOTTO
WATER FOR DEVELOPMENT (MAJI KWA
MAENDELEO)!**



MESSAGE FROM THE RECTOR

Eng. Dr. Shija Kazumba

Water Institute is solely a technical training institution focusing on developing technical human resources capacity that is needed in the water sector. It is fully accredited by the National Council for Technical Education (NACTE) to offer technician and engineering programmes leading to the qualifications of National Technical Awards Levels 6 (Ordinary Diploma) and level 8 (Bachelor of Engineering) respectively.

Water Institute is a global partner in developing the required technical human resource capacity for development and management of water resources. The distribution of this prospectus is expected to reach all prospective clients and supporters in Tanzania and beyond the borders.

Currently, WI through various projects has procured modern equipment which ensures development of competences and high quality education. We therefore invite all prospective students from Tanzania, and beyond to join our training programmes in any of the fields and educational levels shown in this prospectus. We also invite our stakeholders in need of advisory/ consultancy services in areas of water development and water resources management to communicate their needs to us so that we can make arrangements to render our services.

VISION

A center of excellence for providing technical education on integrated water resources management in Africa.

MISSION

To improve services in water and irrigation sectors through quality training, research and consultancy to stakeholders.

CORE VALUES

Teamwork: We work as a group of individuals passionately committed to meet our goal.

Professional: We perform our duties by using the highest standards of skills and expertise

Accountability: We are responsible and answerable for our rendered services

Integrity: We operate with honesty, fairness, moral and in a transparent manner.

Innovation and creativity: We effectively invent and improve our products and services

Customer focused: We are committed to deliver a consistent high quality service to our customers.

Impartiality: We are fair in judgment and treatment whilst free from bias and favouritism.



OBJECTIVES

WI will meet the following objectives:

- a) To provide high quality training programmes on water management and services
- b) To have in place a professionally and efficient organised institution
- c) To offer an adequate and stimulating learning environment
- d) To operate as a semi- autonomous agency, financially- sustainable in time

STRATEGIC CHOICE

The strategies to be followed to accomplish the Institute's vision and objectives are driven by a set of strategic decisions made by the management of the Institute. The main strategic choices giving direction to the Institute's approach for the coming years are presented in this chapter.

- a) Expansion and growth.
- b) Ensuring curricula and quality of education and training do absolutely respond to the needs and expectations of the main actors in the sector.
- c) Modernise and professionalise management and support functions
- d) Make more efficient use of existing resources
- e) Reduce the Institute's financial dependency on the Ministry of Water and Irrigation

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MANAGEMENT STAFF OF WATER INSTITUTE

INSTITUTE EXECUTIVES

Rector

Eng. Dr. Shija T. Kazumba, BSc. In Civil Engineering (UDSM), MSc. In Water Resources Engineering (UDSM), PhD (Japan), R. Eng. (T)

Deputy Rector, Academic, Research and Consultancy

Eng. Dr. Yona J. Kimori, BSc. In Mechanical Engineering (Moscow), MSc in Mechanical Engineering (Moscow), PhD in Engineering Design (Moscow), R. Eng. (T)

Deputy Rector Planning, Finance and Administration

Dr. Adam O. Karia, Technician Certificate in Civil Engineering (Misungwi), Diploma in Technical Education (Kleruu), Diploma in Water Supply Management (Germany), Advanced Diploma in IT (UK), Postgraduate Diploma in IT and Management, MSc in IT & Management (India), PhD/BA in strategic and Human Resource Management (Kisii University – Kenya)

Registrar

Ms. **Neema Aaron Mpayo**, Diploma in Education (Mpwapwa TTC), BA with Education (UDSM) MA with Education (UDSM)

HEAD OF UNITS

Head of Legal Services Unit

Ms. **Adelina Rogath Massae**, Bachelor of Laws (LLB) (KIU-Uganda), Postgraduate Diploma in Legal Practice (Law School of Tanzania), Master of Law (LLM) in General Law (KIU- Tanzania)

Ag. Head of Audit Unit

Mr. **Japhet Simon Mtigile**, Bachelor Degree in Business Accounting and Finance (MU), CPA (T)

Head of Quality Assurance and Quality Control Unit

Ms. **Clarence Paul Kisiki**, BSc. in Geology (UDSM), PGD in Shared Water Resource Management (Cairo University, Egypt), MSc. in Integrated Water Resources Management (UDSM)

Head of Procurement Management Unit

Mr. **Mgata Renuus Mgata**, Diploma in Accountancy (CBE) BA-Procurement and Logistics Management (MU), CPSP

HEAD OF ACADEMIC DEPARTMENTS

Department of Water Resources and Irrigation Engineering

Eng. Charles Richard Mafie, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Integrated Water Resources Management (UDSM), R. Eng. (T), MIET

Department of Water Quality and Laboratory Technology

Ms. **Grace F. Mvungi**, Diploma in Education (Klerruu TTC), BSc. with Education. (UDSM), MSc. with Education (UDSM).

Department of General Studies

Mr. Sylvanus Alfred Ntirumolekwa, BSc. in Physics and Chemistry (UDSM), MSc. in Medical Radiation Physics (Swansea, UK)

Department of Continuing Education and Innovation

Eng. Livingstone Mtandaizi Swilla, B.Sc. in Civil Engineering (PFUR-Russia), MSc. in Civil Engineering (PFUR-Russia), R. Eng. (T)

Department of Research and Consultancy

Dr. Tulinave B. Mwamila, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Water Resources Engineering (UDSM), PhD in Civil and Environmental Engineering, (Seoul National University, South Korea)

Curriculum Development Coordinator

Mr. **Ezekiel Sangija Salila**, FTC in Water Resources Engineering (RWI), Advanced Diploma in Land Survey (AU), MSc. in Geomatics (AU)

Assistant Curriculum Development Coordinator

Mr. Andrew Minu Diploma in Education (Chang'ombe T.T.C), BSc. in Education (UDSM), MSc. in Chemistry (UDSM)

Loan Officer



Mr. Bernard Simon Rugayi, BSc. in Civil and Water Resources Engineering (UDSM) R. Grad. Eng. (T)

Admission Officer

Mr. **Rodrick F. Mero**, BSc. In Computer Science (SAUT), MSc. in Information Communication Science and Engineering (NMAIST)

Assistant Admission Officer

Mr. **Jackson Nkwama**, BSc. in Applied Geology (UDOM)

Ag. Examination Officer

Mr. **Peter Lengesia Kambosha**, FTC in Mechanical Engineering (DIT), Diploma in Technical Education (Kerruu T.C.), BSc. in Computer Science and Engineering (SJUT), MSc. in IT and Management (Avinashilingam University, India)

Assistant Examination Officer

Mr. **Lusajo Henry Mfwango**, BSc. in Food Science and Technology (SUA), M. Tech. in Irrigation Water Management (IIT – Roorkee, India)

HEAD OF ADMINISTRATIVE DEPARTMENTS

Dean of Students

Mr. **Alistides Shumbusho Alfred**, Certificate in Teacher's Education Grade A, () BA. in Gender and Development (The Mwalimu Nyerere Memorial Academy)

Department of Human Resources and Administration

Palemo Barnabas Kessy, Advance Diploma in Public Administration (MU), MSc in Human Resource Management (MU)

Ag. Head of Department of Accounts and Finance

Ms. **Regina Vicent Sekao**, Diploma in Cooperative and Management Accounting (MUCCOBS), BA in Accounting and Finance (MUCCOBS), MBA in Corporate Management (Mzumbe University)

Ag. Head of Department of Planning

Mr. **Ibrahim Ahabu Wikedzi**, BSc. in Agronomy (SUA), MSc. in Agricultural Economics (SUA)

Department of Marketing

Ms. Ghanima Hamisi Chanzi, BSc. in Environmental Laboratory Science Technology (ARU), MSc. in Water Resources Engineering (UDSM)

Department of Estate and Assets Management

Ag. Head of Department

Mr. **Yusufu Ramadhani Mbogossy**, FTC in Mechanical Engineering (ATC).

ICT Department

Mr. **Juma Masoud**, Diploma in Education (Morogoro Teachers' College), Advance Diploma in Information Technology (Institute of Accountancy Arusha), PGD in Scientific Computing (University of Dar es salaam)

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Chapter 1

INTRODUCTION TO WATER INSTITUTE

1.1 Brief Information about Water Institute

The Water Institute (WI), was established by Government Notice (GN) No.138 of 2008 as an Executive Agency under the Executive Agencies Act (Cap. 245). The WI was an offshoot of former Rwegarulila Water Resources Institute (RWRI), which also came from the name Water Resources Institute (WRI) that was established in 1974 in order to supply the middle level technical workforce needed to implement the Rural Water Supply Programme.

In 1980 Water Resources Institute was renamed as Rwegarulila Water Resources Institute. This change was in honor of the late Fredrick Rwegarulila, the then Principal Secretary in the Ministry of Water, who played a pivotal role in establishment of the Institute and development of the water sector in general. This came as one of the resolutions during the 1980's Annual Water Experts' Conference (AWEC) held in Tanga.

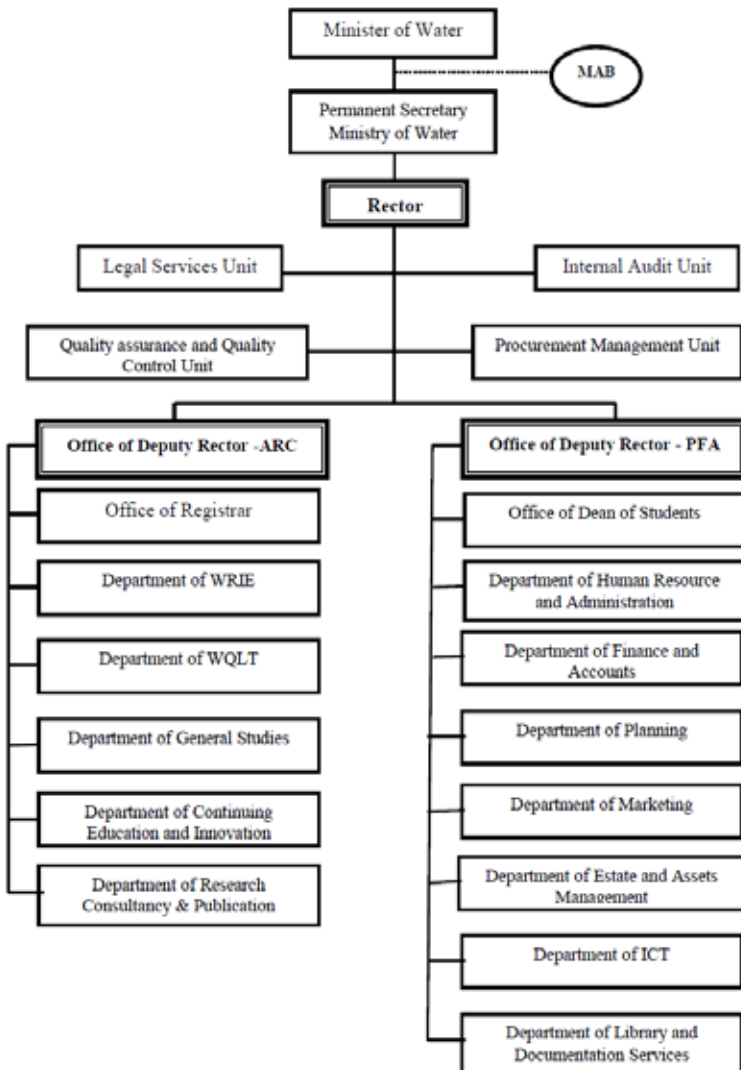
Following reforms in the public sector, which were geared towards improving service delivery among interventions undertaken by the Government, some of Government functions were delegated to semi - autonomous bodies such as Executive Agencies. The RWRI being one of the Ministry of Water and Irrigation's units was transformed into an Executive Agency on the 22nd August 2008 with the new name of "Water Development and Management Institute" (WDMI) as amended by the Government Notice No. 216 published on July 08, 2016.

1.2 Organization Structure of WI

The Rector is the Chief Executive Officer of the Institute who is assisted by two Deputy Rectors, Head of Departments and Units. The Rector, Deputy Rectors and

Head of Units shall constitute the Management Team of the WI.

The WI Management Team, with technical and professional support employees,



Footnote:

- MAB - Ministerial Advisory Board
- ARC - Academics, Research and Consultancy
- PFA - Planning, Finance and Administration
- WRIE - Water Resources and Irrigation Engineering
- WQLT - Water Quality Laboratory Technology
- ICT - Information and Communications Technology



shall establish standards, systems and procedures for resources management and utilization, capacity building, coordination of the Institute's training programs, consultancy and research services, and monitoring and evaluating the performance of operations.

Organization structure of WI is shown in figure 1.2.

Figure 1.2: Organisation Structure

1.3 Organisation of the Prospectus

This prospectus provides an outline of the academic programmes currently offered by WI at the levels of Ordinary Diploma and Bachelor Degree towards the realization of the mission of the Institute with respect to training in Chapter 2. It also provides information on procedures and regulations for admission to such programmes and the corresponding fees in Chapters 3 and 4 respectively.

Chapter 5 provides Students' Academic Assessment Regulations for National Technical Awards (NTA) levels 4,5,6,7 and 8. These detail the course of action to be taken on all matters related to examinations conducted by the Institute for programmes leading to the awards of NTAs 4, 5, 6,7 and 8 levels namely; the Ordinary Diploma and the Bachelor of Engineering.

Chapter 6 gives the profiles of academic departments and other related units of the Institute to include a list of academic staff and course outlines for academic programmes offered by respective Departments.

The inputs of the Prospectus as highlighted above are complemented with some additional and general information such as Academic Calendar for the Academic

Chapter 2

ACADEMIC PROGRAMMES OFFERED

2.1 Introduction

WI is fully accredited by the National Council for Technical Education (NACTE) to run and grant awards (Technician and Engineering programmes) to successful candidates. Awards offered are National Technical Level (NTA) 4, 5 and 6 (Ordinary Diploma) and 7 and 8 Bachelor of Water Resources and Irrigation Engineering).

2.2 Basic Technician Certificate and Technician Certificate

The Basic Technician Certificate and Technician certificate are part of the Ordinary Diploma. Students who wish to exit or fail to attain an Ordinary Diploma but have successfully fulfilled the requirements for awards of Basic Technician Certificate (NTA 4) or Technician Certificate (NTA 5) shall be awarded the awards qualified for.

2.3 Ordinary Diploma Programmes

- i. Ordinary Diploma in Water Supply and Sanitation Engineering
- ii. Ordinary Diploma in Hydrology and Meteorology
- iii. Ordinary Diploma in Hydrogeology and Water Well Drilling
- iv. Ordinary Diploma in Irrigation Engineering
- v. Ordinary Diploma in Water Quality Laboratory Technology

2.4 Higher Diploma

This is part of the Bachelor degree. Students who wish to exit or fail to attain Bachelor's Degree but have successfully fulfilled the requirements for the awards of a Higher Diploma shall be awarded the Higher Diploma. (NTA 7)



2.5 Bachelor of Engineering (NTA 8) Programmes

Currently the Institute offers Bachelor of Engineering (B. Eng.) programme in Water Resources and Irrigation Engineering, which runs in eight semesters in four academic years.

Chapter 3

ADMISSION REGULATIONS

3.1 Basic Technician Certificate

3.1.1 Direct Entry

The minimum admission qualifications for direct entry are as follows:

3.1.3.1 Water Supply and Sanitation Engineering

- (a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- (b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography AND holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3.1.3.2 Hydrology and Meteorology

- (a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- (b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography AND holder of National Vocational Award

(NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3.1.3.3 Hydrogeology and Water Well Drilling

- (a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- (b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography AND holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3.1.3.4 Water Quality Laboratory Technology

- (a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- (b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography AND holder of National Vocational Award (NVA) level 3 in a field related to Water Quality Technology.

3.1.3.5 Irrigation Engineering

- (a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- (b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography AND holder of National Vocational Award (NVA) level 3 in a field related to Agricultural Science or Irrigation Engineering.

3.2 Technician Certificate

The minimum admission qualification for entry to Technician Certificate studies is



possession of Basic Technician Certificate in the relevant field. There is no indirect entry route.

3.3 Ordinary Diploma

The minimum admission qualification for entry to Ordinary Diploma studies is possession of Technician Certificate in the relevant field. There is no indirect entry route.

3.4 Higher Diploma

The minimum admission qualifications are as follows:

- (a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects; AND Ordinary Diploma in either of the following fields: Water Supply and Sanitation Engineering, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Quality Laboratory Technology, Civil Engineering, Irrigation Engineering, and other fields related to Civil Engineering or Water Resources Engineering with minimum GPA (NTA 6) of 3.0; **or**
- (b) Holder of Full Technician Certificate (FTC) in Water Resources Engineering, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Laboratory Technology, Civil Engineering, and other fields related to Civil Engineering or Water Resources Engineering with minimum average score of **3.0** points (C grade) based on the following conversion scale: A=5, B=4, C=3, D=2; **or**
- (c) Holder of Advanced Certificate of Secondary Education (ACSE) with Two principal passes with a total of **4.0** points (based on the following conversion scale: A=5, B=4, C=3, D=2, E=1) from the following subjects: Mathematics, Physics and Chemistry. Completed A-Level studies in 2014 and 2015 must possess Advanced Certificate of Secondary Education (ACSE) with Two principal passes (Two Cs) with a total of **4.0** points (based on the following conversion scale: A=5, B+=4, B=3, C=2, D=1) from the following subjects: Mathematics, Physics and Chemistry

3.5 Bachelor's Degree

The minimum admission qualification for entry to Bachelor's Degree studies is possession of Higher Diploma in Water Resources and Irrigation Engineering. There is no indirect entry route.

3.6 Registration

All selected candidates are required to register after they have paid registration fee within the first two weeks after arrival at the Institute. Specifically, the deadline for registration of first year students is two weeks from the first day of the orientation week, while for continuing students it is the Friday of the second week after the beginning of the First Semester session.

3.7 Institute Regulations

Upon admission, all fresher must obtain and read thoroughly the following regulations:

- i. Conditions for Government sponsorship (in case of government sponsored students)
- ii. Students General Welfare, Conduct and Disciplinary Regulations
- iii. Examination Regulations
- iv. The Constitution of the Water Institute Students Organization (WISO).
- v. Industrial Practical Training (IPT) Regulations
- vi. Library Regulations
- vii. All admitted students are expected to comply entirely with institute regulations.
- viii. Any other regulations issued by the Institute from time to time.

During registration every student must produce the following documents:

- i. Joining Instructions sent to him/her
- ii. A duly filled acceptance form to abide by the Institute Rules and Regulations
- iii. A duly filled medical examination form
- iv. All the original receipts / pay in slips of the money paid to the Institute through the Bank
- v. Original certificates, academic transcripts, statement of results etc.
- vi. A birth certificate/affidavit
- vii. 2 passport size and 4 stamp size photographs recently taken
- viii. All foreign students are required to apply for residence permit from their nearest Tanzania Embassy before they depart for Tanzania.

Every student shall report at the Institute at the beginning of the semester and on a prescribed date by the Institute. Any student who fails to report at the Institute on the prescribed date but reports not later than seven days from the date of reporting and without showing any reasonable cause for the failure to do so, shall be liable to



receive a written warning from the Registrar.

Students who have been selected but cannot register at the Institute for any reason cannot defer the admission to the next academic year. Such students need to apply afresh.

Students who have postponed studies will be required to report at the Institute at the corresponding time/date and semester similar to that one she/he left.

No change of names by students is entertained during the course of study at the Institute. Names appearing on the original academic certificates shall be used.

No student is allowed to change course, except in very exceptional circumstances. In the latter case, no student is allowed to change course later than the Friday of the second week after the beginning of the first semester session.

No student is allowed to postpone studies after commencement of an academic year except under special circumstances. Permission to postpone studies is considered after producing satisfactory evidence for the reasons of postponement and written approval from the sponsor.

Students shall be allowed to be away from studies for a maximum of two academic years if they are to be allowed for re-admission to the same year of studies where they left.

Students discontinued from studies on academic grounds may be re-admitted to a different programme in the immediate next academic year or in the same programme. Students discontinued from studies on disciplinary grounds are barred from re-admission to any programme at the Institute.

3.8 Continuing Education/Professional Development Courses

Prospective course participants are required to meet entry requirements that are indicated in the application form which are specific for each course.

Chapter 4

FEES AND OTHER FINANCIAL REQUIREMENTS

4.1 General Information

Fees and other financial requirements to be met by Tanzanian students in Government-owned education/training Institutions are lower than those charged by privately-owned Institutions because the Government of Tanzania subsidizes operations of its Institutions (WI included) to reduce the financial responsibility of Tanzanian students.

The payments are indicated in Tanzanian shillings. Foreign student's/course participants will be required to pay twice as much the amount that is paid by Tanzanian student directly to WI in currency that is readily convertible in the Tanzanian financial market. It is recommended that the foreign students should pay the fees and other financial requirements in U. S. Dollars or Euros.

Payment by Tanzanian and foreign students should be through the Bank, after payment the student will submit to the Accounting Department at WI the original duly signed and stamped receipt (pay-in slip) from the Bank on the day of reporting.

Name of Account: Water Institute

Number of Account: 22501000004

Bank: National Microfinance Bank (NMB),

Branch: Mlimani City, Dares Salaam, Tanzania

Foreign students must complete immigration formalities including obtaining student visa before leaving their countries to Tanzania. Apart from Tuition Fee, each student is required to pay for the following:



4.1.1 Registration Fee

All selected candidates will be required to register annually and pay a registration fee of TZS. 10,000/= only per year.

4.1.2 Caution Money

Each student is required to pay TZS. 30,000/= as Caution Money. The money shall be refunded upon completion of course if he/she was not involved in any loss or damage of the Institute's property. Where losses/damage exceed TZS. 30,000/=, the student shall pay the difference.

4.1.3 Identity Card

Each student is required to come with TZS. 15,000/= for the cost of Identity Card. This amount is paid once. Replacement for a lost Identity Card shall be done after obtaining a loss report from Police Station and payment of TZS. 30,000/=.

4.1.4 Membership to the WI Students' Organization

Every WI registered student is a member of the WI Students Organization (WISO). The membership registration fee for the first year students is TZS. 5,000/=. Membership subscription fees for every continuing student are TZS. 15,000/= each year.

4.1.5 Students Relief Fund /Medical contribution

Every WI fresh registered student is required to pay a total of TZS. 50,400/= as a contribution for joining National Health Insurance Fund (NHIF). This amount is paid directly to the Institute's Accounts Office. Students with NHIF cards are not required to pay TZS. 50,400/=. Evidence of payment of this contribution for NHIF (IDs) is required before registration.

4.1.6 Accommodation in WI Hostels

Ordinary Diploma (NTA Level 4-6) government sponsored students seeking accommodation in the Institute's hostels are required to bring with them: cups, spoons, forks, bed sheets, bucket, pillows, mosquito nets and blankets. The students who would like to be accommodated in WI hostels will pay TZS. 200,000/= per year. Accommodation is also subject to availability.

4.2 Specific Information on Students Sponsorship

Students pursuing Ordinary Diploma (NTA level 4-6) programmes may join the Institute under Government sponsorship or as privately sponsored candidates. Whereas students pursuing Bachelor of Engineering Degree are encouraged to apply for scholarship, loan from Higher Education Students Loan Board (HESLB) or third party. The fee structure for Government and Private sponsored students pursuing Ordinary Diploma (NTA level 4-6) programmes is as shown in Table 1

Table 1: Fee Structure for Diploma Students

S/N	Description	Tanzanian Student (TZS)		Foreign Student (USD)	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 rd Year	1 st Year	2 nd & 3 rd year
1	Registration Fee	10,000	-	15	-
2	Tuition Fee	450,000	450,000	535	1,070
3	NACTE Fees	15,000	15,000	15	15
4	Medical Capitation (non refundable)	10,000	10,000	20	20
5	Library Membership Fee	10,000	10,000	10	10
6	Examination fee	50,000	50,000	120	120
7	Caution money	30,000	-	30	-
8	Student's identity Card	15,000	-	10	-
9	WISO membership fee	5,000	-	10	-
10	Students Union Annual contribution	15,000	15,000	15	15
11	NHIF contribution	-	-	100	100
		-	-		
	Sub-Total	660,000	600,400	1,415	1,350
		Second Semester			
12	Tuition Fee	450,000	450,000	535	0
13	Medical Costs Capitation (Non-Refundable)	10,000	10,000	0	0
	Sub-Total	460,000	460,000	0	0
	Grand-Total	1,070,000	1,010,000	1,415	1,350

Note 1: All students who would like to be accommodated in WI hostel will pay TZS. 200,000/= per year.

Note 2: All students who do not have NHIF cards will be required to pay TZS.50, 400/= per year for medical facilitation.

Note 3: All payments (Tuition fees, accommodation and medical contribution NHIF) should be paid separately into WI account no 22501000004 at NMB Bank; every item should have its own payment slip from bank.

Note 4: Foreign students who would like to be accommodated in WI hostel will pay USD. 200 Per year.

Table 2: Costs paid directly to Sponsored Ordinary Diploma students by the Government and or Sponsors/parents/guardians

S/N	Description	Tanzanian student (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT) per year	490,000*	1000
2	Book/stationary costs -per year	250,000	250
3	Shared accommodation at the Institute -per year	200,000	200
4	Accommodation outside the Institute -per month	60,000	200-350
5	Meals	180,000	
6	Student Residence Permit -per year	0	200
7	Stipend per month	0	350

* IPT rate per day 7,000.00 x 70 days and 24,000.00 IPT transport (flat rate).

Table 3: Costs paid directly to Sponsored Bachelor Degree students by the Sponsors/parents/guardians

S/N	Description	Tanzanian student (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT)* -per year	700,000	1000

2	Book/stationary costs -per year	350,000	350
3	Shared accommodation at the Institute -per year	200,000	200
4	Accommodation outside the Institute -per month	60,000	200-350
5	Stipend per month	300,000	400
6	Special Faculty Requirement -per year	210,000	300
7	Student Residence Permit -per year	0	200

Table 4: Fees/costs paid directly to WI by Sponsors of students pursuing Bachelor of Engineering

S/N	Description	Tanzanian Student (TZS) Foreign Student (USD)			
		FIRST SEMESTER			
		1 st Year	2 nd , 3 rd & 4 th Year	1 st Year	2 nd , 3 rd & 4 th Year
1	Registration Fee	20,000	-	25	-
2	Tuition Fee	525,000	525,000	1,270	1,270
3	Quality assurance fee	20,000	20,000	20	20
4	Medical Capitation (non refundable)	20,000	20,000	20	20
5	Library Membership Fee	10,000	10,000	10	10
6	Examination fee	120,000	120,000	120	120
7	Caution money	30,000	-	30	-
8	Student's identity Card	15,000	-	10	-
9	WISO membership fee	5,000	-	10	-
10	Students Union Annual contribution	15,000	15,000	15	15
11	NHIF contribution	50,400	50,400	100	100
12	Students' relief fund	10,000	10,000		
	Sub-Total	840,400	770,400	1,630	1,555
		Second Semester			
13	Tuition	525,000	525,000	0	0
	Sub-Total	525,000	525,000	0	0
	Grand-Total	1,365,400	1,245,000	1,630	1,555

Note 1: Students benefiting from HESLB facility will be required to pay first part of the fee which is not covered by the HESLB

Note 2: Subject to availability of space/accommodation

Note 3: All students who do not have NHIF cards will be required to pay TZS.50, 400/= per year for medical facilitation.

Note 4: All payments (Tuition fees, accommodation and medical contribution NHIF) should be paid separately into WI account no 22501000004 at NMB Bank; every item should have its own payment slip from bank.

Special Faculty/Course Requirements for B. Eng. (NTA 7 - 8) Programme

Faculty/Course requirements enable students to realize curriculum and participate effectively in both theoretical and practical studies in accordance with requirements of the curriculum. Cost for this item varies from one course to another depending on the respective curriculum requirements.

4.3 Final Project/Research Requirements

B.Eng. Students are required to undertake Senior Project I and II in the 7th and 8th semesters of their study respectively in accordance with the requirements of curriculum.

4.4 Payment of Tuition and Other Fees to the Institute

All private sponsored students are required to produce verifiable evidence of sponsorship from the respective organizations, parents/guardians, on the first day of each academic year. Sponsors are required to pay full tuition and other fees payable directly to the Institute before the respective students are registered to embark on studies. All fees and other payments payable to the Institute should be paid through any branch of National Microfinance Bank (NMB) WI, A/C No. 22501000004. Original Bank pay in slips should be presented before registration. **Fees once paid will not be refunded.**

WI Bank Details:

Name of Account: Water Institute,

Bank: National Microfinance Bank (NMB),

Branch: Mlimani City

Account No:22501000004.

However, even in special cases where payment by installment is allowed, no student is registered for the final examination at the end of the semester or awarded a certificate by the Institute unless he/she has fully paid the relevant dues. Please note that, students **must themselves collect from the Institute Accounts Office profoma invoices** for the money due to be paid directly to the Institute.

Chapter 5

STUDENTS' ACADEMIC ASSESSMENT REGULATIONS FOR NATIONAL TECHNICAL AWARD LEVEL 4 TO 8

PART I: INTRODUCTION

1. Background

Water Institute (WI) is fully accredited by National Council for Technical Education (NACTE) with training programmes, which lead to award of Ordinary Diploma (in areas of Water supply and Sanitation Engineering, Hydrology and Meteorology, Hydrogeology and Water Well Drilling, Water Quality Laboratory Technology and Irrigation Engineering) and Bachelor's Degree in Water Resources and Irrigation Engineering

These Regulations are to be complied with by students, internal and external examiners. External examiners are for moderating examination papers before the same are administered to students and for verifying the marks awarded by internal examiners. These regulations have been developed in accordance with NACTE requirements. The Regulations apply to Certificates, Diploma and Bachelor Degree (NTA level 4 -8) programmes and have been in place since 2011.

WI has amended its Students' Academic Assessment Regulations 2011" Regulations" and Students' By- Laws of 2014 "By- Laws" in the year 2017 which form part of the WI Prospectus.

2. Rationale



To provide for appropriate penalties for the offences committed by WI students during exams.

To provide for a forum for appeal to students against decision made by the Institute under the Regulations.

With the increase in number of students enrolled per year as well as advancement in technology, there has been increase in exam offences related to technology especially during exams. There is a need therefore to have in place strict regulations to protect the integrity of the Institute.

3. Aim, Vision, Mission, Key result Areas, Goals and Objectives

Aim

The aim of Water Institute (WI) is to provide quality expertise (quality middle- level technical work force) in the water sector through training, consultancy, and research under the policy guidelines of the Ministry of Water and Irrigation.

Vision

A center of excellence for providing technical education on integrated water resources management in Africa.

Mission

To improve services in water and irrigation sectors through quality training, research and consultancy to stakeholders.

Main Roles and functions

Main roles and functions of the Institute are:

- (a) to provide high quality technical training programmes on water management and technology;
- (b) to undertake consultancy services and research in the water sector; and
- (c) to provide an efficient management of the Institute's resources.

4. Definition of Assessment

Assessment is the process of determining extent to which a student has attained the learning outcomes prescribed for a particular assessment work such as homework (assignment), class test, semester examination, project work, industrial practical training, etc., or a module of the programme of studies or whether he has met the requirements for educational award for the programme for which he is registered. Assessment is a means by which a student can demonstrate extent to which he has fulfilled the learning outcomes prescribed for each module of the programme and the award.

5. Purpose of Assessment

The purpose of assessment is to give the student an opportunity to demonstrate extent to which he has fulfilled the learning outcomes of a module or that he has achieved the required standards for the award. Assessment is also used for developmental purposes to support learning. The assessment process is integral to the maintenance of the academic standards of the awards conferred to students of this Institute.

6. Power of Assessment Regulations

- a) Assessment is integral to the responsibilities of the Institute to its current and prospective students and its graduates, NACTE (the accrediting authority of NTA study programmes that the Institute offers), prospective employers, and the public.
- b) The internal and external trust and confidence in the integrity of assessment processes and procedures of the Institute are central to the claims the Institute makes about awards and qualifications of students who complete successfully its study programmes.
- c) These regulations present the actions (regulation statements) the Institute shall take to deal with various assessment issues.
- d) The purpose of the Assessment Regulations is to enable the Institute to operate assessment of its students within a consistent set of procedures.
- e) These regulations apply to all programmes approved by NACTE that are implemented at this Institute.

7. Context of Assessment Regulations

These regulations have been developed in the light of the National Council for Technical Education (Examinations) Regulations (2004) to provide an articulation of the procedures and guidelines on which assessment is based. The Examination Regulations Framework form part of the Ordinances and Regulations of NACTE and sets requirements for awards of educational institutions accredited by NACTE and

decisions regarding students' achievement, progression, and award. The operation of assessment regulations shall take place together with other relevant Institute procedures.

8. Purpose of Assessment Regulations

The purpose of these Regulations is to provide:

- a) A broad framework for assessment design and practice at WI.
- b) A fair and equitable means of assessing each student's competence.
- c) A quality assessment process, which is subject to ongoing review and improvement.

9. Scope of Assessment Regulations

These regulations address the process of assessment of students' achievements in studies for all courses or programmes of the WI that are accredited by NACTE.

The regulations apply to the following National Technical Awards (NTA) in the fields of Water Supply & Sanitation Engineering, Hydrology and Meteorology, Hydrogeology and Water Well Drilling, Water Laboratory Technology, Irrigation Engineering and Water Resources and Irrigation Engineering:

- a) Basic Technician Certificate (NTA level 4)
- b) Technician Certificate (NTA level 5)
- c) Ordinary Diploma (NTA level 6)
- d) Higher Diploma (NTA 7)
- e) Bachelor Degree (NTA 8)

They will also apply to studies at NTA level 7 (Higher Diploma) and NTA level 8 (Bachelor's Degree) in Water Resources and Irrigation Engineering.

10. Assessment Regulations Implementation Authority and Responsibility

The Rector of WI has overall authority and responsibility for implementation of the regulations. He is responsible to the Ministerial Advisory Board (the Board) and through the Board to the Permanent Secretary (Ministry of Water and Irrigation) for all assessment matters. Students are responsible for complying with the regulations.

11. General Information on Studies and Assessment

- a) WI operates a modular competence-based system of studies. A module is a self-contained (independent) package of study, in terms of content, learning objectives and assessment criteria. Several modules, together, make up a course of study.

- b) The academic year is divided into two semesters, each of 17 weeks duration. Field/ industrial training term is of duration not exceeding 10 weeks and is implemented immediately after semester 2 examination. Project work (for NTA level 6 and NTA level 8) has scheduled for semester 1 and 2 of the academic year. Students must make arrangements with heads of departments to have project proposals developed and submitted for approval and the approved proposals executed in good time so as to have project work assessed before commencement of semester 2 examination.
- c) There is a variety of ‘Core and Fundamental’ modules.
- d) Except for field/industrial training and project work modules, assessment shall consist of two parts, namely: continuous assessment and semester examination.

PART II: PRELIMINARY PROVISIONS

1. Citation

These regulations may be cited as the Institute Regulations, 2016.

2. Key Words and Phrases

In these regulations unless the context otherwise requires:

- a) Academic Audit Units means the duration or unit of study in which assessment of academic performance of students is evaluated for progression into higher level of study. In this regulation the Academic Audit Unit is one academic year (two semesters).
- b) “Act” means the National Council for Technical Education Act, 1997;
- c) “Academic Programme” means a programme of studies, which leads to National Technical Award (NTA) to students, after successful completion of the programme requirements;
- d) “Cheating” means process of using unauthorized means or methods for the purpose of obtaining a desired score or grade. This may range from bringing and using notes during a closed book examination, to copying another test taker’s answer or choice of answers during an individual test.
- e) “Continuous Assessment” means any form of evaluation of learning attainment made during the course of the academic year such as classroom test, homework, project, and field attachment, which contributes to the final score in examinations;

- f) “NACTE” means the National Council for Technical Education;
- g) “Credit Module” means a module of study, successful completion of which shall count towards earning of the award;
- h) “Credit Hour” means a lecture of one-hour duration per week per semester or two or three contact hours in case of seminars, tutorials and laboratory work for a module countable towards a student’s Cumulative Grade Point Average;
- i) “Cumulative Grade Point Average also known in its acronym as GPA means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his admission till the last examination held;
- j) “Examination” means an assessment intended to measure a candidate’s knowledge, skill, aptitude or physical fitness;
- k) “Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Council desires to prevent by a threat of punishment;
- l) “Grade Point” means number of points representing letter grades scored by a student in a module examination;
- m) “Grade Points of a Credit Module” means total number of points scored by a student in the examined credit module representing the letter grade scored times the number of credit hours of the module;
- n) “Invigilator” means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate cheats;
- o) “Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;
- p) “Penalty” means punishment given to a candidate or any other person entrusted to handle examinations found guilty of an examination offence;
- q) “Private Candidate” means a candidate sitting for examination after failing at first sitting;
- r) “Regular Candidate” means a candidate who is a current student at a registered technical institution attending examinations at the first sitting;

- s) “Semester” means an academic period, in which one set of course modules in each discipline, is offered and examined;
- t) “Semester Grade Point Average also known in its acronym as (Semester GPA)” means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student during a semester;
- u) Special examination means examination administered for candidates who could not attend the examination at normal time due to authorized absence or after the normal examination has been cancelled due to in masse irregularity.
- v) “Supervisor” means an officer in charge of candidates at an examination centre to make sure that the examinations are properly conducted and no candidate or invigilator cheats;
- w) “Supplementary Examination” means an Examination administered to candidates who fail to obtain a pass in the specified number of modules during regular examinations;
- x) “Statement of Results” means a written statement of certified examination results issued by the Institute
- y) Written tests/examinations are tests/examinations that are administered on paper or on a computer

3. Preamble

- a) This document presents the Water Institute’s Regulations on administration of assessments.
- b) The Regulations set procedures to be followed in the administration of assessments.

4. Power to Amend

Where the Institute is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, recommend to the Board to amend any item of these Regulations.

5. Interpretation of the Regulations

If any question arises as to the interpretation of the Regulations, the decision of the

Board shall be final.

6. Handling of Disputes Associated with Implementation of the Regulations

Any dispute arising out of the interpretation of these Regulations or their implementation, including decisions or orders made based on these Regulations, shall be subject to appeal to the Ministerial Advisory Board.

PART III: CONDUCT OF EXAMINATIONS

1. Powers of the Rector on Examination Matters

- a) The Rector may order a special examination or re-examination in one or more modules any time, according to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency.
- b) The Rector shall from time to time provide examination guidelines for supervisors, invigilators and candidates and issue rules relating to the duties of supervisors and invigilators.
- c) The Rector shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- d) The Rector shall appoint at least two instructors for invigilation in every examination room.
- e) The Rector, for reasons to be recorded in writing, if he is satisfied that a specified candidate is not a fit and proper person to be admitted thereto, have the power to exclude any candidate from examinations permanently or for a specified period.
- f) Where a candidate, after admission to an examination, commits an unethical/ immoral act or is discovered to have committed such an act, which, in the opinion of the Rector, is such that had it come to his knowledge in time he would have excluded him from the examination, the Rector:
 - i. Shall cancel his candidature from that examination and order that his results may not be declared; and/or
 - ii. Shall disqualify him permanently or for a specified period from appearing at examinations.
- g) Where a candidate, subsequent to the issue of examinations number slip or card in line with these Regulations, is found to be ineligible to take the examination, his candidature shall be cancelled.

- h) Notwithstanding anything contained in any other regulation, the Rector shall have power, in the case of a candidate with disability to lay down appropriate methods for assessing the candidate's academic ability and declare his assessment results; provided that in each case, the candidate shall produce such evidence to the satisfaction of the Rector as he may consider necessary, in proof of the statement that his disability is such that he deserves to be considered for the above facilities.

2. Attendance to Studies

- a) A student must attend to all study activities according to the timetable. Minimum attendance accepted for any module is 80%.
- b) A candidate who due to valid reasons fails to meet the minimum of 80% attendance shall not qualify to sit for semester examination. He shall be required to repeat the module/ semester when next offered. In the case the absence is due to invalid reasons, he shall be discontinued from studies.
- c) A student who absconds from studies shall be discontinued from studies.
- d) The discontinued candidate shall serve the punishment for two years, after which he may apply for repeating the course as a private candidate.
- e) The following may be considered valid reasons for exceeding maximum allowed deficiency of attendance:
- i. Prolonged illness;
 - ii. Bereavement (loss of parent/guardian/spouse/child/); and
 - iii. Any other reason of serious nature as shall be determined by Institute authority
- f) A Student who is permitted to participate in sports or cultural activities/ tournaments or who is permitted to appear in examination conducted by other institutions, the actual days spent away in those activities should not be too numerous such that the student will exceed maximum allowed deficiency of attendance. Otherwise, he will be required to repeat a module/semester/year for being absent due to valid reasons.

3. Mode of Examination and Course Outlines

- a) Candidates for examination shall be examined by way of:
- i. Written examination/test questions which the student shall be required to answer in writing within prescribed duration;



- ii. Homework/assignment which the student shall submit in writing the response to the assigned task for marking at or before the prescribed date;
 - iii. Practical and oral examinations as provided for in the syllabus for the respective modules; and
 - iv. Project reports, Industrial Practical Training (IPT) reports, dissertations and theses.
- b) The management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Rector or any other authority approved by the Rector in such manner as the Institute shall from time to time determine.
 - c) If practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the department concerned and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the Institute from time to time.
 - d) Written examination in a module shall be by means of question paper and the question paper in the module shall be given to candidates simultaneously in every examination room.
 - e) The Curriculum of each National Technical Award Level and the syllabus of each examinable module setting out the details of courses of study shall be prescribed by the Institute from time to time and shown in the course outline.
 - f) The syllabus/ curriculum of each NACTE-approved study programme, which sets out the details of study modules, shall be made available to students in the library.
 - g) The medium of instruction for all study modules shall be English.

4. Dates and Timing of Examinations

- a) Examinations shall be conducted on such dates and at such time as the Institute may determine.
- b) Regular and private candidates shall be informed of timetables in respect of the dates and times of examinations at least one month before the commencement of such examinations.

5. Admissions into Examinations

- a) The Institute shall conduct examinations in all modules.

- b) Eligibility for admission to semester examination shall be subject to completion and passing the prescribed continuous assessments, and meeting minimum attendance requirements.
- c) No eligible candidates shall be prohibited from appearing in the examination except for valid reasons and with permission of the Rector.
- d) A student who has been expelled or is still under suspension or who has been barred from taking an examination for having used unfair means or for any other reason is an ineligible examination candidate and shall not be admitted to any examination.
- e) All regular and private students who are duly registered to NACTE-accredited study programmes at the Institute are prospective examination candidates.
- f) To qualify as an examination candidate, the student must pay the examination and tuition fees at the Institute on or before the last date the Institute has fixed for receipt of the fees.
- g) A candidate who is in tuition fees arrears for the semester shall be barred from sitting for semester examination.
- h) The fees referred to in regulation 20 (f) shall not be negotiable or refunded or transferred.
- i) The Institute shall not be responsible for troubles students may get into if they fail to pay the fees within the required time.

6. Admission of Private Candidates for Examinations

- a) A candidate who has previously sat and failed but is eligible to re-sit as private candidate is required to re-sit the examination within a period of two academic years. The re-sit exam shall be based on the curriculum of the current year.
- b) No candidate who has been barred from appearing in examination shall be eligible to sit as a private candidate unless he has met required conditions.
- c) A candidate who is eligible to re-sit as private candidate is required to register for the examination two weeks before examinations commencing.

7. Exemption from Practical Examination

- a) Any candidate who qualifies in the practical but fails in theory examination, where the two are separately reported, and there exists

circumstances that require him to re-sit, shall have to re-appear in theory paper only in which case the marks obtained by him in practical at the main examination shall be taken into account.

- b) Any candidate who fails in practical examination but qualifies in the theory examination shall have to re-sit for practical examinations.

8. Requirement of Passing Continuous Assessment and Semester Examination

- a) Modules requiring continuous assessment have two components of module assessment namely continuous assessment (CA) carrying 40 marks and end of module/ semester examination (SE) carrying 60 marks of total marks (100) for the module.
- b) For modules whose outcomes are mostly in cognitive and affective domain (theoretical), continuous assessment shall consist of two written assignments each carrying 5 marks, and two written tests each carrying 15 marks, and one semester examination carrying 60 marks.
- c) For modules which have substantial number of outcomes in psychomotor domain (practical), continuous assessment shall consist of one written assignments carrying 5 marks, one practical assignments carrying 5 marks and one practical test carrying 15 marks, one written tests each carrying 15 marks, and one semester examination carrying 60 marks.
- d) Each of the module assessment components is assessed independently. The threshold marks for each component at the respective levels shall be:
 - i. For NTA4 and NTA5, 50 % for continuous assessment (i.e. 20 out of 40 marks), for end of semester examination (i.e. 30 out of 60 marks) and module overall assessment (i.e. 50 out of 100 marks)
 - ii. For NTA6, 45 % for continuous assessment (i.e. 18 out of 40 marks), for end of semester examination (i.e. 27 out of 60 marks) and module overall assessment (i.e. 45 out of 100 marks)
 - iii. For NTA7 and NTA8, 40 % for continuous assessment (16 out of 40 marks), for end of semester examination (i.e. 24 out of 60 marks) and module overall assessment (i.e. 40 out of 100 marks)
 - iv. A student who fails to attain threshold performance in any continuous assessment (assignment/homework, class test, etc.) in the first

attempt shall be given an opportunity for re-assessment (only once). If he doesn't attain threshold performance, he shall be considered to have failed in that assessment results of continuous assessment for each module shall be reviewed before semester examination begins. If a candidate does not attain threshold performance in CA for a module the student shall not be allowed to sit for Semester Examination in that module, and shall be considered to have failed in that module.

9. Module Grades

- a) Module assessment results shall be out of 100 marks (i.e. sum of CA and SE), and a letter grade shall be assigned. Each letter grade is

assigned a grade point. Module points are the product of grade points and module weight (credits). Module weight (credits) shall be used to calculate grade point average (GPA). See Table 1.

- b) Grade to be assigned for a candidate who failed to attain the threshold performance in CA in a particular module shall be F in the respective module and shall not qualify to sit for semester examination in that module

Table 5: Grading system for modules

NTAs Level 4-5			NTAs Level 6			NTAs Level 7-8		
Grade	Definition	Score Range	Grade	Definition	Score Range	Grade	Definition	Score Range
A	Excellent	80 - 100	A	Excellent	75 - 100	A	Excellent	70 - 100
B	Above Average (Good)	65 - 79	B+	Well Above Average (Very Good)	65-74	B+	Well Above Average (Very Good)	60-69
C	Average (Satisfactory)	50-64	B	Above Average (Good)	55-64	B	Above Average (Good)	50-59
D	Below Average (Poor)	40-49	C	Average (Satisfactory)	45-54	C	Average (Satisfactory)	40-49
F	Failure	0-39	D	Below Average (Poor)	35-44	D	Below Average (Poor)	35-39
I	Incomplete		F	Failure	0-34	F	Failure	0-34
			I	Incomplete		I	Incomplete	

Field/ industrial practical training and project work shall be scored out of 100 marks and shall be graded similar to taught modules. IPT and project work have 10 credits each.

10. Computation of GPA

- a) Computation of GPA shall be according to the following formula:
$$\text{GPA} = \frac{\sum [(\text{Grade Points}) \times (\text{Credits})]}{\sum (\text{Credits})}$$
- b) Semester GPA accounts for grade points and credits of all modules prescribed for that semester and annual GPA accounts for grade points and credits of all modules prescribed for that academic year.

11. Academic Audit Units for NTA Levels 4-8 programmes

Academic audit unit for programmes leading to the award of NTA levels 4-to 8 shall be one academic year. This means that review of students' academic performance for the purpose of deciding the progression of students from one NTA level to the next higher NTA level shall be done at the end of the respective academic year.

12. Progress from NTA Level to the next higher NTA Level

- a) Semester 1 and 2 examination results will be combined to form first sitting examination annual results.
- b) A candidate who had passed CA in all semester modules but failed the Semester Examination in one or more modules, but performed well in other modules such that he attains first sitting annual GPA (average of semester 1&2 GPA) equal to or greater than 2.0, shall be required to sit for supplementary examination in the failed modules.
- c) A candidate who failed in one or more modules due to failing CA in those modules but performed well in other modules such that he attains first sitting annual GPA equal to or greater than 2.0, he shall not be promoted to the next higher NTA level studies. He shall be required to re-take the module afresh when next offered, but only once for the programme registered for.
- d) A candidate who, due to failing in one or more modules, attains first sitting annual GPA less than 2.0 shall **NOT** be allowed to sit for

supplementary examination. He shall be discontinued from studies.

- e) A candidate, who is discontinued from studies due to regulation 27(d), can apply to repeat studies as a private candidate at the NTA level at which he had been studying. The offer to apply for repeating studies must be taken within two academic years.

13. Penalty for Unauthorized Absence from Continuous Assessment / Examination

- a) A candidate who absents oneself from any continuous assessment or fails to submit assignment(s) given during the course work without valid reasons shall be considered to have attempted such assignment(s)/ test(s) and shall be awarded a zero mark.
- b) A candidate who absents oneself from end of semester examination without permission (“unauthorized absence”) shall be discontinued from studies. In these regulations, “unauthorized absence” include not attending the examination at all, or having started the examination goes out of examination room without permission, or having been granted permission for temporary absence stays out of the examination room for an unduly long period.
- c) A candidate allowed to be absent (“authorized absence”) from the end of semester examination shall be given special examination. No special examination shall be given to a student whose examination was cancelled due to examination irregularities.

14. Postponement of Studies and End of Semester Examination

- a) If a student has problems which hinder him from attending any academic activity or continuing with studies he must communicate to and apply for permission for postponing studies or examination from the Rector, in writing.
- b) Students will not be allowed to postpone studies/examinations except under special circumstances.
- c) Permission to postpone studies/examinations shall be considered after producing satisfactory evidence of the reasons for postponement.
- d) Special circumstances referred in b) above shall include but not limited to: sickness, serious family problems (each case to be considered on its own merit) and/or sponsorship problems.
- e) Where reason to postpone studies/examinations is based on medical

grounds, the student should enclose as evidence a signed opinion of a qualified Medical Practitioner from either the WI Dispensary or similar Government Hospital.

- f) The maximum period allowed for postponement of studies/examination is two academic years

15. Supplementary Examination

- a) All Supplementary and special examinations shall be conducted after the review of first sitting annual results. The Institute shall publish the timetable of such examinations at least two weeks before start of such Examinations.
- b) The marks to be recorded for a candidate who has passed supplementary examination are the minimum required for passing the examination (pass mark of C grade).
- c) If a candidate passes supplementary examination in all the modules he/she had failed, he/she shall qualify for promotion to undertake next higher NTA level studies.
- d) If a candidate fails in **one or two** modules after sitting for supplementary examination, he shall not be promoted to the next higher NTA level. He shall be required to register as private candidate so that he can repeat the examination in those modules when next offered.

16. Identification and Reporting of Cheating and Misconduct

- a) The Invigilator must report to the Supervisor immediately when he detects that a particular candidate is using or is attempting to use unfair means in the examination. The Supervisor shall take possession of the answer book of the candidate along with the papers or other materials found with him and provide the candidate with a second answer book. The candidate shall not be expelled from the examination room. The Invigilator shall record on the first answer book, the time when it was taken away from the candidate and on the second answer book, the time when it was issued. The Invigilator shall write and give to the candidate the charge against him and shall require the candidate to submit a written statement in response to the charge before issuing him the second answer book.
- b) If the candidate refuses to give the statement in response to the charge, he should not be forced to do so only the fact of the refusal should be recorded by the Invigilator and attested by the Supervisor on duty at the

time of the occurrence. The candidate shall then be allowed to continue with examination. The Supervisor shall call for the statements of the Invigilator and the candidate (or the attested statement of candidate's refusal to submit statement). He shall then submit to the Rector, in a separate sealed cover, the two answer books used by the candidate, the incriminating material duly signed; and the Invigilator and candidate's statements (or the attested statement of candidate's refusal to submit statement), and his own note on the case for further action by the Rector.

- c) The Invigilator must report to the Supervisor immediately when he detects that a particular candidate has smuggled out an answer book. The Supervisor must call for the student for securing the answer book. In case the answer book cannot be secured, the Supervisor shall report the matter to the Rector along with the statements of the Invigilators present in the room and the candidate. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book, and statement of the efforts made to recover the answer book.
- d) In case of impersonation, the Supervisor shall send to the Rector, the statement of the person found to be impersonating the real candidate. The Rector may report the matter to the police, if necessary.
- e) In case of misconduct of a serious nature, the Rector shall report the matter to the Police.
- f) If a candidate who has been barred to appear to examination due to the use of unfair means sits for examination during the period of serving the sentence, his examination results shall be cancelled.
- g) If any Marker notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she shall mark the relevant portion(s) of the answer(s) and send the cases immediately, along with his report on the same to his Chief Marker. The Chief Marker will scrutinize the case and forward it along with his own remarks, to the Panel Team Leader, who will send it to the head of marking centre before onward submission to the Rector for necessary action. If such a case comes to the notice of the Chief Marker himself, he shall also mark the relevant portion(s) in the answer(s); consult the Panel Team Leader who will then forward the same immediately to head of the marking centre for onward transmission to the Rector along

with his remarks for further action.

17. Dealing with Cheating and Misconduct

- a) Before the examination session begins, the Invigilator shall inspect desks and shall call upon all the candidates to search their pockets and require them to part with and deliver to him all papers, books, or notes, and communication devices that they may have in their possession. When a latecomer is admitted into the examination room, this pocket searching and dispossession of disallowed materials will be done to him at the entrance to the room.
- b) The Supervisor shall sign a declaration duly witnessed by all the Invigilators on duty to the effect that he did it as a matter of fact, call upon the candidates to search their pockets, and to surrender all papers, books or notes and communication devices in their possession and that all the latecomers were also searched and dispossessed of disallowed materials. He shall submit the declaration to the Rector at the closure of the examination.
- c) The Supervisor of the examination shall report to the Deputy Rector Academic Research and Consultancy immediately and on the day of occurrence if possible, each case where use of unfair means, including cheating cases, in the examination was suspected or discovered with full details of evidence and explanation of the candidate concerned on the special forms for the purpose.

18. Inappropriate conduct by a student concerning final examinations impairs integrity, and will subject the offending student to expulsion for a period of up to three years. Such examination irregularities include but not limited to;

- a) where during an examination, a candidate is found having in his possession or accessible to him papers, books, or notes due to inadvertence but which papers, books or notes could be of assistance to him/her;
- b) where during an examination, a candidate is found having in his possession papers, books, or notes on clothes worn by him or any part of his body; or table or desk; or is found in possession of foot-rule and/or instruments like set squares, protractors, slide rules, etc., with notes on them and which notes, papers, or books or the material Written

on foot-rules or instruments etc., could be helpful to him during the examination and if his possession of such material is found to be intentional;

- c) where during an examination, a candidate is found talking to another candidate or any person inside or outside the examination room, during the examination sessions, without the permission of invigilator, unless he has handed over his answer book;
- d) where the answer book of an examinee shows or if it is otherwise established that he has received or attempted to receive help from or given help or attempted to give help to another candidate;
- e) where during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if he has allowed or is found allowing any other candidate to copy any matter from his answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper;
- f) where a candidate during an examination is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material;
- g) where a candidate during an examination is found consulting books, note books, or papers or any other material found with him while outside the examination room but during the examination hours and before he has handed over his answer book to the invigilator;
- h) where a candidate who during the course of the examination writes on any other piece of paper, a question set in the paper, anything connected with, or relating to a question set in the paper or solution thereof;
- i) where a candidate is found guilty of passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to any candidate;
- j) where A candidate is found guilty of possession of a solution to a question set in the paper in connivance with any member of a supervisory or any other staff or someone outside the Institute;
- k) Where candidate found guilty of having made previous arrangements to obtain help in connection with the question paper. If the person who would have assisted the candidate unfairly should the arrangement be successful is a member of Institute's staff, the Rector shall take

appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences;

- l) where a candidate is found guilty of smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the Institute or of any agency within or outside Institute;

If the person who has assisted the candidate to smuggle an answer book into or out of examination room is a member of Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences.

- m) Where a candidate is found guilty of having written outside the examination room, an answer book or a continuation sheet of an answer book for an examination later smuggled it into the examination hall or of having managed otherwise to replace the answer book after the examination;

If the candidate was helped by a member of this Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences.

- n) Where a candidate is found guilty of serious misconduct in the examination room or misbehavior towards the Invigilator or any member of the supervisory staff outside the examination room;

- o) Where a candidate is found guilty of using abusive or obscene language in the answer book;

- p) Where a student of this Institute impersonates a candidate;

If the impersonator is neither a student nor a member of staff of this Institute, the Rector shall report the matter to the Police. If the impersonator is a member of this Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences. The candidate for whom impersonation was attempted shall also be

- expelled from the Institute;
- q) where a candidate leaves the examination room without delivering the answer book to the Invigilator concerned and takes away the same with him or intentionally tears off or otherwise disposes off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room;
 - r) Where a candidate is found guilty of deliberately disclosing his identity or making distinctive marks in his answer book for that purpose such as telephone number, residence or name of the candidate;
 - s) Where a candidate is found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner with the objective of influencing him in the award of marks;
 - t) Where a candidate is found guilty of approaching or influencing directly or indirectly regarding his cheating case a member of the Institute management;
 - u) Where a candidate refuses to obey the Invigilator of the examination or misbehaves in or around the examination room;
 - v) Where the Institute is satisfied after enquiry that the integrity of examination had been violated at an examination room as a consequence of wholesale unfair assistance rendered to the examinees, the Rector may order re-examination in that respective paper, besides taking action under Regulations relating to unfair means;
 - w) For cases of unfair means not covered by these Regulations, the Institute shall impose punishment according to the nature of the offence.
 - x) Where a candidate feels aggrieved by any decision given based on these Regulations shall appeal to the MAB within 14 days from the date the decision was given.

19. Assessment of Industrial Practical Training (IPT)

a) Students in NTA4, NTA5 and NTA7 levels of study shall undergo IPT term depending on curriculum requirements. Assessment of performance in IPT shall be according to the following main areas:

b) Industrial Supervisor's Report	15
c) College Supervisor's Report	15
Student's logbook:	
General Weekly Reports (GWR)	15
Technical Weekly Report (TWR)	25
General Term Report (GTR)	10
Technical Term Report (TTP)	20
Total	100

- a) Industrial Supervisors assesses the student in the following areas:
- Ability to plan and carry out given assignments
 - Ability to select appropriate tools and use them properly
 - Skills to execute given assignments
 - Tidiness and Accuracy of finished assignments
 - Self confidence
 - Cooperation with other members of the staff
 - Attendance and punctuality
 - Obedience to superior
 - Initiative (self-drive)
 - Willingness to learn

The total score is 100 and is converted to 15 % during overall Assessment of IPT. Marks range for the ten items is as shown in Table 6:

Table 6: Marks range

Definition	Range
Excellent	10
Very Good	8 – 9
Good	6 – 7
Satisfactory	4- 5
Unsatisfactory	0 - 3

- b) The Institute Supervisor who visits students during field training, discuss with the Industrial Supervisors of the organizations to which

students have been attached. They also do visual observation and discuss with the students themselves. The Institute Supervisors assesses the student in the following areas:

- i. Student's ability to execute assigned jobs.
- ii. His work habits (punctuality/attendance)
- iii. Ability to work in a group
- iv. Attitude towards practical/manual work
- v. Neatness, Clarity, and up to date reporting in the log book
- vi. Student's understanding on what he has been doing
- vii. Student's knowledge on what he has written in the log book
- viii. Interest or willingness to learn new skills and knowledge
- ix. Willingness to get new knowledge
- x. Motivation to do given jobs

The total score is 100 and is converted to 15% during overall Assessment of IPT. Marks range for the ten (10) items are as shown in Table 6 above.

- a. A student who fails in IPT shall not qualify for progression to undertake next higher NTA level studies. He shall be suspended from studies for one (1) year and during the suspension period he shall be required to register as a private candidate and repeat the IPT at his own cost. If he fails again shall be discontinued from studies.
- b. A student whose attendance in IPT is less than 80% of the time allocated to IPT of that particular term/year without a valid reason shall be considered to have failed in the IPT. The industrial supervisor shall record attendance of students during IPT.
- c. A student who absconds from IPT shall be discontinued from studies.
- d. Plagiarism is prohibited in writing and presenting IPT reports. A student who is found guilty of plagiarizing in respect IPT report

shall be considered to have failed the IPT term, and therefore regulation (33) (d) shall be enforceable.

20. Assessment of Project Work

- a) NTA6 and NTA8 students shall be given the opportunity to plan and carry out a technical work, with little guidance from tutors/instructors. This work (project work) could be investigative, design or construction.
- b) For the purpose of ensuring that students are carrying out project work activities according to the agreed schedule, they shall be required to submit progress reports, once in every two weeks. The Supervising Tutor/Instructor shall countercheck the validity of the reported data and information.
- c) Assessment of Project Work achievement shall be in the following areas:

Schedule on the distribution of scores to various areas of Project Proposal Work (NTA8)

<i>i. Oral Presentation of Project I Proposal (to be evaluated by internal examiners):</i>	Marks
1. Clarity of student's lecture and presentation of essential points before the panel	10
2. Student's understanding of the importance and economic justification of his project	15
3. Student's overall academic knowledge and understanding of the project	15
Total	40%
<i>ii. Written Project I Proposal (to be evaluated by external and internal examiner in equal weight):</i>	
1. Introduction	10
2. Literature Review	10
3. Methodology	20
Total	40%

iii. Progress project I proposal (to be evaluated by project supervisor)

- | | |
|--|---|
| 1. How closely the student followed events of project calendar | 5 |
| 2. Evaluation of student's work in his/her at least two mini-presentations | 5 |
| 3. Ability of the student to work independently with little guidance | 7 |

Total

Overall Total Score 8

iv. Schedule on the Distribution of Scores to Various Areas of Project Report Work (NTA 6 And 8) 20%
100%

v. Progress report (to be evaluated by project supervisor):

- | | |
|---|---|
| 1. How closely the student followed events of project calendar | 5 |
| 2. Evaluation of student's work in his/her at least two mini- presentations | 7 |
| 3. Ability of the student to work independently with little guidance | 8 |

Total 20%

vi. Written Report (to be evaluated by external and internal examiner in equal weight):

- | | |
|-------------------------------|----|
| Introduction | 5 |
| Literature Review | 5 |
| Methodology | 10 |
| Results and Analysis | 10 |
| Discussion and Results | 5 |
| Conclusion and Recommendation | 5 |

Total 40%

vii. Oral Presentation (to be evaluated by both internal and external examiners in equal weight):

- | | |
|--|----|
| 1. Clarity of student's lecture and presentation of essential points before the panel | 10 |
| 2. Student's understanding of the importance and economic justification of his project | 15 |
| 3. Student's overall academic knowledge and understanding of the project | 15 |

Total 40%

Overall Total Score 100%

- d) A minimum pass in project work is 45% for NTA6 and 40% for NTA8 of the overall total marks. Student who gets less than 45% for NTA6 and less than 40% for NTA8 of the overall total marks shall be considered to have failed in project.
- e) A student who fails in Project Work shall not qualify for award of Ordinary Diploma or Bachelor's Degree. He shall be required to register as a private candidate and repeat the Project Work at his own cost. If he fails again shall be discontinued from studies.
- f) A student whose attendance in Project Work is less than 80% of the time allocated to Project Work of that particular term/year without a valid reason shall be considered to have failed in the Project Work. The supervisor shall record attendance of students during Project Work.
- g) A student who absconds from Project Work shall be discontinued from studies.
- h) Plagiarism is prohibited in writing and presenting Project reports. A student who is found guilty of plagiarizing in respect Project report shall be considered to have failed the Project, and therefore regulation 34 (e) shall be enforceable.

PART IV: CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS

21. Paper Setting

- a) The Rector shall appoint instructors/ lecturers of proven integrity for setting examination papers.
- b) The persons appointed as paper setters shall possess the minimum qualifications set by the NACTE from time to time.

22. Moderation

- a) All examinations will be moderated by external moderators.
- b) The Rector shall appoint the external moderators.
- c) A person shall not be appointed a moderator if his close relative is going to sit for the examination which is being moderated.

23. Receipt of Answer Books

- a) Candidates shall be given fictitious dummy numbers to write on answer books instead of their names or registration numbers

- b) An officer designated by the Rector shall receive all the answer books.
- c) All answer books shall be deemed as confidential documents and no person except those authorized by the Rector shall be permitted to handle the same.
- d) A team of secrecy officers constituted by the Rector from year to year will carry out the conversion of real examination numbers to dummy numbers.
- e) The team of secrecy officers shall undertake to maintain the confidentiality of the assignment given to them.
- f) A person, who is in knowledge that his close acquaintance or near relative is appearing in the examination, shall not work as a secrecy officer or a member of such team.

24. Marking

- a) Appointed panels shall mark project reports according to approved marking guide.
- b) Appointed panels shall mark industrial supervisors, college supervisors, and student's IPT reports (daily summaries, weekly summaries, and general report) according to approved marking guide.
- c) Respective module tutors shall mark each of the continuous assessments (invigilated and non-invigilated) according to approved marking guides
- d) Marking of end of module/ semester examination shall be according to the following guidelines:
 - i. Appointed markers shall mark answer books.
 - ii. The answer books shall be marked centrally at such venues as approved by the Rector from time to time.
 - iii. No answer books may be marked outside the specified marking venues.
 - iv. Each examination paper shall be accompanied by detailed marking scheme, which should be revisited by markers before starting marking.
 - v. The marking scheme will indicate value points in respect of each answer.
 - vi. The Rector shall appoint Chief Markers for various modules from amongst the serving instructors of the Institute.
 - vii. The Chief Marker shall be responsible for ensuring uniformity in marking as per the norms prescribed by the Institute.
 - viii. The Chief marker shall bring to the notice of the Rector any discrepancies, anomalies and suspected use of unfair means identified during the course of marking.

- ix. The Chief Marker shall recommend to the Rector in writing the names of such markers who have not carried out the instructions of the Institute and have not been punctual or have not observed code of conduct for such action as may be deemed fit by the Institute.
- x. A person to be appointed as a Chief Marker should possess the following qualifications:
 - 1) He should have a teaching experience of not less than five years.
 - 2) He should be conversant with the module curriculum by being engaged in teaching the concerned module to the classes.
- xi. The Rector shall appoint other markers who will mark the answer books in accordance with the approved marking scheme.
- xii. The panel of markers shall consist of serving instructors of the Institute who have experience of teaching the module for at least 3 years.

25. Checking of Marking

- a) The Chief Markers will appoint Checking Assistants as per the guidelines of the Institute who will assist them in summing marks, comparing the score lists with the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unmarked.
- b) The Rector may appoint Spot Marking Coordinators in all marking venues to co-ordinate and facilitate the conduct of spot marking.
- c) The Spot Marking Coordinator shall bring to the notice of the Rector, in writing, discrepancies in the answer books, if any, and any such matter that affects the validity or reliability of evaluation.
- d) Marked scripts shall be scrutinized by external markers appointed by the Rector for that purpose.

26. Score Lists

- a) Score lists shall be prepared by marking panels after marking has been completed and marks have been verified. Score lists are confidential documents of the Institute.
- b) No other person except those authorized by the Rector shall be permitted to handle the score lists after they have been submitted by marking panels.
- c) No person shall be authorized to change the marks already in the score lists. Discrepancies, if any, identified during verification shall be communicated to the Rector through a separate communication.
- d) No person other than the Rector or an officer authorized by him shall be competent to communicate to NACTE the score lists and any change in the

scores. All such communications shall be sent in writing duly attested and signed by the concerned officer.

- e) Marks score sheets shall be verified by external markers appointed by the Rector for that purpose.

27. Examination Results

- a) The Examination Committee of WI shall verify accuracy of semester assessment results and thereafter the Rector may release the results to students under caption that the results are provisional.
- b) Before submitting the results of an examination together with a statement of percentage of passes in the whole examination and in each subject for the current and the preceding year, the Institute shall present the results before the Ministerial Advisory Board (MAB) of the Institute for review and ratification.
- c) The MAB shall ratify and sanction the submission of the results to NACTE unless on scrutiny of submitted results, the MAB considers that, there has been a distinct change of standard on the whole examination or in a particular module and in that case it may refer the matter to the Rector for a report on the apparent change of standard and a proposal of how results can be improved, and upon receipt of the report and proposals from the Rector, the MAB may order a specific action to be taken by the Institute towards improvement of the results. Instructions of the MAB shall be recorded accordingly.
- d) The Institute shall use NACTE guidelines relating to preparation of results including appointment of scrutinizers and prescription of their duties, prescription of forms for the purposes of tabulation, checking of results, making provisions to guard against possible occurrence of mistake and other relevant matters.
- e) The MAB shall ratify results which indicate the marks and grades obtained by the candidates for all prescribed modules for the semester and the semester GPA shall be submitted to NACTE for archiving and other purposes.

28. Publication of Results

- a) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. Moreover, if a fraction is less than one-half, it shall be ignored.
- b) The Institute shall publish the results of examination according to the

- relevant policy, regulations, and procedures.
- c) The Institute may declare the results of the candidate(s) as 'withheld' due to inadequacy of data, lack of information from the candidate or receipt of inadequate fee from the candidate, or any other reason that may be raised by the Institute.
 - d) The Institute shall normally declare the results of such candidates within a reasonable time from the date of normal publication of the examination results.
 - e) If a candidate, whose results are withheld for want of any dues or due to non-compliance of any instructions, does not settle his fee account or settle the discrepancy in his admission form within two years from the date of declaration of results, his candidature shall stand suspended, provided that:
 - i. Such a candidate shall be given an opportunity to settle the discrepancy or remit the balance fee, if any within a fixed time.
 - ii. A candidate whose candidature is suspended shall pay a prescribed fee per year as candidature re-instatement fee.

29. Maintenance of Answer Books

Answer books shall be maintained for a period of at least two years from the date of publication of results and shall thereafter be disposed of in the manner as may be decided by the Institute from time to time.

30. Maintenance of Confidentiality

Every person appointed by the Institute for confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work, shall maintain utmost secrecy of the Institute work.

PART V: CERTIFICATION AND AWARDS

31. Conditions for the Award

A Candidate shall qualify for the award registered for if:

- a) He has successfully completed all modules for the award and achieved

at least a cumulative Grade Point Average (GPA) of 2.0, which is equivalent to a pass.

- b) He has passed all Industrial Practical Training modules.
- c) He has passed Project work (where applicable)
- d) He has paid the required fees

32. Precision for Computations of Grade Points

The order of precision of Grade Points Computation shall be as follows:

- a) Computations of Cumulative Grade Points shall be made to the third decimal places
- b) Cumulative Grade Points shall be rounded off to two decimal places
- c) For award classification purposes, final Grade Points shall be truncated to the first decimal place.

33. Classification of Awards

Table 7: Classification of Award for NTA Level 4-5

Class of Award	Cumulative GPA
First Class	3.5 - 4.0
Second Class	3.0 - 3.4
Pass	2.0 - 2.9

Table 8: Classification of Award for NTA Level 6 - 8

Class of Award	Cumulative GPA
First Class	4.4 - 5.0
Upper Second Class	3.5 - 4.3
Lower Second Class	2.7 - 3.4
Pass	2.0 - 2.6

34. Certification and Transcript

a. Pass Certification and Transcript

A candidate, who has passed all the modules of the particular programme, shall be given award certificate and transcript. If he passed fewer modules he shall be given only the provisional/ statement of results. There shall be payment of Tsh. 10,000/= per any provisional results provided to a student upon request.

Award certificates and the transcripts shall be issued by the Institute after completion of programme.

b. Duplicate Transcript

In the event of loss of original transcript, a candidate may, on making an application to that effect on the prescribed form and paying a non-refundable fee of Tsh 30,000/=, obtain a duplicate transcript with a photo affixed on it, provided he/she filed an affidavit to that effect duly attested by a Notary Public and Commissioner for Oaths.

c. Rejection of Certificate

The Rector shall have power to expel a student from the Institute who is found guilty of:

- i. Tampering with his own certificate, or
- ii. Obtaining or attempting to obtain a certificate to which he is not entitled.

PART VI: APPEALS, CHECKING AND REMARKING OF EXAMINATIONS

35. Right of Candidates to Appeal

- a) A candidate who has appeared in any examination conducted by the Institute may request for rechecking and/ or remarking of his answer script within fourteen (14) days from the date of releasing the provisional results. For the request to be valid he must pay a non-refundable fee of Tanzania shillings **twenty-five thousand (25,000)** per examination paper. Such request should be addressed to the Rector.
- b) Any candidate who is dissatisfied with assessment results or decision made due to examination irregularity may appeal against the results within fourteen (14) days from the date of releasing the provisional results. For the appeal to be valid he must pay a non-refundable fee of Tanzania shillings **fifty thousand (50,000)**. Such appeals shall be addressed to the Chairman, WI Ministerial Advisory Board (the Board), c/o WI Rector.

36. Checking and Remarking of Examination in Response to Appeal

- a) Checking and remarking of examination shall involve remarking of answer scripts, if unmarked questions are discovered, and rechecking of marks awarded for each question in the answer book, together with re-totaling of marks.
- b) The candidate who has appealed shall not be allowed to be present when scrutiny and rechecking of his paper is being done and shall not be allowed to see his answer book.

- c) Rechecking shall be done by the officials appointed for that purpose by the Rector.
- d) The Institute shall upon discovery of any mistake as a result of rechecking of answer scripts, rectify the result and communicate the outcome of rechecking to the candidate in writing.
- e) No candidate shall be entitled to any retrospective benefit by way of admission to any class/ course/ programme or such other benefit consequent upon any change in his result/marks.
- f) If the result of rechecking is declared after a candidate has appeared in subsequent examination of the Institute, he shall be given the benefit of the best of the awards obtained by him on rechecking or in the examination.
- g) In case of any increase in marks, the Institute shall revise the transcript/ certificate of such candidate free of cost after he returns the previous transcript/certificate to the Institute.

37. Annulment of Results

The Rector shall have the power to annul the results of a candidate after it has been declared that the candidate is:

- a) Disqualified for using unfair means at the examination;
- b) Found ineligible to appear at the examination; and
- c) A person against whom action could have been taken, had the facts come to the notice of the Rector earlier.

Date of implementation: Implementation of these regulations shall begin on October 2017.

Regulations review: These regulations shall be reviewed by the Board when it becomes necessary.

PART VII: BOARDS AND COMMITTEES

38. Ministerial Advisory Board

The Ministerial Advisory Board (MAB) is installed by the Minister. It oversees the functioning of the Institute and advises the Minister on matters relating to the Institute.

39. Students' Academic Assessment Board

The Students' Academic Assessment Board reviews assessment results before the same are submitted to the MAB for further review and approval. The Assessment Board is composed of the following members:

1. Rector- Chairperson
2. Deputy Rector - ARC- Secretary
3. Deputy Rector - PFA - Member
4. Registrar- Member
5. Head of Academic Departments- Member
6. Head Quality Assurance and Quality Control- Member
7. Industrial Liaison Officer - Member
8. Curriculum Coordinator - Member

40. Management Team

This Team receives, discusses and approves reports from Head of Departments and Head of Sections. It receives, discusses and approves plans and budgets; as well as discussing matters of strategic importance to the Institute. The Chairperson uses the forum to give directives and notices on various important issues. This Team is composed of the following members.

1. Rector- Chairperson
2. Deputy Rector – PFA - Secretary
3. Deputy Rector – ARC - Member
4. Head of Units - Member

41. Academic Affairs Committee

Its responsibilities include student recruitment and admission, academic quality assurance and academic quality enhancement and related matters. It is composed of the following members:

1. Deputy Rector – ARC - Chairperson
2. Registrar- Secretary
3. Deputy Rector PFA - Member
4. Head of Academic Departments - Members
5. Dean of Student- Member
6. Head of Quality Assurance and Control- Member
7. Industrial Liaison Officer- Member

42. Examination Irregularities Committee

- a) This committee receives reports from the Examination Supervisor,

considers and determines cases of examination irregularities and reports to the Assessment Board on its findings and proposes the action that needs to be taken against the student who is accused to have violated or contravened Students Examination Assessment Regulations.

- b) This Committee is composed of the Deputy Rector – ARC who chairs the committee and the Registrar of Students who is the Secretary. The Rector nominates three other members of the academic staff to the Committee.

APPENDICES

Appendix 1: Roles and Duties of Examination Supervisors and Invigilators

1. Role of Invigilators

Invigilators refer to the academic staff in the same institution; who will invigilate the examinations/ assessment conducted by the institution.

The main role of the examination invigilators shall be to ensure that institutional examination papers are conducted according to the standard and quality expected. Hence the invigilators are expected to ensure a smooth running of technical institutional examinations.

2. Duties of Invigilators

Invigilators are charged with the following responsibilities:

- a) To observe carefully the examination timetable;
- b) Not to in any case leave the examination room during session unless he has asked another invigilator to take his position.

3. Role of Examination Supervisors

Supervisors refer to the academic staff in the same institution; that will monitor the examinations conducted by the institution. The main function of supervisors is to ensure that the examination is conducted in accordance with the rules and procedures determined by WI.

Supervisors monitor examination rooms while the examination is in progress and report on, amongst others, the following:

- a) General management of the examination.
- b) Invigilation.
- c) Condition of examination rooms.
- d) Seating of candidates.
- e) Return of scripts.

4. Duties of Examination Supervisors

The supervisors shall:

- a) Be responsible for the proper conduct of the examinations;
- b) Submit a signed declaration that the regulations have been dully observed through the examination;
- c) Report to the Examination Irregularity Committee (EIC) exceptional circumstances considered likely to prejudice a candidate's performance;
- d) Report to the EIC all cases of irregularity or misconduct in the examination and any candidate who misconducts himself during examination. The candidate who misconducts himself during examination shall be allowed to continue with the examination while his case is being pursued; and
- e) Have the power to confiscate any unauthorized book, manuals, or other aid brought into the examination room.

Chapter 6

LIBRARY SERVICE REGULATIONS

6.1 Introduction

This guide is an introduction to the library giving basic information which is essential for effective use of its resources.

The library is an Institute which every student is likely to visit frequently and regularly. It is a place for study, providing books and non –book materials, which supplement lectures and the quietness which serious student’s needs. It is a common service to all, and is generous in its borrowing facilities and in its opening hours. It is essential that users of the library should contribute to its satisfactory operation by observing the regulations, which govern it with particular regard to borrowing books in the legitimate way. The rules are meant to ensure access to all the materials.

Readers are therefore asked to co-operate with the library staff at the exit control by showing their books and to accept scrutiny in the spirit in which it is intended by the library.

The library is largely on open access. This means that readers have free access to the shelves and many browse and borrow at will certain categories of materials may not be borrowed, mainly because of their value, rarity or the great use of them.

6.2 Opening hours

Monday – Friday

08.30 am - 8.00pm

Saturday

09.00 am – 13.30 pm

Any changes in hours of opening will be determined by Library Committee and will be posted on the library notice board.

6.3 Membership.

Membership is open to all full time students of the Institute, plus all academics staff, other staff Water Institute is allowed use of facilities but is not allowed to borrow out books without permission of Chairman of Library Committee.

6.4 Registration.

To join the Library, fill in a registration card of the issue card at issue desks (counter). First year student must complete their Orientation week library assignment before getting their borrowers tickets. Students member are liable for borrowing tickets loss, has to be immediately reported to the library. Replacement of borrowing tickets will be charged Tsh 1000/= per ticket. All tickets have to be submitted back to the library at the end of members stay at the Institute.

6.5 Reading in the library.

- All members of the institute shall be entitled to use the library as readers.
- No person who is not a member of the institute shall be allowed to use the library unless the DR-PFA has given approval.

6.6 Borrowing of library materials.

1. Any member of the Institute who has registered himself as a library user shall upon presentation of his library borrowing ticket and identity card respective issue points have the right to borrow library material.
2. Library materials shall not be removed from the library until they have been officially issued to the borrower at the issue desk.
3. For all borrowers except in the case of certain items designated by the library committee, the maximum borrowing period shall be six days, although renewal for further borrowing period will be possible where the materials have not been reserved for other readers.
4. The librarian shall reserve the right, subject to approval the library committee, to prohibit or restrict the borrowing of specified library materials.
5. Re-shelving of library materials taken from the shelves by readers shall be the responsibility of the librarian and readers are required leave the materials on the table.
6. The borrower in whose name library material is withdrawn shall be solely responsible for returned it.
7. Failure to return library materials by the due date shall attract a fine of Tsh 1000/= per each item borrowed per each day after due date until the items returned.
8. If the item remains unreturned six days after the due date, a final reminder notice will be issued to the borrower. During this period,

- clause 7 will also apply.
9. Provision 7 and 8 notwithstanding, library materials that remain unreturned a week after the reminder notice has been issued will be assumed to have been lost and rule 2 will immediately apply.
 10. Materials may be reserved for borrowing provided they will be returned to the shelves if not claimed within three days.
 11. In case of a finalist student who has not returned borrowed materials, The Registrar will with his/her examination and statement of results and transcripts until the until there are turned items have been recovered or the amount due to the have library in fines, the value the material and penalty have been paid by the student.
 12. Any borrower including a member of the academic's staff who fails to returned books from the library on the date due shall be liable to a fine of 1000/=Tsh per each books day until books has been returned or two weeks after the final overdue Notice. Thereafter, the book will be deemed to have been lost by the borrower and regulations will be applied.
 13. The fine for overdue Special Reserve items however is 500 shillings per hour. Any staff member who refuses to pay the fines or replacement costs of lost books will be liable to have these costs recovered from his salary through the account Department office
 14. The number of items which a student may have on loan at one time shall not exceed three volumes while the number of volume academic staff member may have on loan from the library at one time shall not exceed six volumes. If sufficient reason is shown, the librarian may upon application, allow an increase in number of books borrowed.

6.7 Library Committee.

1. There shall be established a library committee to oversee and coordinate the proper functioning of the library for the benefit of all library users.
2. The library committee shall be composed of the following: -
 - i. Head of Department of Water Resources Irrigation and Engineering – Chairperson.
 - ii. Head of Department library services – Secretary
 - iii. At least three head of academic staff members and Minister of Education (WISO) – Members.
3. The library Committee shall be responsible for setting operational

procedures necessary to enforce these rules and for overseeing implementation of same including setting appropriate fines and penalties for non-adherence.

6.8 Disciplinary Matters.

1. Silence must be observed in the library by all library users at all time
2. Smoking and the use of matches or open light in any part of the library is strictly prohibited.
3. No dispatch case/wallet of over 8” by 5” in size, coats, bags, parcels or attached case is allowed into the library. All these things must be deposited at the counter (check point) in return for a control card, which must be presented to retrieve the deposited materials on leaving the library.
4. Switch off your mobile phone, you are not allowed to use it in the library, when you court by the librarian you may be suspended to

inter the library for one month, or fine of 2500/=Tsh will have to be paid.

5. Readers must dress and behave in manner that will not cause offence damage or inconvenience to other users. For example, the removal of shirts, the placing of feet on furniture, the wearing of noise- is making shoes.
6. All library users should show all materials in their possession to the control desk or counter on leaving the library as a precaution against illegal removal of the books from the library. If necessary, the librarian may search any user.
7. The assistant at the control counter in the entrance lobby will insist that a reader show all his/her books on leaving the library as precaution against the illegal removal of books. Borrowers are asked to give the assistant their full cooperation in this matter.
8. No food may be brought into the library including all type of drinks and fruits as they attract insects easily.

6.9 Damage and Loss of Library Materials.

1. Readers or borrowers will be held responsible for any Damage to library materials while in their charge and will be required to bear the full cost of such damage.
2. Library materials that are lost or missing shall be replaced at the borrower's expense including overdue fine and any penalties set by the library advisory committee.
3. Theft mutilation of library materials shall be punishable in accordance with students by laws in case of library users who are students and in accordance with the laws of the land in accordance with other users.

6.10 Unethical library use.

1. Users of the library are obliged to be familiar with rules against Plagiarism and must avoid it at all times.
2. Plagiarism shall be dealt with in the same manner as any other case of academics' dishonesty.

Chapter 7

ACADEMIC PROGRAMMES AND STAFF PROFILES

7.1 ACADEMIC PROGRAMMES

7.1.2 DEPARTMENT OF WATER RESOURCES AND IRRIGATION ENGINEERING

The Department offers Ordinary Diploma (OD) and Bachelor Degree (BD). Students admitted for OD may exit at NTA level 4 and 5 with the award of Basic Technician Certificate (BTC) and Technician Certificate (TC) respectively. Successful students who complete Ordinary Diploma course are awarded an Ordinary Diploma at NTA level 6. While those for engineering degree courses may exit at NTA level 7 and are awarded a Higher Diploma (HD), including those who proceed to NTA level 8 will be awarded Bachelor degree. The Department has 40 competent teaching staff.

Basic Technician Certificate (BTC) in Water Supply and Sanitation Engineering–NTA4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	4	6
GST04103	Basic Computer Application	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST04103	Construction Materials	2	1	2	1	6	9
WST04104	Plumbing	2	1	2	1	6	9
WST04105	Electrical and Welding Workshop	2	0	1	1	4	6
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
HMT04101	Basics of Hydrology and Meteorology	2	0	0	2	4	6
	Sub Total hrs/wk	14	4	8	8	34	51

	Total Contact hrs/wk	22	7	8	13	50	75
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L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Mechanics and Fluid Dynamics	2	1	0	0	3	4
GST04207	Basics of Entrepreneurship	2	1	0	0	3	4
	Sub Total hrs/wk	6	2	0	1	10	14
	CORE MODULES						
WST04206	Soil and Water Sampling Techniques	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	0	5	8
WST04208	Civil Engineering Drawing	2	1	0	1	4	6
WST04209	Basics of Construction of Water supply systems	2	1	2	1	6	9
WST04210	Operation and maintenance of Water Pumps	2	0	1	1	4	6
WST04211	Fundamental of Operation and maintenance of Water supply systems	2	0	0	2	4	6
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	12	3	6	6	28	51
	Total Contact hrs/wk	18	5	6	7	38	65

L=lectures P=practical work T=Tutorials and AS=Assignment



Total Credits at NTA Level 4: 140 Minimum credits required at level 4:120

Technician Certificate (TC) in Water Supply and Sanitation Engineering – NTA 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Vectors, Matrices and Differentiation	2	1	0	1	4	6
GST05102	Chemistry	2	1	0	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WSE05101	Topographic Surveying	2	2	2	2	8	12
WSE05102	Introduction to Soil Mechanics	2	0	2	2	6	9
WSE05103	Design of Water Supply Structures	2	2	0	2	6	9
WSE05104	Introduction to Quantity Surveying	2	2	0	2	6	9
WSE05105	Engineering Mechanics	2	2	0	2	6	9
	Sub Total hrs/wk	10	8	4	10	32	48
	Total Contact hrs/wk	16	10	5	13	44	66

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05201	Integration, Differential Equations and Linear Programming	2	1	0	1	4	6
GST05202	Technical Writing	2	1	0	1	4	6
GST05203	Business Opportunities and Environment	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WSE05201	Construction of Water Supply and Sanitation Structures	2	2	2	2	8	12
WSE05202	Installation of Water Supply and Sanitation Systems	2	2	0	2	6	9
WSE05203	Operation and Maintenance of Water Supply Systems	2	0	0	2	4	6
WSE05204	Construction Management	2	2	0	2	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	8	6	2	8	24	46
	Total Contact hrs/wk	14	8	3	11	36	64

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 130 Minimum credits required at level 5: 120

Ordinary Diploma in Water Supply and Sanitation Engineering –NTA 6 SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry, Statistics and Probability	2	1	0	1	4	6
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WSE06101	Soil Mechanics	2	0	2	2	6	9
WSE06102	Water Supply Design	2	1	2	1	6	9
WSE06103	Hydraulics	2	1	2	1	6	9
WSE06104	Structural Design	2	2	0	2	6	9
WSE06105	Cost Estimates and Tendering	2	1	0	1	4	6
WSE06106	Water Retaining Structures	2	2	2	2	8	12
	Sub Total hrs/wk	12	7	8	9	36	54
	Total Contact hrs/wk	18	9	9	12	48	72

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WSE06201	Control Surveying and Setting Out	2	1	2	1	6	9
WSE06202	Sanitation Engineering	2	0	2	2	6	9
WSE06203	O&M of Water and Wastewater Treatment Processes	2	2	2	2	8	12
WSE06204	Managing Non Revenue Water	2	0	0	2	4	6
WSE06205	Commercial and Customer Orientation	2	0	0	2	4	6
WSE06206	GIS Applications for Monitoring Water Resources and Functionality Water Points	2	0	0	2	4	6
HYM06204	Introduction to Integrated Water Resources Management	4	0	0	2	6	9
WSE06207	Project Work	0	0	0	0	0	10
	Sub Total hrs/wk	16	3	6	13	38	67
	Total Contact hrs/wk	16	3	6	13	38	67



L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 139 Minimum credits required at level 6:120

Higher Diploma in Water Resources and Irrigation Engineering – NTA 7.

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
FUNDAMENTAL MODULES							
GSU07101	Development Studies	2	0	0	2	4	6
GSU07102	Calculus	2	1	0	2	5	8
	Sub Total hrs/wk	4	1	0	4	10	14
CORE MODULES							
WRU07101	Water Quality Analysis	2	1	2	2	7	11
WRU07102	Engineering Surveying	2	1	2	2	7	11
WRU07103	Fluid Mechanics	2	1	2	2	7	11
WRU07104	Engineering Drawing and Computer Applications	2	1	2	2	7	11
	Sub Total hrs/wk	8	4	8	8	28	44
	Total Contact hrs/wk	12	5	8	12	38	58

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
FUNDAMENTAL MODULES							
GSU07201	Differential Equations and Complex Variables	2	1	0	2	5	8
GSU07202	Technical Communication Skills	2	0	0	1	3	5
	Sub Total hrs/wk	4	1	0	3	8	13
CORE MODULES							
WRU07201	Structural Analysis	2	1	0	4	7	11
WRU07202	Reinforced Concrete Design	2	1	2	2	7	11
WRU07601	Operation of Water Supply and Irrigation Systems	2	1	2	2	7	11
WRU07204	Industrial Practical Training I	0	0	7	0	7	10
	Sub Total hrs/wk	6	3	11	8	28	43
	Total Contact hrs/wk	10		11	11	36	56

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 3: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07301	Statistics and Matrices	2	1	0	1	4	6
	Sub Total hrs/wk	2	1	0	1	4	6
	CORE MODULES						
WRU07301	Steel and Timber Structures Design	2	0	2	2	6	9
WRU07302	Open Channel Hydraulics	2	0	2	2	6	9
WRU07303	Planning, Design and Construction of Water supply structures	2	2	2	4	10	15
WRU07304	Control Survey	2	0	2	2	6	9
WRU07305	Epidemiology	2	0	0	1	3	5
WRU07306	Soil Mechanics	2	0	2	1	5	8
	Sub Total hrs/wk	12	2	10	12	36	55
	Total Contact hrs/wk	14	3	10	13	40	61

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 4: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07401	Entrepreneurship	2	0	0	2	4	6
	Sub Total hrs/wk	2	0	0	2	4	6
	CORE MODULES						
WRU07401	Principles of Remote Sensing and GIS	2	1	2	2	7	11
WRU07402	Fundamentals of Hydrology	2	1	0	2	5	8

WRU07403	Soil-Plant-Water Relationships and Crop Water Requirement	2	2	4	2	10	15
WRU07404	Planning and Design of Irrigation System	2	2	4	2	10	15
WRU07405	Water Quality Management	2	1	2	2	7	11
	Sub Total hrs/wk	10	7	12	10	39	60
	Total Contact hrs/wk	12	7	12	12	43	66

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 5: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07501	Research Methods	2	1	0	2	5	8
	Sub Total hrs/wk	2	1	0	2	5	8
	CORE MODULES						
WRU07501	Construction of Irrigation Systems	2	2	2	2	8	12
WRU07502	Construction and Operation of Wastewater Systems	2	1	2	2	7	11
WRU07503	Applied Hydrology	2	1	2	2	7	11
WRU07504	Engineering Geology	2	0	0	2	4	6
WRU07505	Planning and Design of Wastewater Systems	2	2	2	2	8	12
	Sub Total hrs/wk	10	6	8	10	34	52
	Total Contact hrs/wk	12	7	8	12	39	60

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 6: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRU07203	Quantity Surveying	2	1	0	2	5	8
WRU07602	Water Resources Management	2	1	0	4	7	11

WRU07603	Groundwater Resource Evaluation	2	1	2	2	7	11
WRU07604	Construction Management	2	1	0	2	5	8
WRU07605	Industrial Practical Training III	0	0	7	0	7	10
	Total Contact hrs/wk	8	4	9	10	31	48

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 7: 349 Minimum credits required at level 7:360

Bachelor's Degree in Water Resources and Irrigation Engineering

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRU08101	Planning and Design of Water Supply Systems	2	2	2	2	8	12
WRU08102	Physical and Human Resources Management	2	1	0	3	6	9
WRU08103	Environmental Management	2	1	0	4	7	11
WRU08104	Financial Management	2	1	0	2	5	8
WRU08105	Procurement Practices	2	1	0	4	7	11

WRU08106	Project I	0	0	7	0	7	10
	Total Contact hrs/wk	10	6	9	15	40	61

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRU08201	Construction of Water Supply Systems	2	2	2	2	8	12
WRU08202	Contract Management	2	1	0	2	5	8
WRU08203	Water and Environmental Laws	2	1	0	3	6	9
WRU08204	Water Supply, Wastewater and Irrigation Systems Operations and Management	2	2	2	4	10	15
WRU08205	Solid Waste Management	2	0	0	2	4	6
WRU08206	Project II	0	0	7	0	7	10
	Total Contact hrs/wk	10	6	11	13	40	60

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 8: 121 Minimum credits required at level 8:120

Basic Technician Certificate (BTC) in Hydrology and Meteorology – NTA 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs./wk.					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	4	6
GST04103	Basic Computer Applications	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
HMT04101	Basics of Hydrology and Meteorology	4	1	1	2	8	12
HMT04102	Hydrological Processes	2	1	0	1	4	6
HMT 04103	Installation of Secondary Hydrological and Meteorological Instruments	2	0	2	2	6	9
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST04103	Construction materials	2	1	2	1	6	9
WLT04104	Health Sanitation and Water	2	1	0	1	4	6

	Subtotal	16	4	8	10	38	57
	Total Contact hrs./wk.	24	6	11	15	56	85

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Mechanics and Fluid dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	0	0	1	3	4
	Sub Total hrs/wk	6	2	0	3	11	16
	CORE MODULES						
HMT04204	Maintenance of Secondary Hydrological and Meteorological Instruments	2	0	1	1	4	6
HMT04205	Collection of Hydrological and Meteorological Data by Secondary Instruments	2	1	2	1	6	9
HMT04206	Checking and Compilation of Raw Hydrological and Meteorological Data	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	1	6	9
WST04208	Civil Engineering drawing	2	0	2	2	6	9
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Subtotal	10	2	8	6	26	49
	Total Contact hrs./wk.	16	4	8	7	37	65

L=Lectures, T=Tutorials, P=Practical Work, and AS=Assignments

Total Credits at NTA Level 4: 150 Minimum credits required at level 4:120

Technician Certificate (TC) in Hydrology and Meteorology – NTA 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Vectors, Matrices and Differentiation	2	1	0	1	4	6
GST05102	Chemistry	2	1	0	1	4	6
GST05103	Office Applications	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
HYM05101	Establishment of Hydrometric and Meteorological Stations II	4	0	0	1	6	9

HYM05102	Maintenance of Hydrometric and Meteorological Stations II	4	0	1	1	6	9
WSE05101	Topographic Surveying	2	2	2	2	8	12
WSE05104	Introduction to Quantity Surveying	2	2	0	2	6	9
	Sub Total hrs/wk	12	4	3	6	26	39
	Total Contact hrs/wk	18	6	4	9	38	57

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05201	Integration, Differential Equations and Linear Programming	2	1	0	1	4	6
GST05202	Technical Writing	2	1	0	1	4	6
GST05203	Business Opportunities and Environment	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
HYM05201	Collection of Hydrometric and Meteorological Data II	4	1	0	1	6	9
HYM05202	Processing of Hydrometric and Meteorological Data II	4	0	1	1	6	9
WSE05204	Construction Management	2	2	0	2	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	3	1	4	18	37
	Total Contact hrs/wk	16	5	2	7	30	55

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 112 Minimum credits required at level 5: 120

Ordinary Diploma in Hydrology and Meteorology –NTA 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry, Statistics and Probability	2	1	0	1	4	6
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
HYM06101	Hydrological Investigation for Rural Water Scheme	2	2	0	2	6	9



HYM06102	Basic Design of Hydrometric and Meteorological Stations	2	2	0	2	6	9
	Sub Total hrs/wk	4	4	0	4	12	18
	Total Contact hrs/wk	10	6	1	7	24	36

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
HYM06201	Processing of Hydrometric and Meteorological Data III	2	2	2	2	8	12
HYM06202	Basic Hydrological Analysis and Design	2	2	0	2	6	9
HYM06203	Collection of Hydrometric and Meteorological Data III	2	0	1	1	4	6
HYM06204	Introduction to Integrated Water Resources Management	4	0	0	2	6	9
WSE06204	Managing Non Revenue Water	2	2	2	2	8	12
WSE06205	Commercial and Customer Orientation	2	1	2	1	6	9
WSE06206	GIS applications for Monitoring Water Resources and Functionality Water Points	2	0	0	2	4	6
HYM06205	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	16	7	4	2	9	73
	Total Contact hrs/wk	16	7	4	2	9	73

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 109 Minimum credits required at level 6: 120

Basic Technician Certificate (BTC) in Hydrogeology and Water Well Drilling – NTA 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	General Chemistry	2	1	0	1	4	6
GST04103	ICT Essentials	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	17	24

	CORE MODULES						
HDT04101	Shallow Well Surveys	2	0	2	0	4	6
HDT04102	Principles of Hydrogeology	2	2	0	2	6	9
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST04103	Construction materials	2	1	2	1	6	9
WST04104	Plumbing	2	1	2	1	6	9
	Sub Total hrs/wk	12	5	9	6	32	48
	Total Contact hrs/wk	20	7	11	11	49	72

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Classical Mechanics and Fluid Dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	0	0	0	3	4
	Sub Total hrs/wk	6	2	0	2	11	16
	CORE MODULES						
HDT04203	Construction of Hand Dug Wells	2	0	2	0	4	6
HDT 04204	Construction of Tube Wells	2	0	2	0	4	6
HDT 04205	Maintenance of Shallow Wells and Equipments	2	0	2	2	6	9
HD T 04206	Water Wells Protection	2	1	0	1	4	6
WST04207	Angle Measurement and Traversing	2	1	2	1	6	9
IPT 04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	2	8	4	24	46
	Total Contact hrs/wk	16	4	8	6	35	62

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 134 Minimum credits required at level 4:120

Technician Certificate (TC) in Hydrogeology and Water Well Drilling – NTA 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Vectors, Matrices and Differentiation	2	1	0	1	4	6
GST05102	Chemistry	2	1	0	1	4	6



GST05103	Office Applications	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
HGD05101	Ground water Prospecting	2	2	2	2	8	12
HGD05102	Introduction to Well Drilling	2	2	2	2	8	12
HGD05103	Introduction to Engineering Geology	4	2	0	2	8	12
WSE05104	Introduction to Quantity Surveying	2	2	0	2	8	9
	Sub Total hrs/wk	10	8	4	8	32	45
	Total Contact hrs/wk	16	10	5	11	44	63

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05201	Integration, Differential Equations and Linear Programming	2	1	0	1	4	6
GST05202	Technical Writing	2	1	0	1	4	6
GST05203	Business Opportunities and Environment	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
HGD05201	Introduction to Geophysical Instruments	2	2	2	2	8	12
HGD05202	Geophysical Investigation for Ground water Occurrence	2	2	2	2	8	12
WSE05204	Construction Management	2	2	0	2	6	9
IPT05201	Practical Industrial Training	0	0	0	0	0	10
	Total	6	6	4	6	22	43
	Total Contact hrs/wk	12	8	5	9	34	61

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 124 Minimum credits required at level 5: 120

Ordinary Diploma in Hydrogeology and Water Well Drilling –NTA 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry, Statistics and Probability	2	1	0	1	4	6
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
HGD06101	Interpretation and Analysis of Hydrogeological Data	2	2	2	4	10	15

HGD06102	Ground water Exploration	2	2	2	4	10	15
HGD06103	Well Design and Construction	2	2	2	4	10	15
	Sub Total hrs/wk	6	6	6	12	30	45
	Total Contact hrs/wk	12	8	7	15	42	63

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	L	T	P	AS	Total	Credits
HGD06201	Measuring and Monitoring Groundwater	2	2	2	4	10	15
HGD06202	Pumps Installation and Well Rehabilitation	2	2	2	4	10	15
HGD06203	Documenting Drilling Information	2	2	2	4	10	15
HYM06204	Introduction to Integrated Water Resources Management	4	0	0	2	6	9
HGD06204	Project Work	0	0	0	0	0	10
	Total Contact hrs/wk	8	6	6	14	36	64

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 127 Minimum credits required at level 6: 120

Basic Technician Certificate (BTC) in Irrigation Engineering – NTA 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs./wk.					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	4	6
GST04103	Basic Computer Application	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
IRT04101	Basic Crop Classification	2	0	1	1	4	6
IRT04102	Soil and Water Sampling	2	0	1	1	4	6



IRT04103	Construction materials and equipment.	2	2	2	0	6	9
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
HMT04101	Basics of Hydrology and Meteorology	2	1	2	1	6	9
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
	Sub Total hrs/wk & Credits	14	5	9	6	34	51
	Total Contact hrs/wk& Credits	22	8	9	11	50	75

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Mechanics and Fluid Dynamics	2	1	0	0	3	4
GST04207	Basics of Entrepreneurship	2	1	0	0	3	4
	Sub Total hrs/wk	6	3	0	1	10	14
	CORE MODULES						
IRT04204	Inspection of Irrigation System	2	0	1	1	4	6
IRT04205	Operation & Maintenance of Irrigation Structures and Equipment	2	1	1	2	6	9
IRT04206	Management of Irrigation Scheme	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	1	6	9
WST04208	Civil Engineering drawing	2	0	2	2	6	9
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	2	7	7	26	49
	Total Contact hrs/wk	16	5	7	8	36	63

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 138 Minimum credits required at level 4:120

Technician Certificate (TC) in Irrigation Engineering – NTA5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Vectors, Matrices and Differentiation	2	1	0	1	4	6
GST05102	Chemistry	2	1	0	1	4	6
GST05103	Office Applications	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						

WRIT05101	Processing of Hydro-metrological and Agronomical Data	2	0	2	4	8	12
WRIT05102	Soil and Water Analysis	2	2	2	2	8	12
WRIT05104	Land Levelling and Grading	2	2	2	4	10	15
WSE05101	Topographic surveying	2	2	2	2	8	12
WSE05104	Introduction to Quantity Surveying	2	2	0	2	6	9
	Sub Total hrs/wk	10	8	8	14	40	60
	Total Contact hrs/wk	16	10	9	17	52	78

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05201	Integration, Differential Equations and Linear Programming	2	1	0	1	4	6
GST05202	Technical Writing	2	1	0	1	4	6
GST05203	Business Opportunities and Environment	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WRIT05201	Principles of Cartography	2	0	2	2	6	9
WRIT05202	Construction of Simple Irrigation Structures	4	1	2	2	9	14
WRIT05203	Principles of Agronomy	2	0	2	2	6	9
WSE05204	Construction Management	2	2	0	2	6	9
IPT05201	Industrial Practical Training II						10

	Sub Total hrs/wk	10	3	6	8	27	51
	Total Contact hrs/wk	16	5	7	11	39	69

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 147 Minimum credits required at level 5: 120

Ordinary Diploma in Irrigation Engineering –NTA 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry and Differential Equations	2	1	0	1	4	6
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WRIT06101	Geotechnical Investigation	2	0	2	2	6	9
WRIT06102	Design of Simple Irrigation Structures	4	2	0	2	8	12
WRIT06103	Hydraulics	2	2	2	4	10	15
WRIT06104	Design of Simple Water Retaining Structure	2	1	0	4	7	10
WSE06105	Cost Estimates and Tendering	2	1	0	1	4	6
	Sub Total hrs/wk	12	6	4	13	35	52
	Total Contact hrs/wk	18	8	5	16	47	70

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRIT06201	Construction of Small Scale Irrigation Scheme	2	2	2	3	9	14
WRIT06202	Estimation of Irrigation Water Requirement	2	2	2	3	9	14
WRIT06203	Operation and Maintenance of Irrigation Systems	2	0	2	1	5	8
WRIT06204	Design of Simple Water supply Systems	2	2	0	2	6	9
WSE06201	Control Surveying and Setting Out	2	1	2	1	6	9
WSE06206	GIS applications for monitoring water resources and functionality of water points	2	0	0	2	4	6

HYM06204	Introduction to Integrated Water Resources Management	4	0	0	2	6	9
WRIT06205	Project work	0	0	0	7	7	10
	Sub Total hrs/wk	16	7	8	21	52	79
	Total Contact hrs/wk	16	7	8	21	52	79

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 149 Minimum credits required at level 6: 120

7.1.2 DEPARTMENT OF WATER QUALITY AND LABORATORY TECHNOLOGY

This Department offers Ordinary Diploma (NTA Level 4 - 6 in Water Quality and Laboratory Technology. It also provides services to all academic departments in the teaching of Physics. The department has classrooms and laboratory facilities. In addition, it has 10 teaching staff members who are supported by 3 technicians.

Basic Technician Certificate (BTC) Water Laboratory Technology – NTA 4 SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	General Chemistry	2	1	1	1	5	8
GST04103	ICT Essentials	2	0	2	1	5	8
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	3	5	18	28
	CORE MODULES						
WLT04101	Laboratory Safety Practices	2	0	2	4	8	12
WLT04102	Fundamentals of Water Analysis	2	1	2	2	7	9
WLT04103	Basics of Analytical Chemistry	2	1	2	2	7	9
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
WST04101	Technical Drawing	2	0	1	1	4	6
	Sub Total hrs/wk	10	3	7	10	30	42
	Total Contact hrs/wk	18	5	10	15	48	70

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Classical and Fluid dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	0	0	1	3	4

	Sub Total hrs/wk	6	2	0	3	11	16
	CORE MODULES						
WLT04205	Water Quality Surveillance	2	2	0	2	6	9
WLT04206	Physicochemical Analysis of Water	2	2	2	2	8	12
WLT04207	Analytical and Equilibrium Chemistry	2	2	2	2	8	12
WLT04208	Basic Microbiology	2	0	1	1	4	6
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	8	6	5	7	26	49
	Total Contact hrs/wk	14	8	5	10	37	65

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 135 Minimum credits required at level 4:120

Technician Certificate (TC) Water Quality and Laboratory Technology – NTA 5 SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Vectors, Matrices and Differentiation	2	1	0	1	4	6
GST05102	Chemistry	2	1	0	1	4	6
GST05103	Office Applications	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WLT05101	Chemical Analysis of Water	2	2	2	2	8	12
WLT05102	Instrumentation Techniques	2	0	2	1	5	8
WLT05103	Quantitative and qualitative Chemistry	2	1	2	1	6	9
WLT05104	Morphology and Anatomy of Microorganisms	2	1	2	1	6	9
WLT05105	Water Clarity Treatment Processes	2	1	2	1	6	9
	Sub Total hrs/wk	10	5	10	6	31	47
	Total Contact hrs/wk	16	7	11	9	43	65

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05201	Integration, Differential equations and linear programming	2	1	0	1	4	6
GST05202	Technical Writing	2	1	0	1	4	6
GST05203	Business Opportunities and Environment	2	0	1	1	4	6

	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WLT05201	Bacteriological Analysis of Water	2	2	2	2	8	12
WLT05202	Electro and Gravimetric Analytical Methods in Water Analysis	2	1	2	1	6	9
WLT05203	Application of Instruments in Water Analysis	2	1	2	1	6	9
WLT05204	Environmental Chemistry	2	1	2	1	6	9
WLT05205	Waste water treatment	2	1	0	1	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	6	8	6	32	58
	Total Contact hrs/wk	16	8	9	9	44	76

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 141 Minimum credits required at level 5: 120

Ordinary Diploma in Water Quality and Laboratory Technology –NTA 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry, Statistics and Probability	2	1	0	1	4	6
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	2	1	3	12	18
	CORE MODULES						
WLT06101	Water quality monitoring	2		2	2	6	9
WLT06102	Nutrients and Heavy metals analysis in water and wastewater	2	2	2	2	8	12
WLT06103	Physical Chemistry	2	2	2	2	8	12
WLT06104	Water Treatment Technologies	2	2	2	2	8	12
WLT06105	Environmental Management	2	2	0	2	6	9
	Sub Total hrs/wk	10	8	8	10	36	54
	Total Contact hrs/wk	16	10	9	13	48	72

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2 Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WLT06201	Laboratory Management	2	0	2	2	6	9
WLT06202	Soil Analysis	2	0	1	1	4	6
WLT06203	Bacteria extraction and Organic matter analysis in water and wastewater	2	2	2	2	8	12



WLT06204	Wastewater Management	2	2	2	2	8	12
WSE06206	GIS applications for monitoring water resources and functionality	2	0	2	2	4	6
HYM06204	Introduction to integrated Water Resources Management	4	0	0	2	6	9
WLT06205	Project	0	0	0	0	0	10
	Sub Total hrs/wk	14	4	9	11	36	64
	Total Contact hrs/wk	14	4	9	11	36	64

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 136 Minimum credits required at level 6: 120

7.1.3 DEPARTMENT OF GENERAL STUDIES

This is a service Department that provides services to all academic departments for the teaching of Mathematics, Communication Skills and Entrepreneurship. It has 13 teaching staff members on full time basis.

7.2 PROFILE OF ACADEMIC DEPARTMENTS

7.2.1 List of Academic Staff in the Department of General Studies

Senior Tutor II and Head of Department

Mr. Ntirumolekwa Sylvanus Alfred, BSc. in Physics & Chemistry (UDSM), MSc. in Medical Radiation Physics (Swansea, UK)

Principal Tutor II

Ms. Domina Rweyemamu Kamagenge, FTC in Electrical Engineering (DIT), Diploma in Technical Education (DIT), Bachelor in Business Administration (UDSM), MSc in Community Economic Development (Southern New Hampshire University [SNHU] / Open University (OUT))

Senior Tutor I

Mr. *Peter Lengesia Kambosha*, FTC in Mechanical Engineering (DIT), Diploma in Technical Education (Klerru TC), BSc. in Computer Science & Engineering (SJUT), MSc. in IT and Management (Avinashilingham University, India)

Senior Tutor II

Ms. Lightness Eliamringi Mrema, BSc. Education (Mathematics and Computer) (UDSM), MSc. in Mathematical Modelling (UDSM)

Ms. Neema Aaron Mpayo, Diploma in Education (Mpwapwa TTC), BA in Education (UDSM), MA in Education (UDSM)

Mr. Geoffrey George Mwanahanja, BED in science (UDSM) M.Ed

(Science Education) (UDSM)

Ms. Nzoja Elly Shauri, BSc. IT (IFM), MSc. in IT and Management (Avinashilingham University, India)

Ms. *****Neema Mkunde Mariki**, Diploma in Education- (Mpwapwa TTC), BA with Education (UDSM), MA with Education (UDSM)

Ms. Nyamizi Luytigarda Kazungu, Advanced Diploma in Accountancy (DSA), PGD in Accountancy (IAA), PGD in Education (UDSM), MSc. in Finance (University of Strathclyde, UK)

Mr. Rodrick F. Mero, BSc. In Computer Science (SAUT), MSc. in Information Communication Science and Engineering (NMAIST)

Mr. Eugene Felician Ndibalema, Technician Certificate in Missile Guidance Station (671KJ); Diploma in Automobile Engineering (NIT), Advanced Professional Training for Technical Teachers in Automotive Engineering (Germany), Bachelor of Business Administration (BBA) UDSM, Master of Business Administration (MBA) UDSM, Bachelor of Laws (LLB) (KiU)

Ms. Furaha Laurian Ntamanwa, (Certificate in Customer Care), Diploma in Education, Bachelor Degree in Social Work (ISW), M.A Social Work (ISW)

Tutor II

Mr. ****George Japhet Mdeme**, BA with Education (UDSM) (MA Candidate)

Gosbert Felix Bikogoto, FTC in Water Resource Engineering, (Hydrogeology) – (RWRI), BSc. in Mathematics and Economics (OUT)

7.2.2 List of Academic Staff in the Department of Water Resources and Irrigation Engineering

Senior Tutor II and Head of Department

Eng. Charles Richard Mafie, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Integrated Water Resources Management (UDSM), R. Eng. (T), MIET

Chief Tutor I

Eng. Dr. Shija T. Kazumba, BSc. In Civil Engineering (UDSM), MSc. in Water Resources Engineering (UDSM), PhD (Japan), R. Eng. (T).

Eng. Dr. Yona J. Kimori, MSc in Mechanical Engineering (Moscow), PhD in Engineering Design (Moscow), R. Eng. (T)

Mr. Pantaleo Tumbo Kyissima, FTC in Water Resources Engineering

(RWI), Advanced Diploma in Building Economics (ARU), BSc. in Geohydrology (South Africa), MSc. in Water Resources Engineering (UDSM).

Mr. Frank Muze Msemo, BSc in Geology (UDSM), PGD in Applied Geological Survey (Netherland), PGD in Scientific Computing (UDSM); MSc. Water Resources Engineering (City University – UK), Licensed Technical Education Tutor (NACTE)

Mr. Annania P. Kilabuko, FTC in Water Resource Engineering, PGD in Hydraulic Engineering in River Basins (Egypt), MSc in Civil Engineering (USSR)

Mr. Charles Kalonga Perus, Advanced Diploma (Bldg Econ) (ARU), MBA (Marketing) (MU)

Principal Tutor I

Mr. Abel Livingstone Mariki, Advanced Diploma in Architect (Ardhi), PGD in Engineering Management (UDSM), PGD in Hydraulic Engineering in River Basin (HRI, Cairo, Egypt), MSc. in Construction Management (ARU)

Principal Tutor II

Mr. Ezekiel Sangija Salila, FTC in Water Resource Engineering (RWI), Advanced Diploma in Land Surveying (UDSM), Master of Science in Geomatics (ARU).

*****Eng. Ezrael Josephat Massawe**, BSc (Civil Eng), UDSM (MSc in Water Resources Eng. (KU/VU Belgium), PGD in Hydraulic Engineering in River Basins (HRI-Egypt), Registered professional engineer (ERB-Tanzania), Registered Consulting Engineer (ERB- Tanzania)

Ms. Domina Rweyemamu Kamagenge, FTC in Electrical Engineering (DIT), Diploma in Technical Education (DIT), Bachelor in Business Administration (UDSM), MSc in Community Economic Development (Southern New Hampshire University [SNHU] / Open University (OUT)

Mr. Samuel Michael Tendwa, FTC in Building & Civil Engineering (ATC), Dip in Ed (Kleruu), Advanced Diploma in Civil Engineering (MIST), PGD in Construction Economics & Management (ARU), Master in Construction Economics and Management (ARU). He is a PhD candidate

Dr. Tulinave B. Mwamila, BSc. in Civil and Water Resources Engineering, (UDSM), MSc. in Water Resources Engineering (UDSM), PhD in Civil and Environmental Engineering (Seoul National University, South Korea)

Senior Tutor I

Mr. Godwin Makali Lyaki, FTC (Civil Eng), Dip (Technical Edn), PGD (AU)

Senior Tutor II

Mr.*****Phillip Gabriel Mzava**, BSc. in Civil Engineering (UDSM), MSc. Civil Engineering (KSU, USA)

*****Sekela Simon Twisa**, BSc. in Environmental Science (SUA), MSc. in Integrated Water Resources Mgt (UDSM)

Eng. Livingstone Mtandizi Swilla, B.Sc. in Civil Engineering (PFUR-Russia), MSc. in Civil Engineering (PFUR-Russia), R. Eng. (T),

Mr. Lusajo Henry Mfwango, BSc. in Food Science and Technology (SUA), M. Tech. in Irrigation Water Management (IIT – Roorkee, India)

Ms. Sado Lufega Masunga, BSc. in Agronomy (SUA), MSc. in Soil & Land Management (SUA)

Ms. Anna Stephen Mremi, B.A in Geography and Environmental Studies (UDSM), MSc. in Integrated Sanitation Management (UDSM)

Ms.*****Doglas Benjamin Mmasi**, BSc. in Environmental Engineering (UDSM), MSc. in Environmental Technology & Management (UDSM)

Mr.*****William Senkondo**, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Water Science and Engineering (UNESCO-IHE)

Ms. *****Kobusinge Aloyce**, BSc. Agriculture General (SUA), MSc. in Physical Land Resource (Gent, Belgium)

Mr. Omari Juma Mazola, B.Sc. in Environmental Engineering (UDSM), M.Sc. in Water Supply Engineering (UNESCO-IHE, Delft, Netherland)

Ms. Tumaini Angindile Mwasika, Bsc in Agronomy (SUA) MSc. in Soil Science and Land Management (SUA)

Tutor I

Ms. Clarence Paul Kisiki, BSc. in Geology (UDSM), PGD in Shared Water Resource Management (Cairo University, Egypt), MSc. in Integrated Water Resources Management (UDSM), Certificate of Attendance in Water Well Drilling Techniques (Nairobi – Kenya)

Tutor II

Mr. Philemon Barabojick, PGD in Environmental Hydrology in Arid and Semi-Arid Regions, (HRI, Cairo- Egypt), BSc. with Geology (UDSM)

Mr. ****Bernard Simon Rugayi**, BSc Civil and Water Resources Engineering (UDSM), R. Grad. Eng. (T),

Mr. Jackson Nkwama, BSc. in Applied Geology (UDOM)

Instructor I

Mr. Noeye Sophen Mwampeta, Certificate in Land Surveying (Morogoro Institute), FTC in Civil Eng (ATC), Diploma in Water Supply & Sanitation (Berlin)

Mr. Yusufu Ramadhani Mbogossy, FTC in Mechanical Engineering (ATC).

Assistant Instructor I

Ms. *Neema Yoram Mwitula*, Certificate of Civil Drafting grade I (WRI) Certificate in Teaching Methodologies (VETA), FTC in Hydrogeology (WRI), Diploma of Business Administration (Teophilo Kisanji University), Bachelor of Business Administration (Tumaini University)

Hydraulics Laboratory Technician II

Ms. *Upendo Ezekiel Minja*, Ordinary Diploma (NTA 6) in Irrigation Engineering (Water Institute)

Soil Laboratory Technician II

Mr. Ally Abdallah Ally, Ordinary Diploma (NTA 6) in Irrigation Engineering (Water Institute)

7.2.3 List of Academic Staff in the Department of Water Quality and Laboratory Technology

Senior Tutor II and Head of Department

Ms. Grace F. Mvungi, Diploma in Education (Klerruu TTC), BSc. with Education. (UDSM), MED in Science (UDSM).

Principal Tutor I

Ms. Praxeda Kahamba Machiwa, BSc in Biology (UDSM), PGD in Education (UDSM) PGD in Environment Science (Netherlands), MSc – Environmental and Sanitation (Belgium)

Senior Tutor II

Ms.****Josephine John Gobry*, Dip in Education (DUCE), BSc with Education (UDSM), MSc. in Integrated Water Resources Management (UDSM)

Mr.****Andrew Aloyce Minu*, Diploma in Education (Chang'ombe T.T.C), BSc. in Education (UDSM), MSc. in Chemistry (UDSM)

Mr.****Magori Jackson Nyangi*, BED in Science (UDSM), MSc. in Chemistry (UDSM)

Catherine Joyce Salim, BA in Geography and Environmental Studies (UDSM), MSc. in Environmental Engineering (CUG – Wuhan PRC)

Mr.****Mihayo Nkinda Sahani*, FTC in Water Resource Eng. (RWI), BSc.

General (OUT), MSc. in Chemistry (UDSM)

Ms. *****Zenorina Prosper Anthony**, BSc. with Education (UDSM), MSc. In Integrated Environmental Management (UDSM)

Tutor II

Mr. **Stephano M. Alphayo**, BSc. in Environmental Engineering (ARU), M. Tech. in Environmental Management of Rivers and Lakes (IIT – Roorkee, India), Reg. Grad. Engineer (T),

Mr. Joseph Baltazar Ndanu, BSc. with Education (Saint. John), MSc. in Chemistry (UDSM)

Ms. **Ghanima Hamisi Chanzi**, BSc. in Environmental Laboratory Science Technology (ARU), MSc. in Water Resources Engineering (UDSM)

Instructor I

Ms. Catherine Augustine Nhemati, FTC in Water Laboratory Technology (RWI)

Technician I

Mr. **Emmanuel Efrass Chugu**, Diploma in Water Quality Laboratory Technology (WI)

Key

*** *Implies On study for PhD*

** *Implies On study for Masters*

* *Implies On study for First Degree*

7.3 PROFILE OF ADMINISTRATIVE STAFF

7.3.1 List of Administrative Staff

Chief Tutor I and Deputy Rector Planning, Finance and Administration

Dr. Adam O. Karia, Technician Certificate in Civil Engineering (Misungwi), Diploma in Technical Education (Kleruu), Diploma in Water Supply Management (Germany), Advanced Diploma in IT (UK), Postgraduate Diploma in IT and Management, MSc in IT & Management (India), PhD/BA in strategic and Human Resource Management (Kisii University – Kenya)

HUMAN RESOURCE DEPARTMENT

Senior Human Resource officer and Head of Department

Mr. Palemo Barnabas Kessy, Advance Diploma in Public Administration (MU), MSc in Human Resource Management (MU)

Registry Office Assistant and Ag. Registry Supervisor

Mr. **Hashimu Maulidi Muyugi**, Leaving Primary School Education

Certificate

Principal Records Management Assistant I

Ms. *Rehema K. Samiji*, Basic Certificate in Records Management (Tanzania Public Service College), Certificate in Records Management (Tanzania Public Service College), Diploma in Records Management (Tanzania Public Service College)

Record Management Assistant II

Mr. *Hassan J. Said*, Basic Certificate in Records Management (Tanzania Public Service College), Certificate in Records Management (Tanzania Public Service College), Diploma in Records Management (Tanzania Public Service College)

Personal Secretary I

Ms. *Maisara S. Kwaka*, Certificate of Secretary Studies (TPSC – Tabora), Certificate in Management and Development of Executive Assistant (MDEA I) (TPSC – Tanga), Certificate of Management and Development of Executive Assistant II (MDEA II) (TPSC – Tanga)

Ms. *Christina Clement Mdoe*, Certificate of Secretary Studies (VETA), Certificate in Management and Development of Executive Assistant (MDEA I) (TPSC – Tanga), Certificate of Management and Development of Executive Assistant (MDEA II) (TPSC – Tanga)

Office Assistant I

Ms. *Grace Lazaro*, Certificate in Office Management Services (TIA)

LEGAL SERVICES UNIT

Senior Legal officer and Head of Unit

Ms. *Adelina Rogath Massae*, Bachelor of Laws (LLB) (KIU - Uganda), Postgraduate Diploma in Legal Practice (Law School of Tanzania), Master of Law (LLM) in General Law (KIU- Tanzania)

INTERNAL AUDIT UNIT

Senior Internal Auditor officer and Head of Unit

Mr. *Japhet Simon Mtigile*, Bachelor Degree in Business Accounting and Finance (MU), CPA (T)

PROCUREMENT MANAGEMENT UNIT

Senior Procurement officer and Head of Unit

Mr. *Mgata Renatus Mgata*, Diploma in Accountancy (CBE) BA in

Procurement and Logistics Management (MU), CPSP

Procurement officer

Mr. Fredrica A. Bujara, Diploma in Procurement Logistic Management (TIA – DSM), Higher Standard Government Accountant (TIA - DSM), BA. in Procurement and Logistic Management (TIA – DSM), Graduate Procurement and Supplies Professional (PSPTB)

DEAN OF STUDENTS OFFICE

Tutor II and Head of Dean of Student Office

Mr. Alistides Shumbusho Alfred, Certificate in Teacher’s Education Grade A, (Butimba TTC) BA. in Gender and Development (The Mwalimu Nyerere Memorial Academy)

Instructor I and Warden

Mr. Noeye Sophen Mwampeta, Certificate in Land Surveying (Morogoro Institute), FTC in Civil Eng (ATC), Diploma in Water Supply & Sanitation (Berlin)

Medical Officer I

Mr. Owden Mwansyange Mwamafupa, Diploma in Clinical Medicine (MTC – Kibaha), BSc. in Medicine (IMTU)

Principal Assistant Nurse Officer II

Ms. Mary Julius Ngoda, Certificate in Sports Medicine (TASMA – Dar es Salaam), Diploma in Nursing and Midwifery (MMC – Dar es Salaam), Advanced Diploma in Paediatrics (KCMC)

Senior Nurse I

Ms. *Grace D. Msengi*, Certificate in Nursing (Shirati Nursing School), Certificate in Typing (DSM – Baptist Centre), Certificate in Computer (Rwagalulila Institute), Certificate in Sports (TASMA – Dar es Salaam)

ACCOUNTS AND FINANCE DEPARTMENT

Chief Accountant and Ag. Head of Accounts and Finance

Ms. Regina Vicent Sekao, Diploma in Cooperative and Management Accounting (MUCOBs), BA in Accounting and Finance (MUCOBs), MBA in Corporate Management (Mzumbe University)

Accountant II

Mr. Samwel J. Kazimili, BSc. in Accounting and Finance in Public Sector (Mzumbe University)

Assistant Accountant

Mr. Saidi Ibrahim Mohamed, Diploma in Accountancy (TIA)

PLANNING DEPARTMENT

Senior Planning officer

Mr. Ibrahim Ahabu Wikedzi, BSc. in Agronomy (SUA), MSc. in Agricultural Economics (SUA)

ICT DEPARTMENT

Senior ICT officer and Head of Department

Mr. Juma Masoud, Diploma in Education (Morogoro Teachers' College), Advance Diploma in Information Technology (Institute of Accountancy Arusha), PGD in Scientific Computing (University of Dar es Salaam)

Senior Record Management Assistant I

Ms. Mary Moses Makala, Certificate in Accounts (CBE- Dodoma), BBC II (CBE- Dodoma), NABE I (CBE- Dodoma), Basic Level Certificate in Ms-Office (International Computer Training Centre), Advanced Microcomputer Application (UDSM Computing Centre), Advanced Diploma in Computer Studies (International Computer Training Centre)

LIBRARY AND DOCUMENTATION SERVICES DEPARTMENT

Head of Department

Vacant.

Library Assistant I

Ms. Ndituzya Mgullah, Certificate in Library Assistant (TLSB), Diploma in Librarianship and Documentation (School of Library and Archives Document)

Library Assistant III

Mr. Chacha Tano Matesi, Certificate in Library Assistant (TLSB)

Mess Attendant

Mr. Ferdinand Titus Mnyanga, Leaving Primary School Education Certificate

ESTATE AND ASSETS MANAGEMENT DEPARTMENT

Instructor I and Ag. Head of Department

Mr. Yusufu Ramadhani Mbogossy, FTC in Mechanical Engineering (ATC).

Principal Technician

Mr. Christopher Mtani Lugina, Certificate in Basic Electronics (VETA),

Trade Test Grade II in Electrical Installation, Trade Test Grade I (RWI).

Driver Grade I

Mr. Ramadhani Y. Rajabu, Trade Test Grade II in Mechanics (VETA), Trade Test Grade I in Mechanics (VETA), Vehicle Driving C, Certificate in PSV Driving (VETA), VIP in Driving Grade II (NIT)

MARKETING DEPARTMENT

Tutor II and Head of Department and Industrial Liaison Officer

Ms. Ghanima Hamisi Chanzi, BSc. in Environmental Laboratory Science Technology (ARU), MSc. in Water Resources Engineering (UDSM)

Senior Marketing and Communication Officer

Mr. **George Karumuna**, PGDBA in Marketing Management (IFM), ADDBA in Marketing Management

Key

- *** *Implies On study for PhD*
- ** *Implies On study for Masters*
- * *Implies On study for First Degree*

Chapter 8

ACADEMIC CALENDAR FOR ACADEMIC YEAR 2018/2019



8.1 Full time Academic Programmes

Implementation of all programmes shall be in accordance with the following schedule of activities/ events:

S/N	Activity/ Event	Start	Finish
1.	Departmental Meeting	19 October 2018	19 October 2018
2.	Semester 1 OY 2018/ 2019- Registration & Orientation - NTA4 and 7 - 1	29 October 2018	09 November 2018
3.	Academic Meeting	26 October 2018	26 October 2018
4.	Semester 1 OY 2018/2019- Beginning of lessons - NTA4, NTA5, NTA6, NTA7 and NTA8	29 October 2018	08 February 2019
5.	Lecture on how to Write Project Proposals and Project Generally (NTA 6 and NTA 8)	05 November 2018	07 November 2018
6.	Writing project proposal (NTA6 and NTA8)	12 November 2018	29 November 2018
7.	MAB-Academic meeting	14 November 2018	14 November 2018
8.	Submitting project proposal (NTA6 and NTA8)	30 November 2018	30 November 2018
9.	NTA4-8 Semester 1 – Test I	03 December 2018	07 December 2018
10.	MAB-Performance Report meeting	07 December 2018	07 December 2018
11.	SHIMIVUTA	10 December 2018	28 December 2018
12.	Presentation of project proposal (NTA6 NTA8)	17 December 2018	21 December 2018
13.	Departmental Meeting	28 December 2018	28 December 2018
14.	Academic Meeting	04 January 2019	04 January 2019
15.	NTA4-8 Semester 1 – Test II	07 January 2019	11 January 2019
16.	Submitting project final proposal (NTA8)	08 February 2019	08 February 2019
17.	NTA4-8 Semester 1 – Exams	11 February 2019	22 February 2019
18.	MAB-Budget meeting	15 February 2019	15 February 2019
19.	NTA4-8 Semester 1 Vacation	25 February 2019	03 March 2019
20.	NTA4-8 Semester 1 Marking	25 February 2019	01 March 2019

21.	Departmental Meeting	04 March 2019	04 March 2019
22.	Academic Meeting	15 March 2019	15 March 2019
23.	NTA 4-8 Semester 2 - Lessons & Continuous Assessment (Beginning of semester two)	04 March 2019	14 June 2019
24.	Writing project report	04 March 2019	05 April 2019
25.	NTA4-8 Semester 2 – Test I	08 April 2019	12 April 2019
26.	Mini-presentation of project results (NTA 6& 8)	22 April 2019	26 April 2019
27.	Carry out corrections and binding of the project books (NTA 6& 8)	29 April 2019	30 April 2019
28.	Submitting project report (NTA 6& 8)	02 May 2019	03 May 2019
29.	Final presentation of project reports and assessment (NTA 6& 8)	06 May 2019	10 May 2019
30.	NTA4-8 Semester 2 – Test II	13 May 2019	17 May 2019
31.	Departmental Meeting	07 June 2019	07 June 2019
32.	MAB-Auditing meeting	12 June 2019	12 June 2019
33.	Academic Meeting	14 June 2019	14 June 2019
34.	NTA4-8 Semester 2 – Exam	17 June 2019	28 June 2019
35.	NTA4-8 Semester 2 – Marking	01 July 2019	12 July 2019
36.	NTA4-7 Industrial/ Field Practical Training	01 July 2019	23 August 2019 (NTA 7) 06 Sept 2019 (NTA4-5)
37.	NTA4-8 Semester 2 vacation	09 September 2019	25 October 2019
38.	NTA4-8 Semester 1 & 2 Supplementary Exam	23 September 2019	04 October 2019
39.	NTA4-8 Semester 1 & 2 Supplementary Marking	07 October 2019	11 October 2019

8.2 DIALOGUE CALENDAR – 2018/2019

	QUARTER	MONTH/WEEK	EVENT
1	QUARTER ONE	JULY	
		Week 1	Directors Dialogue
		Week 2	Management Dialogue
		Week 3	Tender Board Dialogue
		Week 4	Workers Council Dialogue
		AUGUST	
		Week 1	All Workers Dialogue
		Week 2	Directors Dialogue
		Week 3	MAB
		Week 4	Directors Dialogue
		SEPTEMBER	
		Week 1	Audit committee Dialogue
		Week 2	Departmental Dialogue
		Week 3	Examination Committee Dialogue
		Week 4	All staff dialogue

	QUARTER	MONTH/WEEK	EVENT
2	QUARTER TWO	OCTOBER	
		Week 1	Workers Council
		Week 2	Directors Dialogue
		Week 3	Audit committee Dialogue
		Week 4	Directors Dialogue
		NOVEMBER	
		Week 1	Tender Board Dialogue
		Week 2	Directors Dialogue
		Week 3	
		Week 4	Directors Dialogue
		DECEMBER	
		Week 1	MAB Dialogue
		Week 2	Departmental Dialogue
		Week 3	Management Dialogue
		Week 4	Directors Dialogue
		3	QUARTER THREE
Week 1	Tender Board Dialogue		
Week 2	Directors Dialogue		
Week 3	Audit committee Dialogue		
Week 4	Directors Dialogue		
FEBRUARY			
Week 1			
Week 2	Directors Dialogue		
Week 3	MAB		
Week 4	Directors Dialogue		
MARCH			
Week 1	Audit committee Dialogue		
Week 2	Directors Dialogue		
Week 3	Workers Council Dialogues		
Week 4	Management Dialogue		

	QUARTER	MONTH/WEEK	EVENT
4	QUARTER FOUR	APRIL	
		Week 1	Directors Dialogue
		Week 2	Departmental Dialogue
		Week 3	All staff Dialogue
		Week 4	Directors Dialogue
		MAY	
		Week 1	Management Dialogue
		Week 2	Directors Dialogue
		Week 3	Audit committee Dialogue
		Week 4	Directors Dialogue
		JUNE	
		Week 1	Tender Board Dialogue
		Week 2	All Workers Dialogue
		Week 3	MAB Dialogues
		Week 4	Directors Dialogue

Chapter 9

STUDENT'S BY-LAWS

9.1 PREAMBLE

Whereas the Institute was established and exists to develop knowledge and generate potential specialists in the world of work;

AND

Whereas the Institute's vital perseverance can be reached only if its training/teaching and learning setting is secure and embrace freedom of thought and expression within a framework of respect for the rights of other persons and the Institute authorities;

NOW THEREFORE

These By-Laws pertain to actions that are obligatory and those that are forbidden for the purpose of maintaining harmony, respect and order at the Institute, as well as protect the Institute’s image to the general public and its members.

The By-Laws are applicable to National Technical Award Levels 4 to 8 students at the Water Development and Management Institute.

9.2 SECTION A: PRELIMINARY PROVISIONS

1. a) These By-Laws shall be cited as the Water Institute Student’s By-Laws 2014.
- b) Definitions;
In these By-Laws, unless the context otherwise requires:
“Dean of students” is the WI staffs who is responsible for students’ affairs within the Institute
“Disciplinary Actions” includes actions provided under Section B of these By-Laws;
“Disciplinary Committee” is the committee established under Section D of these By-Laws;
“Halls of Residence” shall mean and include halls of residence, hostels and blocks of residence supervised by the Institute;
“The Institute” means the Water Institute (WI) established by the Government Gazette Order No. 138 of 2008
“Institute property” means any property movable or immovable which belongs to WI;
“Ministerial Advisory Board (MAB)” is the board established under Section 6 of the Executive Agencies Act Cap 245 as amended in 2009;
“Natural Justice” shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law alleged to have been violated; the right of tender defense and the right to appeal;
“Student” means any person duly registered by the Institute as a candidate for a degree, diploma, certificate or other award of the Institute including short term and occasional students, and shall include any person authorized to pursue programmes of study at the Institute pending registration;
“WISO” means Water Institute Students’ organization;
“WI staff” refers to the employees of the WI and any other person working in the WI premises;
- c) Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa;

9.3 SECTION B: DISCIPLINARY ACTIONS



2. a) Upon breach of any of the disciplinary actions specified in these By-Laws, the Disciplinary Committee may impose penalties including warning, reprimand, fine, compensation, exclusion from Halls of Residence, suspension and dismissal as herein under provided;
 - b) When exercising the powers vested upon them, the Disciplinary Committee shall have to comply with the principles of Natural Justice;
 - c) Before passing any penalty the Disciplinary Committee shall look at the gravity and circumstances of each case on deciding whether to give a warning to a guilty student, suspension or dismissal
3. For the purpose of these By-Laws, general disciplinary actions shall include the following;
 - a) Disobedience of any orders, directions or instructions issued by Competent Authority in the superintendence of the students of the Institute;
 - b) Breach of any By-Laws, Regulations, Rules and established procedures at the Institute;
 - c) Breach of any By-Laws, Regulations, Rules and established procedures at the Institute;
 - d) Conduct that is likely to put the Institute into disrepute or erode or otherwise undermine the administration of the students or Institute affairs;
 4. Without prejudice to the generality of rule 3 of these By-Laws the following shall constitute disciplinary actions;
 - a) Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute provided that such conduct is that of a student towards another student, member or members of the Institute Community or any other employee or employees of the Institute, provided further that the conduct in question occurred on the Institute premises shall lead to a penalty of two weeks suspension;
 - b) Using force or offering violence or threats against or striking a fellow student, an officer or any member of the Institute community provided that such violence occurs on the Institute premises may lead to a suspension for one academic year;
 - c) Any student who Maliciously damage, deface or destroy a wall, gate, fence, post or any other property of the Institute whether or not such property has been leased to any public or private company or person shall have to pay compensation to the value of the damaged property;
 - d) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the Institute may cause a student to be suspended for a period of one academic year;
 - e) A student who has been arraigned or who has a case to answer in a court of law shall be suspended from studies until the case is finalized. If she/he is found guilty, she/he shall be dismissed.

- f) Where a student is found with the key to Institute property without permission from the authority shall face a disciplinary action. The penalty to that shall be;
 - i. a written warning or
 - ii. Two weeks suspension
- g) Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his/her behalf or under an order from any competent organ or officer of the Institute shall lead to two weeks suspension;
- h) A student who Knowingly gives information known to be false or not believed to be true commits a disciplinary action and the penalty to that shall be;
 - i. Written warning or
 - ii. Two weeks suspension
- i) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the Institute in the course of performance of such officer's or employee's duties is not allowed. The penalty for that is a maximum of two weeks suspension;
- j) A student who Forges a document or utters a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise shall be;
 - i. suspended for a maximum one academic year;
 - ii. Dismissed
- k) Knowingly inviting or entertaining a student or students in the Institute whose name or names appear on the Institute notice board as having been barred or otherwise known to have been barred from the Institute premises by a competent authority is forbidden. Breach to the rule shall lead to;
 - i. a written warning or
 - ii. Two weeks suspension
- l) No students' organization shall engage in any political party's activities on the Institute premises, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of these Regulations or of any other written law. Breach to this shall lead;
 - i. Two weeks' suspension
 - ii. one academic year suspension or
 - iii. Dismissal

“engaging in political parties activity” includes regular recruitment, training, registering or enrollment of political party members, regular organization of meetings, seminars and conferences for a political party or political parties, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature;

- m) Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provisions of the students' organization's constitution for the time being in force attract a disciplinary action. Penalty to that shall be
 - i. Compensation for the money mismanaged/unaccounted for or embezzled or
 - ii. suspension for a maximum of one academic year;
- n) Collecting or charging money from any student or student groups without prior permission of the Institute organs; namely the Dean of Students, the Students' organization, or in special cases, the Rector/Deputy Rector Academics, Research and Consultancy or the Head of the relevant Department, as the case may be is prohibited. Breach of this may lead to
 - i. Refund the money collected and unaccounted for
 - ii. Two weeks suspension.
- o) Instigating or inciting students to boycott classes is forbidden. A student who instigates or incites others to boycott classes shall lead to;
 - i. for a maximum of one academic year suspension;
 - ii. Dismissal
- p) For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intention that the student or students persuaded, pressured, threatened or encouraged commit(s) the offence in question;
- q) Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration shall amount to a disciplinary action and the penalty thereto may lead to a suspension for a maximum of one academic year;
- r) A student who refuses or fails to obey any lawful order issued under the Institute regulations or rules promulgated by a competent organ of the Institute shall be suspended for a maximum of two weeks;
- s) Failure or refusal to attend a meeting called or authorized by the Disciplinary Committee or any other competent organ of the Institute when summoned to do so by a proper written notice by such Committee or organ as prescribed under **Rule 22 sub rule 2 paragraph (b)** of these By-Laws commits a disciplinary action and shall be suspended for a maximum of two weeks;
- t) i) Willful obstruction of the work of or proceedings conducted by the Disciplinary Committee, Appeals Committee or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By-Laws amounts to a disciplinary action and the penalty thereto may be a maximum of one academic year;

- ii) If a student, having been called upon to give evidence before the Disciplinary Committee, turns hostile or refuses without lawful excuse to give evidence or to answer a question or to produce a document or any other thing required by such a panel may be suspended for a maximum of one academic year;

A student who refuses or fails to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority of the Institute shall be suspended for a maximum of two weeks;

5. **Accommodation Service in Halls of Residence**

The following shall be the mandatory regulations relating to residence the breach of which shall constitute disciplinary actions;

- a) Students are expected to take good care of the rooms they occupy in halls of residence. They are themselves responsible for the cleanliness of their rooms;

Breach of this rule shall lead to:

- i. Written warning or
- ii. Deprivation of accommodation
- b) Students must report to the Dean of Students without delay, any damage to equipment or furniture in their rooms, whether accidental or otherwise. Failure to do so shall result in all occupants of that room or hostel to compensate for the damage or loss.
- c) Off campus students are not allowed to spend a night in the Halls of Residence.

Breach of this rule shall lead to punishment for both the invitee and the room resident:

- i. Written warning
- ii. Evict from the room in which he/she is residing for the resident student or
- iii. Two weeks suspension for the off campus student
- d) Students are not allowed to move furniture and other equipment from other areas of the Institute into their rooms or vice-versa. Breach of this regulation shall lead to;
- i. Written warning or
- ii. Deprived of accommodation for the room occupant and pay for any damage or loss caused
 - i) Loss of keys by a student must be immediately reported to the Dean of Students.
 - ii) The key will be replaced on payment of the cost of a new lock by the student responsible for its loss or for its safe custody;

- iii) At the end of each semester students must return all Institute property and room keys. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned;
 - iv) Each key holder must ensure that he/she has signed in the key book when the key is returned to the Dean of Students.
 - v) All students shall be required to vacate the Halls of Residence at the end of each semester when the Institute closes for vacation;
 - vi) Students may, under special circumstances not specified above, be permitted to live in Halls of residence during the vacation with recommendation of the Dean of Students;
6. Students are not allowed to change rooms without the permission of the Dean of Students.
- a) Breach of this rule will lead to:
 - i. Written warning or
 - ii. Deprived of the accommodation
 - b) Students are expected to be in their own Halls of Residence by 2300-hours. Beyond this time, the guards shall refuse entry to that student, and shall report the incidence to the Dean of students;
 - c) Off campus students are supposed to leave the Institute premises by 2300-hours. Beyond this time, the guards shall require them to leave, and shall report the incidence to the Dean of students;
 - d) A student who consistently spends night outside his/her room may be deemed not to need the room and therefore be deprived of the same;
7. It is forbidden for a resident student to allow any person/student to be in his/her room or spend a night therein. All guests shall be entertained at the Institute cafeterias or any other public place within the Institute. Breach of this rule shall result in the resident student being deprived of the accommodation forthwith.
- a) Students may use the following electrical appliances; reading lamps, radio receiver/radio- cassette player, table fan, electric iron, electric razor, electric hair dryer, radio, record player, computer, computer adapter, mobile phone charger, TV and an iron. Other electrical appliances are not allowed. Student insisting on having such un-allowed electrical appliances are breaching the rule and shall be deprived of the accommodation
 - b) Musical appliances and equipment, such as record player, radio, TV, VCR, computer and other noise making equipment may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents of the hall; breach to that shall lead to:
 - i. Written warning,
 - ii. Two weeks suspension or deprived from resident halls for resident students or both

- c) Students shall not use electric appliances which exceed the maximum current of 13 amps at wall power points;
- 8 Students are prohibited from;
- a) Bringing into the Institute premises and hostel any substances that are forbidden by law for anyone to possess or use firearms, sticks, knives, panga, clubs, illicit drugs and ammunition,
 - b) Possessing, using, administering, distributing or otherwise offering to any person or dealing in any prohibited drugs, narcotics or any other illicit intoxicating substances,
 - c) Bringing alcoholic/intoxicating drinks into the halls of residence or lecture halls,
 - d) Intoxicating themselves by alcohol while they are in the Institute premises
 - e) Smoking in classrooms, the library, laboratories, cafeteria, hostels, in workshops or at any other public place within the Institute;
- Breach of this rule shall lead to:
- i. Written warning
 - ii. Two weeks suspension
 - iii. One academic year suspension or
 - iv. Dismissal
- 9 Resident students shall be responsible for any damage or loss of property in their halls of residence rooms as well as in the corridors and stairs;
- a) If the person who caused the damage or loss cannot be identified, the cost of replacement or damage shall be compensated by residents of the entire floor or block;
 - b) Where the person who caused loss or damage is known, that person shall be made to compensate for the whole damage within fourteen days. Failure to that shall lead to;
- i. Suspension for one academic year
 - ii. Dismissal

10. Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his/her roommate the misbehaving student shall be evicted from the room;

Failure to that shall lead to;

- i. Written warning or
- ii. Suspension for one academic year
- iii. Dismissal

For avoidance of any doubt misbehavior includes but is not limited to being drunk, smoking and/or drug abuse inside the room, bringing unauthorized guests into the room, immoral acts in the presence of roommates in the room and/or within the hall/hostel premises;

11. Male students are strictly prohibited to enter female dormitories and vice versa, unless authorized by responsible organs. Failure to comply shall lead to;

- iv. Written warning or
- v. Two (2) weeks suspension

12. **Permission to Leave Campus**

- a) No student shall travel during semester time outside Dar es Salaam Region without permission;
- b) Permission for travel for a weekend outside Dar es Salaam Region may be granted by the Dean of Students;
- c) Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Director of Studies/Head of the relevant Department and notified to the Dean of Students;
- d) Permission for travel for more than a week shall be obtained from the Rector

13. **Nuisances, Violence, Crime and Damage or Loss of Institute Property**

- a) **Noise and Disorderly Conduct**

Any noise or disorderly conduct by a student that annoys or inconveniences people (other students included) is not allowed. Breach of this rule shall lead to:

- i. Written warning,
- ii. Two weeks suspension or
- iii. Dismissal

- b) **Violence**

It is prohibited for a student to insult or cause grievous bodily harm or bodily harm to WI staff or another student, whether due to anger or in a fight or other form of violence. Breach of this rule shall result in;

- i. A maximum of three weeks suspension
- ii. A maximum of nine months or one academic year or
- iii. Dismissal

- c) **Damages and Loss of Institute Property**
A student who causes loss or damage to Institute property shall be made to pay for the loss or damage he/she has caused. If he does not pay within a given time,
- i. he shall be suspended for two weeks
 - ii. he shall have his course completion certificate and transcript withheld until he clears the debt.
 - iii. or both.

14. **Use of Institute Facilities**

The facilities meant for the use by the Institute teaching staff, and other employees are out of bounds for the students unless prior permission is obtained from the officer-in-charge of that facility. Breach of this Institute Rule shall lead to:

- i. Written warning
- ii. Two weeks suspension

15. Students are not allowed to use telephone and fax facilities of the Institute for outgoing calls. They should first seek and obtain permission from the Dean of students. Breach of this rule shall lead to:

- i. Written warning
- ii. Two weeks' suspension

16. **Students -Staff Relationship**

It is an offence for students to rebuke any member of the staff. Any complaints by students concerning a member of staff must be addressed to the officer in-charge of the section. In case of failure to settle differences at that level, the matter should be referred to the Dean of Students who will forward it to the Chairman of the Institute's Disciplinary Committee.

Breach of this Institute Rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

17. **Correspondence**

- a) It is a disciplinary action for a student to Invite outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the Institute namely, Dean of Students, Rector/Head of relevant Department, or Students' Organization, as the case may be depending on the intended audience and status of the guest speaker/social entertainers;
- b) Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the Institute or in the wider Community is disallowed;
- c) Any student or group of students wishing to send Letters or other forms of communication to the press or any organization including any Government Office must route such correspondence through the office of the Rector. The Rector (or the person to whom this power has been delegated to by him) is the only spokesman for the Institute.
- d) It is an offence for a student or students association or club to communicate to institution or organizations on behalf of the Institute.

Breach of this Institute Rule leads to:

- i. Written warning,
- ii. Two weeks suspension or
- iii. Dismissal from the Institute

18. **Kitchen and Dining Hall**

- a) Food shall be taken in the dining hall and not elsewhere, unless the Dean of students has assented.

Any student in breach of this rule shall be punished as follows:

- i. Written warning or
- ii. Two weeks suspension
- b) Suggestions, comments or complaints about food, should only be made to the Dean of Students through the relevant Students' Association representatives, and not directly to the service provider.

Breach of this rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension
- c) Students are expected to be properly dressed and well behaved in the dining hall. Dressing or behaving otherwise is an offence.

Breach of this rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

19. **Institute Dressing Code**

Students are required; at all times, to be tidy and to wear nationally accepted kinds of dress (as approved by the Ministry responsible for college/university education);

- i) Female students are not allowed to wear mini and micro skirts or clothes which do not cover fully the groins and the abdomen or transparent clothes and too tight cloths;
- ii) Male students are prohibited from wearing capes, too tight trousers, shorts, plaiting, dyeing, undesirable haircut and wearing of ear rings;
- iii) The wearing of sandals, tracksuits during office or class hours and in the dining hall at all times is prohibited;

Breach of this Institute Rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

20 **Meetings**

Before any students' meeting is held, a prior notification of the agenda shall have to be given to the Dean of Students at least two days before meeting day for the Dean to approve the meeting. Any meeting held without approval from the Dean of Students will cause those who conducted the meeting to face a disciplinary action;

- i) No unauthorized holding of Institute general meeting. For avoidance of doubt, such meetings scheduled in the Institute Almanac currently in force shall be deemed to be authorized. Emergency meetings may be held only after the Rector has approved provided that the same have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the Institute, provided further that in any other case three days' notice be given to the Dean of Students prior to the holding of such emergency meeting;
- ii) All students' meetings will be conducted during day time in the students' cafeteria or in classrooms depending on the size of the audience. Meetings conducted anywhere else during night time will be considered illegal, and those concerned shall face disciplinary action;

- iii) All students meetings must be chaired by a recognized student leader (from WISO) who has to appoint a secretary to take minutes of the meeting. A copy of these minutes must be submitted to the Dean of Students within 24 hours from the time the meeting ended;
- iv) Meetings without a recognized chairman shall be considered illegal, and those concerned will be taken to be rioters.
- v) For meetings chaired by a recognized chairman, but whose minutes are not submitted to the Dean of Students within 24 hours as required, the chairman of the meeting shall face disciplinary action;
Breach of the above rule 12 sub rules (a) and , paragraphs (i), (ii), iii (iv) and (v) may lead to the following;
 - i. a maximum of one academic year suspension and/or
 - ii. Dismissal from the Institute.

21 **Illness**

- a) An ill student shall fill a sick sheet which must be handed over to the Dean of Students as soon as the ill student returns from the dispensary. Breach of this rule shall lead to:
 - i. Written warning
 - ii. Two weeks suspension
- b) Ill students, who are exempted from duty and cannot attend classes, must not leave the Institute premises without the written permission of the Dean of Students. Breach of this rule shall lead to:
 - i. Written warning
 - ii. Expulsion from hostel

22 **Wall Literature/ Posting of Announcements**

Announcements on Notice Boards or elsewhere within the Institute, whether from the Students' Association or from individual students must be composed in clean language. Posting of caricatures/ cartoons or other graphic or textual material intended for annoying, defaming or offending any person or group is prohibited.

Breach of any this Institute rule shall lead to:

- i. Written warning,
- ii. Two weeks suspension or
- iii. Dismissal

23 **Sexual Harassment**

Relationship between female and male students or staff shall be of respect.

The following shall be acts of sexual harassment and shall constitute disciplinary actions:

- i) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures;

- ii) Belittling comments on a person's anatomy, persistent demands for dates;
 - iii) Pressuring for sexual activity or favours;
 - iv) Asking about personal sex life, explicit sexual suggestions in return for reward;
 - v) Telling lies or spreading rumours about
 - vi) a person's sex life with the purpose assassinating the character of the victim;
 - vii) Unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering;
 - viii) Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
 - ix) Transmitting offensive written, telephone or electronic communications of sexual nature;
 - x) Indecent exposure;
 - xi) The use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal;
 - xii) The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;
 - xiii) The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;
 - xiv) Indecent assault;
 - xv) Public and/or group sex;
- Breach of this Rule shall lead to;
- i. Written warning,
 - ii. A maximum of three weeks suspension
 - iii. A maximum of one academic year suspension
 - iv. Dismissal

24. **Garbage throwing**

All garbage shall be placed in respective dustbin provided in the Institute. Throwing garbage anywhere else is prohibited. Breach of this rule shall lead to;

- i. Written warning or
- ii. Two weeks suspension

25. **Security Guards**

The Institute's security guards are among enforcers of the regulations and must therefore be obeyed. Disobedient to security guards shall lead to written warning, two weeks suspension or dismissal.

9.4 SECTION C: NON-DISCIPLINARY ACTIONS

26. **Transport Service**

1. The Institute is not obliged to provide students with transport service. Students wishing to be offered transport service by the Institute should apply to the Institute's transport officer via the Dean of Students.
2. Officials of the students' association (WISO), or of other students' societies or clubs, may, with prior written permission from the Transport Officer, make use of Institute transport in accordance with the conditions specified by the Transport Officer.
3. Students shall meet the cost of travel to and from their home for the end of semester leave (vacation) from their own private sources of funds. The Institute is not responsible for the cost of such travelling.
4. The Institute shall not bear costs of travel of students for private visits to their homes even if it is on emergency matter.
5. The Institute shall provide transport service to students for educational tours arranged by the Institute

27. **Damage or Loss of Student's Property**

Students should take good care of their personal properties. The Institute is not responsible for any loss or damage to students' personal belongings.

28. **Medical/ Dispensary**

- a) The Institute has a Dispensary that provides medical consultancies and treatment of common diseases. Every student is required to pay TZS 10,000 (ten thousand) at the beginning of each semester as a contribution to cost of medical services during his stay at the Institute. The medical capitation is not refundable. Any medical cases that cannot be attended by the Institute Dispensary shall be referred to municipal hospitals in the City of Dares Salaam.
- b) In event the illness is too serious the officer in charge of Dispensary will issue a referral order. The officer in charge of the Dispensary shall inform the Dean of Students of the referral order. The Dean of students shall inform the Registrar of students about the expected absence of the student from academic activities. He shall inform him in writing on how long the sick student is expected to be absent from studies, as recommended by the officer in charge of the Dispensary or the Medical Officer at the referral hospital. Cost of medical services at the referral hospital shall be borne by the student.
- c) Each student is required to have a health insurance cover.

29. **Pregnancy**

A student who becomes pregnant may postpone studies to the next semester or academic year if she finds it difficult to manage studies with her condition.

9.5 SECTION D: EXERCISE OF DISCIPLINARY POWERS

30. **Disciplinary Committee**

In the exercise of its functions, the Disciplinary Committee shall normally be composed of the members who will be appointed by the Rector from time to time.

31 **Preliminary Procedure**

When a complaint is made to, and information is received by the Disciplinary Committee that a student has committed a disciplinary action, the Disciplinary Committee shall make preliminary investigation of the case;

- a) Where a complaint is made by any person or body charging a student with a disciplinary action, such action shall be formulated in writing and addressed to the Disciplinary Committee;
- b) For the avoidance of doubt, the Disciplinary Committee 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 Committee or an investigation officer for examination or interrogation;
- c) If the Disciplinary Committee 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;
- d) Where the Disciplinary Committee 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;
- e) The Disciplinary Committee shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as “the student”) and the complainant of the time and place for holding the disciplinary proceedings;
- f) Either party shall, for the purpose of his/her defense or reply as the case may be and upon request in writing for that purpose to the Disciplinary Committee be entitled to be supplied with a copy of an explanation, answers or other documents given or sent to the Disciplinary Committee by or on behalf of the other party;
- g) Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings serve upon the other, notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice material to the complaint or information or defense, as the case may be
- h) The Disciplinary Committee may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day

- i) Provided that the Disciplinary Committee may, if it thinks fit, at any stage of the disciplinary proceedings exclude the public generally or any particular person;
- j) At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Disciplinary Committee shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (e) of this sub-rule.

32 **During Proceedings**

- a) The complainant shall open the case and produce his/her evidence in support thereof;
- b) The Disciplinary Committee shall then give an opportunity to the student to state his/her case and produce evidence in support thereof;
- c) At the conclusion of the case by the student, the complainant shall not, without special leave of the Disciplinary Committee, make an address in reply;
- d) The Disciplinary Committee shall investigate and determine any dispute referred to it with due regard to the law of evidence and subject to these By-Laws, shall be entitled to determine his/her own procedure for any proceedings before him/ her;

33 **Adducing Evidence**

- a) Evidence may be taken by the Disciplinary Committee by oral or written statement
- b) Where a witness is called by a party, he/she shall be first examined by the party which called him/her and then cross-examined by the other party and then if necessary again by the party which called him/her.

34 **Decision of Disciplinary Committee**

- a) The decision of the Disciplinary Committee shall be arrived at consensus of the members.
- b) The decision shall be recorded and shall be announced by the Chairperson in any manner he/she may deem fit;

9.6 **SECTION E: APPEALS**

- 35 Appeal by an aggrieved party against a decision, of the Disciplinary Committee shall lie to the MAB. For the appeal to be valid he/she must pay a non-refundable fee of Tanzania shillings **fifty thousand (50,000=)**. Such appeals shall be addressed to the Chairman, WI Ministerial Advisory Board (the Board), c/o WI Rector.

