

WELCOME

A word from the College Principal



As we sail fast into our fourth year at the new Campus currently situated adjacent to Roman Catholic Church in Ipuli, we welcome our new and continuing students. We also extend our very warm welcome to our new staffs and non-teaching staffs both academic and administrative. We also sincerely welcome all the government agencies who always provide different kinds of support and services to the College. It is my most sincere hope that we shall maintain the tempo that we started off in **2004**.

Our fourth year of our existence at the new campus saw the establishments of Nyamwezi Teachers' College that provided enough opportunity for employed teachers and non employed to pursue their studies in Diploma level. During this academic year, the College of Health and Allied Sciences also is going to be established. We plan and wish that the College will provide opportunities for a number of students to excel their academic excellence.

We started off with **66** students in **2013/2014**. In **2014/2015** we had about **144** students. We hope to see about 220 students for 2015/2016 academic year. We started with **08** staffs in **2013** and we now have about **32**. Over the coming subsequent years, we hope to progressively move to our target figure of projected student admission. We are in the process of advertising the College so that this move to the targeted figure of admission

Getting where we are today it has been an uphill struggle. But through and hard work by all staffs, it has been possible to reach here. I sincerely thank and appreciate very much the diligence demonstration by the Deputy College Principal Mr. Peter George and all heads of department. We have and we shall continue to work very closely until we accomplish our mission. Without all these people, it would not have been possible to get the College where we are today.

We continue to appreciate the heroic role played by the Government, Parents and other shareholders (Private Institutions) without their dedication to the College development, the

Musoma Utalii college would have remained a one building College. But all these development would not have realized without their roles as mentioned above. The parents' continued interest and commitment in paying fees to the Musoma Utalii College has continually injected new energy in the development and operation of the College.

I thus, on behalf of the management and all staff of the Musoma Utalii College, extend our arms to welcome our continuing and new students to the College. I expect the students to realize that they are the Tanzanians of tomorrow; the future of this country will be placed in their hands. It is expected therefore that our students shall use well their time and available resources at this College so that they can leave as well informed citizens of this special country.

Mr. Nyambi

College Principal

SENIOR/EXECUTIVE OFFICERS OF THE COLLEGE



**Mr. Shaaban Mrutu
Managing Director**



**Mr. Nyambi
The College Principle
and Chairman of
College Management
Committee**



**Mr. Peter George
The Depute Principle
and Vice-Chairman
of College
Management**

MANAGEMENT COMMITTEE OF THE COLLEGE



**Mr. Juma
The Head of
Academic
Committee**



**Mr. Matimba
The Head of
Education
Department**



**Mr. Toi
The Head of Social
Science and
Communication
Department**



**Mr. Joel
Examination Officer
and ICT Specialist**

**Mr.
The Dean of Students**

**Miss. Martha
The Head of Tourism
Management and
Hospitality
Department**

1.0 INTRODUCTION

1.1 Background

Musoma Utalii College (MUC) – Tabora was established in 2004. Since its establishment the college has been focusing in providing certificate and Diploma for various course such as Special course in tourism and Airline management, Technician certificates in tour guide and Administration, Technician certificate in travel studies and tour operations, Technician certificate in computer knowledge Certificate in Early child hood Education, Ordinary Diploma in Tour guiding, Ordinary Diploma in Tour operation and Travel Agent, Ordinary Diploma in Wildlife Tourism, Ordinary Diploma in Wildlife Management, Technical Certificate in Front Office Operation, Technical certificate in Accommodation Operation, Technical certificate in food production, Technical certificate in food and beverage services, Diploma in Nursery Teaching, Certificate in ICT & Diploma ICT, and Certificate in Secretarial and Records Management.

The first students graduated in **May 2005**. The college was opened in response to Government request and community needs for private organizations’ to become involved in providing technical Education and vocational training.

1.2 Location and Relocation

At its inception, MUC was located at NSSF Building where it occupied the 2nd and 3rd floors of the building; The College conducted its functions for more than seven years at that particular building. When the process of acquiring its own piece of land completed, MUC moved to its new campus in Ipuli, adjacent to Ipuli Roman Catholic Church.

1.3 Registration/Accreditation

Musoma Utalii College-Tabora is recognised by the NACTE and has already acquired the Registration No. REG/ANE/034 and recognized centre of excellence in western zone.

2.0 VISION STATEMENT

“To become the leading international technical academic institution in imparting highly and quality professional skills”

3.0 MISSION STATEMENT

“To provide high quality and relevant professional and technical skills to meet the needs of Tanzanians and Foreigners”

4.0 OBJECTIVE

The Broad objective of MUC is to be the centre of excellence in providing quality technical education through training in short and long courses and tailor made programmes in certificates and diploma.

5.0 CORE VALUES

Four core values will guide MUC in accomplishing its vision, mission and objectives.

i) **Excellence** - MUC will observe quality in all training and academic pursuit including teaching, field practical and public services by ensuring that standards are adhered to, quality control of assurance mechanism are institutionalized and maintained.

ii) **Moral standards and integrity** - MUC community will uphold and observe accuracy, professional ethics, honesty, corporate, social responsibility, and human respect in all its undertakings.

iii) **Innovation** - In performing the activities in relation to its core functions, MUC will attempt to be creative, up to date and cherish novelty.

iv) **Equity** - MUC is an equal opportunity institution.

6.0 OWNERSHIP AND GOVERNANCE

Musoma Utalii College-Tabora is a private institution offering technical and vocational training established in 2004, The day-to-day running of the College is under the College Governing Board which uses other specified organs in relations to policy and administrative organs to manage all affairs related to the staffs, students, and other college resources.

2.0 LIFE AND FACILITIES AT THE COLLEGE

2.1 Accommodation

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

2.2 Religious life

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

2.3 Cafeteria Services (Food Services)

In the campus the College has commercialized food providers. Students are required to pay for their meals or cook for themselves. The College has a specified building where by students who wish to cook their own food are supposed to use and therefore students are NOT allowed to prepare meals in the College Hostels.

2.4 Sports and Recreation

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

2.5 Students' Organisation, Societies and Clubs

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

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

2.6 Students Administration, welfare and Discipline

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

2.7 LIBRARY SERVICES

The mission of Library is to support and enhance MUC's academic, research and practical activities, through provision of relevance information resources and services. Currently the College has one library which serves all the departments in which is divided into sections according to the available departments, as follows; the department of tourism and hospitality, the department of Education and the department of social science and communication as well as the subsection of ICT and subsection of impaired users.

The library holds over 1,000 extensive collections in hard copy and soft copies, and also produces the number of fliers which contain electronic information resources. It is also equipped with Internet connected computers to enable the students to assess online academic information resources.

2.7.1 LIBRARY LENDING RULES

- i) Borrowers are required to hand over library identity cards when borrowing library materials
- ii) Library material borrowed must be returned on or before the due date.
- iii) No book or any other library material may be taken out of the library unless it has been officially issued to the borrower at the issue desk.

iv) Normally loan period for students is 1 week, tutors two weeks and 2 hours for special reserve materials during the normal working hours. Issue may be renewed for a further period if the document is not reserved for other readers.

2.7.2 LIBRARY RULES AND REGULATION

i) Smoking, eating and drinking are not allowed in the library .

ii) No bags, umbrellas, parcels etc, except files and books may be brought in the library.

iii) Idle conversation, loud laughter, and other unnecessary noise, disturb library users and must therefore be avoided. Discussions are strictly forbidden in the library.

iv) Abusive language or gestures, harassing or threatening behaviour to the librarian or users are not acceptable.

v) Users must be decently dressed and conduct themselves properly in the library.

3.0 ADMISSION REGULATIONS AND REQUIREMENTS

3.1 Admission Regulations

The Musoma Utalii College-Tabora is an education institution, which offers various certificates and diplomas in a wide range of fields. Information on available programmes can be found on the College's website www.musomautalii.ac.tz

Students wishing to be enrolled at the Musoma Utalii College to pursue the various certificates and Diploma programmes have to fill in the application forms for admission which is obtained from the reception office at MUC or downloaded forms from the College website or can be sent direct to the applicant upon request. Application forms can also be obtained from all postal offices in all Tanzanian mainland Regions.

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

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

4.0 ENTRY QUALIFICATION (REQUIREMENTS) AND COURSE DURATION.

- i. NTA- Level 4, Entry qualification is form IV at least four passes at D-level OR NVA LEVEL 3 and the course duration is one year.
- ii. NTA–Level 5, Entry Qualification is form six with at least one principal pass and one subsidiary or NTA Level 4 and course duration is one year.
- iii. NTA-Level 6, Entry Qualification is a person with NTA level 5 from any NACTE recognized college and course duration is one year.

5.0 ACADEMIC PROGRAMMES AND GENERAL INFORMATION

The following programmes are offered at the MUC - Tabora, for details of courses listed students are advised to contact the relevant Heads of Department.

5.1 Department of Tourism and Hospitality

The Department of Tourism and Hospitality of MUC offers the following courses;

- **Certificate in Tour Guiding and Administration**
- **Diploma in Tour Guiding and Administration**
- **Certificate in Hospitality Management**

5.1.2 Certificate in Tour Guiding and Administration

The one year certificate in Tour Guiding and administration, which aims at providing knowledge to students that, would enable them to be aware of all matters pertaining to tourism and hospitality management.

Entry Qualification for Certificate Courses in Tour Guiding and Administration

Candidates should have completed at least form IV with at least four passes at D-level including Biology subject or NVA LEVEL 3 in specific programme.

5.1.3 Diploma in Tour Guide and Administration

The two years diploma in Tour Guiding and administration, which aims at providing knowledge to students that, would enable them to be aware of all matters pertaining to tourism and hospitality management.

Entry Qualification for Diploma Courses in Tour Guide and Administration

Candidates should have completed form six with at least one principal pass and one subsidiary or NTA Level 4 from NACTE recognized college.

5.1.4 Certificate in Hospitality Management

The one year certificate in Hospitality Management which aims at providing knowledge to students that would enable them to be aware of all matters pertaining to hotels and customer care services.

Entry Qualification for Certificate Courses in Hospitality Management

Candidates should have completed at least form IV with at least four passes at D-level including Biology subject or NVA LEVEL 3 in specific programme.

6.0 Department of Education

The Department of Education at MUC offers the following courses;

- **Technician Certificate in Early Childhood Education**
- **Diploma in Early Childhood Education**
- **Technician Certificate in Primary School Education**
- **Diploma in Primary School Education**

6.1 Technician Certificate in Early Childhood Education

The two years technician certificate in Early Childhood Education, prepares high quality early childhood specialist teachers for teaching children in Pre- schools focusing on the actual developmental and learning needs of young children.

Entry Qualification for Technician Certificate in Early Childhood Education

Candidates should have completed form IV with at least Division three.

6.2 Diploma in Early Childhood Education

The two years diploma in Early Childhood Education, prepares high quality early childhood specialist teachers for teaching children in Pre- schools focusing on the actual developmental and learning needs of young children

Entry Qualification for Diploma in Early Childhood Education

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

6.3 Technician Certificate in Primary School Education

The Two years programme mainly aims to provide aspirants with opportunities to become diversified in terms of skills and knowledge so as to expand their employability chances on the global labour market. It prepares high-quality teachers for Primary schools and opens-up space for diversification in skills and knowledge.

Entry Qualification for Technician Certificate in Primary School Education

Candidates should have completed form IV with at least Division three.

6.4 Diploma in Primary School Education

The Two years programme mainly aims to provide aspirants with opportunities to become diversified in terms of skills and knowledge so as to expand their employability chances on the global labour market. It prepares high-quality teachers for Primary schools and opens-up space for diversification in skills and knowledge.

Entry Qualification for Diploma in Primary School Education

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

7.0 Department of Social Science and Communication.

The Department of Social Science at MUC offers the following courses;

- **Journalism, Radio & TV Broadcasting**
- **Information and Communication Technology (ICT)**
- **Records Management**

7.1 Certificate of Journalism, Radio & TV Broadcasting

This one year course is intended to train students in basic techniques of broadcasting , news reporting and editing and general knowledge of mass media studies. It also introduces students to professional audio production and programming,

Entry Qualification for Certificate in Journalism, Radio & TV Broadcasting

Candidates should have completed at least form IV with at least four passes at D-level OR Form IV with two passes and certificate of Elementary / Foundation course or NVA LEVEL 3 and the course duration is one year.

7.2 Diploma in Journalism, Radio & TV Broadcasting

The diploma in Journalism, Radio & TV Broadcasting is offered for two years, its intended for candidates wishing to pursue academic and professionals career in mass media and public relations ambits. It offers students with advanced communications skill, analytical in-depth reporting and theories as well as an understanding of the workings of mass media institutions in the country.

Entry Qualification for Diploma in Journalism, Radio & TV Broadcasting

Candidates should have completed at least form six with at least one principal pass and one subsidiary or NTA Level 4 and course duration is one year.

7.3 Certificate of Information and Communication Technology (ICT)

The one year programme oriented with overall objectives of improving skills and computer knowledge and applications in increasing work efficiency. In this respect, the course prepares competent professionals who can handle computer science issues efficiently and effectively.

Entry Qualification for Information and Communication Technology (ICT)

Candidates should have completed at least form IV with at least four passes at D-level OR Form IV with two passes and certificate of Elementary / Foundation course or NVA LEVEL 3 and the course duration is one year.

7.4 Diploma in Information and Communication Technology (ICT)

The two years programme aims at preparing young scientists with knowledge and practical skills that can address the needs of the market in computer and information systems hence , they are very suitable for a wide variety of IS and IT. It provides a sound foundation in Information Technology (IT), Principles and practices. The emphasis is on application of information technology rather than the computer itself. Core technological areas includes Programming, Operating System, Data Communication, System Analysis and Design and Database Application.

Entry Qualification for Diploma in Information and Communication Technology (ICT)

Candidates should have completed at least form six with at least one principal pass and one subsidiary or NTA Level 4 and course duration is one year.

7.5 Certificate in Records Management

This is a one-year course intended to provide trainees with sufficient knowledge and expertise to records and management, as well as basic skills on secretarial and records management.

Entry Qualification in Records Management

Candidates should have completed at least form IV with at least four passes at D-level OR Form IV with two passes and certificate of Elementary / Foundation course or NVA LEVEL 3 and the course duration is one year.

7.6 Diploma in Records Management

This is a two years course intended to train students in basic secretarial and records management administration. It provides high-level education and skills in the field.

Entry Qualification in Records Management

Candidates should have completed at least form six with at least one principal pass and one subsidiary or NTA Level 4 and course duration is one year.

8.0 TYPICAL COSTS FOR CERTIFICATE AND DIPLOMA PROGRAMMES

The Table below presents estimate of typical costs to pursue Certificate and Diploma Programmes as the College in Tsh.

CERTIFICATE COURSES OFFERED (NTA Level 4)

| Ref: | LIST OF COURSES | DURATION | FEES |
|------|---|----------|-----------------|
| 1. | Tour Guiding and administration | One Year | Tshs. 800,000/= |
| 2. | Tourism & Airline Management | One Year | Tsh. 800,000/= |
| 3. | Travel Studies and Tour Operations | One Year | Tshs. 800,000/= |
| 4. | International Hotel Management | One Year | Tshs. 800,000/= |
| 5. | Food & Beverage Services and Sales | One Year | Tshs. 800,000/= |
| 6. | Food Production ,Cookery and Bakery | One Year | Tshs. 800,000/= |
| 7. | Front Office Operations | One Year | Tshs. 800,000/= |
| 8. | Information and Communication Technology (ICT) | One Year | Tshs. 800,000/= |
| 9. | Nursery School Teaching (Early Childhood education) | One Year | Tshs. 800,000/= |
| 10. | Journalism, Radio & TV Broadcasting | One Year | Tshs. 800,000/= |
| 11. | Secretarial course | One Year | Tshs. 800,000/= |
| 12. | Records Management | One Year | Tshs. 800,000/= |
| 13. | Procurement and supply Management | One Year | Tshs. 800,000/= |
| 14. | Business Administration | One Year | Tshs. 800,000/= |

DIPLOMA COURSES OFFERED (NTA Level 5 & 6)

| Ref: | LIST OF COURSES | DURATION | FEES |
|------|--|-------------|---------------------------|
| 1. | Tour Guiding and administration | Two Years | Tshs. 1,600,000/= |
| 2. | Hotels & Hospitality Management | Two Years | Tshs. 1,600,000/= |
| 3. | Information & Communication Technology (ICT) | Two Years | Tshs. 1,600,000/= |
| 4. | Journalism, Radio & Tv broadcasting | Two Years | Tshs. 1,600,000/= |
| 5. | Business Administration | Two Years | Tshs. 1,600,000/= |
| 6. | Procurement and Supply / Logistics | Two Years | Tshs. 1,600,000/= |
| 7. | Records Management | Two Years | Tshs. 1,600,000/= |
| 8. | Full Secretarial course | Two Years | Tshs. 1,600,000/= |
| 9. | Early Childhood care and Education(Nursery Teaching) | Two Years | Tshs. 1,600,000/= |
| 10. | PRIMARY SCHOOL EDUCATION (Under Nyamwezi Teachers' Training College) | Three Years | Tshs. 800,000/= per Year. |

CERTIFICATE IN SHORT PROGRAM COURSES

| Ref: | LIST OF COURSES | DURATION | FEES |
|------|------------------------------------|--------------|------------------|
| 1. | Computer in Office Application | Six Months | Tshs. 300,000/= |
| 2. | Computer Maintenance & Electronics | Six Months | Tshs. 400,000/= |
| 3. | Computer knowledge | Three Months | Tshs.150,000/= |
| 4. | Graphic Design | Six Months | Tshs. 400,000/= |
| 5. | Music Productions | Six Months | Tshs. 400,000/= |
| 6. | Elementary/Foundation course | Three Months | Tshs. 100,000/= |
| 7. | Entrepreneurship Development | Six Months | Tshs. 300,000/= |
| 8. | English, French & Italian course | Per Month | Tshs. 30,000/= @ |

OTHER CONTRIBUTIONS

- i. Tshs. 15,000/= for Caution Money
- ii. Tshs. 10,000/= for college t-shirt
- iii. Tshs. 5,000/= for Identity card
- iv. Tshs. 15,000/= for NACTE registration fees.
- v. Tshs. 40,000/= for Graduation Ceremonies

The college fees and other contributions should be payable through **BANK**

A/C Number 025103004597 NBC BANK

A/C Number 51010007302 NMB BANK

Account Name is MUSOMA UTALII COLLEGE – TABORA

MEMBERSHIP, GOVERNANCE, ORGANIZATION AND ADMINISTRATION

[A] MEMBERSHIP AND GOVERNANCE PRINCIPLE

ARTICLE 6

MEMBERSHIP OF THE COLLEGE

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

- a) The member of the Advisory Board,
- b) Member of the Management Committee,
- c) The Director who shall also be the Visitor of the College,
- d) The College – Principle,
- e) The Depute College Principle,
- f) The dean of the students,
- g) The members of the academic board including all members of teaching and non teaching staffs,
- h) Students of the College and
- i) Such as a person as the adversary board on advice of the College Management Committee, may, from time to time declare to be members of the college.

ARTICLE 7

STATUS, ORGANIZATION AND GOVERNANCE OF THE COLLEGE

7.1 The College shall be:

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

[B]ADMINISTRATION OF THE COLLEGE

THE DIRECTOR AND PRINCIPAL OFFICERS

ARTICLE 8

THE DIRECTOR

- 8.1 The Director of MUC shall also be the visitor and titular head of the College and may from time to time, direct a visitation to inspect its buildings library, equipments, teaching and other activities;
- 8.2 Subject to the power vested on the Director, the Director, besides being the Visitor and titular head of the College and coffering and granting diplomas and certificates and other award in the name of MUC pursuant to the objects and functions of the College shall, mutatis mutandis, exercise similar functions, power and privileges he/ she shall
- (a) Promote the development of the college and advancement of its scientific, cultural and social progress; and
 - (b) Directs external or internal inspections and visitations or inquiries into teaching, general administration and organization or any activities or matter;

ARTICLE 9

PRINCIPAL OFFICERS OF THE COLLEGE

9.1 Subject to MUC Constitution and Rules, The principal officers of the College shall include the College Principal; Deputy College Principal Academic Affairs and Administration; Dean of students; The Academic Master; Head of Departments; the College Chief Librarian; the Quality Assurance Officer and the Bursar.

ARTICLE 10

THE COLLEGE PRINCIPLE

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 11

DEPURY COLLEGE PRINCIPLE

11.1 There shall be a Deputy Principle for Academic and Administrative Affairs of the College who shall be appointed by the Advisory Board from the list of three candidates submitted to the board by the College Director after consultation with the College Principle.

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

11.3 The Deputy Principle for Academic and Administrative Affairs of the College Shall be:-

- a) The primary duty of the Deputy Principal is to develop and implement an effective instructional program appropriate to the pupils in his/her school. Careful attention should be given to the supervision of teachers and other instructional personnel working in the College, including both full and part-time personnel.

- b) Responsible to the College Principle in relation to all matters pertaining to academic and administrative activities of the College, including organizing courses, competent staffing, quality and performance and short terms programs.
- c) The main advisor to the College Principle in relation to securing adequate human resources for managing the College and carrying out effectively and efficiently its objects and
- d) Perform such other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the School Board functions such as coordinating, preparation and keeping of College Students records.

ARTICLES 14

HEADS OF DEPARTMENTS

14.1 There shall be a Head of Department of, who shall be appointed by the College Principle after consultation with the Deputy Principle for Academic and Administrative Affairs of the College.

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

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

- Ensuring timely and adequate provision of textbooks, materials, and equipment required for the effective teaching of the subject across the College;
- Ensuring that the maintenance and upkeep of equipment related to the subject at school is regularly carried out;
- Preparing specifications and budgets for the requirements of the subject-specific teaching tools and equipment, including laboratory equipment;
- Mentoring other teachers in the subject/level of their specialty;
- Holding and leading regular departmental meetings and ensuring the keeping of minutes;
- Be responsible to the College Principle through depute college principle as the case may in respect to all matters concerning the department

ARTICLE 15

DEAN OF STUDENTS OF THE COLLEGE

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

15.2 The Dean of Students of the College shall:-

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

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

ARTICLE 16

CHIEF LIBRARIAN

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

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

16.3 The chief librarian shall:-

- a) Serve for such tenure of office as shall be determined by the College Government Board; and
- b) Be the head of library providing leadership and direction in the discharge of its functions.

College advisory board

ARTICLE 17

THE ADVISORY BOARD

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

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

- a) The Regional Education Officer who shall be a chairman
- b) The College principle who shall be a Secretary.
- c) One member of the College Management Committee

- d) One Representative of among the following banking, business community and financial sector.
- e) One Representative of from the legal profession.
- f) One Representative from the Academic Community
- g) One Representative from College Academic Board.
- h) A Representative from College Students Organization.
- i) One Representative from the Office of the District Executive Director.
- j) The Deputy Principle for Academic and Administrative Affairs of the College who shall be ex-officio member.

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

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

- i) To oversee and supervise the implementation of such general policies, strategies and plans of the MUC.
- j) To observe fairness and justice in the exercise of its powers and functions and to act without fear, favour or prejudice in handling disputes, discipline and other matters of the College.
- k) To advice the Management Committee, the College Principle of as the case may be the founder (director) as may be appropriate on the College matters which affect the operation of the College and to oversee and supervise the implement of general polices, strategies and plans of the College.
- l) To receive and consider proposal for establishment of new programmes or courses of the College or disestablishment of the same and submit it recommendation to the management committee and national accreditation authority for approval.

ARTICLE 18

COLLEGE MANAGEMENT COMMITTEE

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

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

18.2 Function of the College Management Committee

The Management Committee of Musoma Utalii College Tabora Campus shall have the following function:-

- i) To advise the College Principle and other officers on various management matters involved in the normal running of the College in accordance with the policies and decision and the Advisory Board and Government Agencies.
- ii) It may at any time co-opt a particular person from within the College or from anywhere else outside the College, whether in an official or personal capacity or may invite such person for attendance at a particular meeting of the management committee to assist it as it may deem necessary for the effective and efficient discharge and its functions.
- iii) The Management Committee shall have such other functions as the Advisory Board may delegate to it or as may be prescribed.

ARTICLE 19

STAFF OF THE COLLEGE TERMS OF EMPLOYMENT AND DISCIPLINE

19.1 The staff of the Musoma Utalii College shall include Administrative staff, Academic staff and supporting staff.

19.1.1 Administrative Staff

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

19.1.2 The Academic Staff shall compose of:-

- a) The College Principle
- b) The Deputy Principle for Academic and Administrative Affairs of the College

- c) The Head of Academic Departments
- d) The Chief Librarian
- e) Senior Tutors, Instructors and Tutors. And
- f) Such members of staff of the College who are engaged wholly or partially in teaching and practical activities as shall be designated by the academic staffs.

19.1.3 Supporting Staff of the College

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

ARTICLE 20

20.0 DISCIPLINE OF STAFF OF THE COLLEGE

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

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

- i) The College Principle
- ii) The Deputy Principle for Academic and Administrative Affairs of the College
- iii) Any legal qualified person with at least five years experience of practice as an attorney, advocate, magistrate or judge and who does not hold any post at the College, who shall be appointed by the Advisory Board.
- iv) Two members of the academic or administrative Staff Association or, as the case may be, Administrative Staff.

20.1 DISCIPLINE OF TOP EXECUTIVE OFFICERS OF THE COLLEGE.

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

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

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

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

iii) The right to be judged without bias.

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

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

ARTICAL 21

4.0 EXAMINATION RULES AND REGULATIONS

4.1 Eligibility for Examinations

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

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

c. A candidate shall be barred from doing the examinations if the Faculty Dean or course instructor is not satisfied with the attendance of that candidate or the candidate has not passed the Course Work by getting a mark of not less than 20 marks out of 40 or 50 percent of the course work.

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

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

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

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

h. Any student who sits for examination without finishing the tuition fee, his/her examination result shall be nullified and be required to resit for the examination as special examination upon payment of penalty of Tshs. 100,000.00/

Conducting of Examinations A. Notes to Candidates/Students

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

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

3. Candidates **shall** be allowed to sit for examinations only if he/she has done coursework and obtains 20 out of 40 marks.

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

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

6. The candidates **shall** be at the examination room 30 minutes before starting the examination.
7. No candidate **shall** enter an examination room before identification and permission to enter.
8. No candidate **shall** be allowed to enter the examination room 30 minutes after the starting time.
9. No candidate **shall** be allowed to leave the examination room 10 minutes before the ending of examination session.
10. No candidate **shall** be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
11. All candidates **shall** be required to sign the attendance register.
12. Candidates **shall** be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
13. Examinations **shall** be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.
14. The duration of the question papers, shall be the time shown on the paper **shall** have to be followed where contradictions arise.
15. No candidate **shall** be allowed to bring unauthorized material into the examination room.

In this regulation;

“Unauthorized material” includes:

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

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

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

4.4. Special Examinations

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

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

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

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

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

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

Examination Irregularities

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

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

Release of Examination Results

Results of all candidates in every final semester examination shall be subject to review by the Management Committee and approval by the Advisory Board. Public disclosure of the examination results shall be made following the approval by the Advisory Board. Results shall be published and released to the students through the College notice boards and by the Deputy Principal Academic Affairs identifying the student by Examination number and the grades obtained by each candidate. The results shall also be posted on the Musoma Utalii College website (www.musomautalii.co.tz) and/or through the mobile phones.

Article 22

ADMINISTRATION AND WELFARE OF STUDENTS

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

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

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

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

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

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

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

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

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

Article 23

EXERCISE OF DISCIPLINARY POWERS

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

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

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

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

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

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

- 2.3 Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the Disciplinary Authority;
- 2.4 For the avoidance of doubt, the Disciplinary Authority may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear before the Disciplinary Authority or an investigation officer for examination or interrogation;
- 2.5 If the Disciplinary Authority is of the opinion that no *prima facie case* has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information;
- 2.6 Where the Disciplinary Authority is of the opinion that a *prima facie case* for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute; hence have the power to impose such punishment as may consider appropriate after inquiring into offence in accordance with the procedure prescribed under the Rules and upon being satisfied that the charge against the student has been proved;
- 2.7 **PENALTIES;** Upon breach of any of the disciplinary offences specified in these By-Laws and in the college prospectus, the Disciplinary Authority may impose penalties including warning, fine, compensation, exclusion from Halls of Residence, suspension, rustication (expelled temporarily), and expulsion (depriving someone of membership in an organization).
- 2.8 **APPEALS;** Appeal by an aggrieved party against a decision, of the Disciplinary Authority shall lie to the Appeals Committee composed of:
- i. a Chairperson appointed by College Governing Board;
 - ii. four members elected by the College Governing Board one of whom shall be elected to the College Board by Students' Organization; and
 - iii. a legally qualified person from any office of advocates in the town to be appointed by the Chairperson of the College Governing Board.

- 2.9** Any person who was or is involved in the investigation, hearing or decision of any matter connected or otherwise associated with any particular appeal to the committee in which such matter is directly or indirectly relevant prior to the commencement of the appeal process, shall not take part in the hearing of such appeal;
- 2.10** When an appeal has been lodged with the Appeals Committee, execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal;
- 2.11** At the hearing of an appeal by the Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee; In determining an appeal the Appeals Committee shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority;
- 2.12** Where necessary the Disciplinary Authority shall institute all proceedings and may lodge or defend any appeal before the Appeals Committee.