

***Karume Institute of Science and Technology  
Zanzibar***



***General information***

*July 2016*

## 1.0 ORGANISATION OF KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY

### 1.1 MEMBERS OF THE GOVERNING COUNCIL

The Council of Karume Institute of science and Technology is composed as follows:		
Dr. Narriman S. Jiddawi	Chairperson	n_jiddawi@yahoo.com
Ms. Asha M. Ahmed	Vice Chairperson	asha.adhuhuri@gmail.com
Mr. Abdulhamid I. Haji	Secretary	muombwahaji@yahoo.co.uk
Mr. Mohammed Kh. Mussa	Member	m.mussa@zantel.co.tz
Dr. Idrissa M. Hija	Member	idrisamh60@hotmail.co.uk
Mr. Ahmed Y. Baalawy	Member	alawysupply@gmail.com
Dr. Zakia M. Abubakar	Member	zakia.abubakar@suza.ac.tz
Ms. Asha R. Nassor	Member	aransam@hotmail.com
Mr. Iddi Kh. Haji	Member	iddi_haji@hotmail.com
Student Chairperson	Member	shaalidulla@hotmail.com

### 1.2 INSTITUTE MANAGEMENT TEAM

Mr. Abdulhamid I. Haji	<b>Director</b>
Mobile: 0777420553	e-mail: muombwahaji@yahoo.co.uk
Ms. Latifa S. Ufuzo	<b>Registrar</b>
Mobile: 0777467164	e-mail: latifau@yahoo.com
Mr. Hamad M. Abdulla	<b>Chief Academic Officer</b>
Mobile: 0773064988	email: abdulla_mkubwa@hotmail.com

### 1.3 HEADS OF DEPARTMENT

#### 1.3.1 HEADS OF ACADEMIC DEPARTMENT

Ms. Ratiba A. Muhammed MCA, (Hydresbad–India)	Civil and Transportation	<a href="mailto:muhammedratiba@yahoo.com">muhammedratiba@yahoo.com</a> 0773095634
Mr. Ali H. Mkali, MEM (UDSM)	Mechanical and Automotive	0713661483 <a href="mailto:alimkali@hotmail.com">alimkali@hotmail.com</a>
Ms. Aziza K. Haji. BSc. Physics/Mathematics with Education	Electrical	<a href="mailto:azizahaji@yahoo.com">azizahaji@yahoo.com</a> 0777867943
Mr. Zam S. Zam MSc. Engineering (UDSM)	Telecommunicat ion and Electronics	<a href="mailto:zamsh@yahoo.com">zamsh@yahoo.com</a> 0713228436
Ms. Feda A. Zahor. MSc. Mathematic and Computational Science and Engineering (NMAIST)	General Studies	<a href="mailto:zahorf@yahoo.com">zahorf@yahoo.com</a> 0773105889
Mr. Hussein A. Hussein. MEED (UDSM)	Continuing Education	<a href="mailto:huss_abdi@yahoo.com">huss_abdi@yahoo.com</a> 0777437078

#### 1.3.1.1 HEADS OF ACADEMIC SECTIONS

Mr. Walid K. Moh'd. MSc. Computer Science (UK)	Computer Engineering	<a href="mailto:waliyd@yahoo.com">waliyd@yahoo.com</a> 0777110662
Mr. Mabrouk H. Ali. MSc. Engineering (Volgograd)	Automotive Engineering	

#### 1.3.1.2 HEADS OF ACADEMIC UNIT

Mr. Mussa M. Mussa. MSc. Engineering (UDSM)	Liaison Officer	<a href="mailto:mussally@yahoo.com">mussally@yahoo.com</a> 0777426095
Ms. Asha M. Hamad	Dean of Student	<a href="mailto:hamad.asha@yahoo.com">hamad.asha@yahoo.com</a> 0777415525

### 1.3.2 HEADS OF NON-ACADEMIC DEPARTMENT

Mr. Bakari H. Haji	Planning, Administration and Human Resources	<a href="mailto:bakarihamzahaji@yahoo.com">bakarihamzahaji@yahoo.com</a> 0777878161
Mr. Hamid Kh. Juma	Chief Accountant	<a href="mailto:khamj2004@yahoo.com">khamj2004@yahoo.com</a> 07724215446
Ms. Zuwena M. Hafidh LLB (ZU)	Legal Unit	<a href="mailto:muz.abdalla@yahoo.com">muz.abdalla@yahoo.com</a> 0777461114
Mr. Daudi K. Kondo	Internal Auditor Unit	0773366233
Ms. Mboja R. Mshenga	Procurement and Supply Unit	0773182559

#### *Major Contact Address*

**Title:** *Karume Institute of Science and Technology (Taasisi ya Karume ya Sayansi na Teknolojia) P.O. Box 467 Zanzibar*

**Office hours:** *Monday to Friday– 07:30 to 16:00*

**Holidays;** *Saturday and Sunday*

## ***2.0 Introduction to Karume Institute of Science and Technology***

### ***2.1 Location of the Institute***

Karume Institute of Science and Technology (KIST) is located in Mbweni, about 7km from Zanzibar Town – Urban West of Zanzibar.

### ***2.2 Background of the Institute***

Karume Institute of Science and Technology (KIST) is a parastatal organisation under the Ministry of Education and Vocational Training. It is entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in science and technology by teaching, conducting research and consultancy in various fields in the country.

KIST was established by the Act No.2 of House of Representative of Zanzibar of 2009 as a successor to Karume Technical College (KTC) and became operational in 3rd October 2009. In 2002 KTC the then KIST was full registered by NACTE (National Council for Technical Education) and has a mandate to grant awards on Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) Ordinary Diploma (NTA Level 6) and Bachelor degree (NTA Level 8) in 11 fields: Mechanical engineering, Automotive engineering, Electrical engineering, Electronics & Telecommunications engineering, Civil & Transportation engineering, Computer engineering, Teachers' Vocational Education and Training, Primary Teachers' in science and mathematics, Laboratory Technicians, Information Communication Technology with Business and Air craft Maintenance and Pilot Training.

KIST maintains a system of collaboration, consultation and cooperation with parties within the country and outside whose functions relate to the application of science and technology for development of the country.

### ***2.3 Organisation structure***

The organisation structure of KIST is made of three main arms namely:

- The Council;
- Advisory Committees to the Council;
- The Secretariat.

### **2.3.1 *The Council***

The Council of KIST consists of members from Vocational education and training of Zanzibar, business community, employers' association, students' organisation of the Institute, representative of academic staff, representative from the ministry responsible for education and a member appointed by the Minister with experience in education. The councillors appointed by the Minister responsible for education.

Chairperson of the Council and the Director of the Institute are appointed by the President of Zanzibar.

### **2.3.2 *Advisory Committees***

Internally, the Council has established standing committees and Boards which support Council on various matters related to Institute; also they provides technical support of how best KIST can carry out its activities.

There are seven advisory committees which covers the key sectors:

- Academic Board
- Finance, Investment and Auditing Committee
- Tender Board
- Disciplinary Authority
- Disciplinary Appeals Committee
- Estate, Environment and HIV/AIDS Committee
- Quality Assurance Committee

### **2.3.3 *The Secretariat***

The Secretariat is the executive arm responsible for day-to-day operation of the Institute. The Director heads the Secretariat and operates through the offices of Registrar, Department of Finance,

Chief Academic Officer, Legal Officer and Dean of Students.

## **2.4 Vision**

KIST is an innovative leader that creates effective learning environments, enhances individual success, promotes economic vitality and provides opportunities for lifelong technical education

## **2.5 Mission**

To promote the development and usage of appropriate technology that meets national and regional needs and standard through skills and practical oriented training research and consultancy.

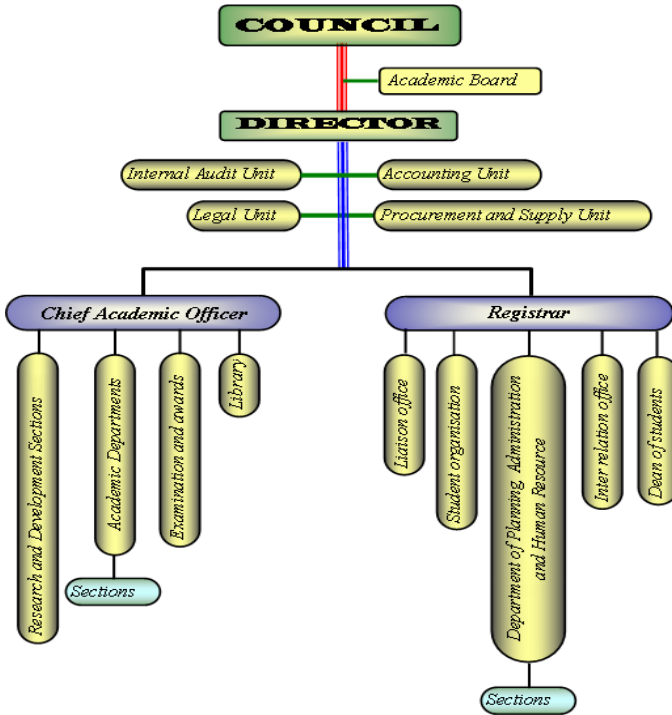
## **2.6 Values**

In pursuit of its mission, KIST will be guided by the following values:

- ☞ Mutual respect
- ☞ Trust
- ☞ Loyalty
- ☞ Professionalism
- ☞ Output delivery
- ☞ Social inclusion
- ☞ Output delivery
- ☞ Transparency
- ☞ Unity of purpose
- ☞ Accountability
- ☞ Ethical standard
- ☞ Gender equity
- ☞ HIV/AIDS conscious

3.

## Organisation Structure



#### 4. Programmes Offered

##### 4.1 Diploma Programmes

No.	Diploma Programmes	Duration
1	Diploma in Mechanical Engineering	3 years
2	Diploma in Automotive Engineering	
3	Diploma in Civil and Transportation Engineering	
4	Diploma in Electrical Engineering	
5	Diploma in Electronics and Telecommunication Engineering	
6	Diploma in Computer Engineering	
7	Diploma in Information and Communication Technology with Business	
8	Diploma in Primary School Teachers' (Science and Mathematics)	2-3 years
9	Diploma in Teachers' Vocational Education and Training	3 years
10	Diploma in Laboratory Technicians	3 years
11	Batchelor degree in Air craft Maintenance and Pilot Training.	3 years
10	Pre-entry NTA – Level -4	10 weeks
12	ICT Foundation	6 months

##### 4.2 Computer Applications

1	Introduction to Computer with Windows Xp	4 weeks
2	Word Processing with Microsoft Word	4 weeks
3	Spread sheet with Microsoft Excel	4 weeks
4	Database with Microsoft Access	4 weeks
5	Desktop Publishing & Presentation with MS-Publisher & MS-PowerPoint	4 weeks
6	Internet by using Internet Explorer Browser	2 weeks
7	Access Programming	12 weeks

### 4.3 Vocational Education and Training

1	Electrical Installations	2 Years
2	Air-conditioning and Refrigeration	
3	Computer Maintenance and Networking	
4	Auto mechanics	
5	Vehicle Wiring	
6	Radio and Television Maintenance	
7	Computer Networking	
8	House Painting and Decorations	
9	Civil Drafting	
10	Carpentry	
11	Brickwork	
12	Plumbing	
13	Metal Welding	
14	Cleaning and Gardening	
15	Food production and food processing	
<b><i>Minimum entry qualifications for “Vocational Training” is Certificate of form two (2) or form four (4), regardless art or science.</i></b>		

## 5. Admission Regulations

### 5.1 Minimum entry qualifications for NTA - 4

Minimum entry qualification for Basic Technician Certificate (Level 4) is Certificate of Secondary Education (CSE) with a minimum pass of “C” grade in the following three subjects: Physics, Chemistry and Mathematics or students in Technical Secondary Education with a minimum pass of four “D” in all technical Subjects and Mathematics or a student with pre-entry certificate provided by the KIST (or any other recognised Institution) or a student with NVTA Level 3 may be considered subject to availability of vacancies.

Candidates may join the Institute's programmes through the direct entry scheme awarded to the students with a minimum pass of "C" and need to apply direct to the Institute or through pre-entry course for NTA level 4 which is conducted at the Institute.

### *5.2 Minimum entry qualifications for Pre-entry NTA– 4 (For 10 weeks)*

Certificate of Secondary Education (CSE) with a minimum pass of four (4) "D" grade in four of the following subjects: Physics (Engineering Science), Chemistry, Mathematics and English or students in Technical Secondary Education with a minimum pass of two (2) "D" in technical Subjects and Mathematics or Physics or Chemistry and National Vocational Award Level III (NVA Level III) from recognised Authority

### *5.3 Minimum entry qualifications for ICT Foundation Course*

Certificate of Secondary Education (CSE) with a minimum pass of four (4) "D" grade in any subject taught in Form Four, regardless Art or Science.

## *5.4 Other Important Information Related to Admission*

### *5.4.1 Registration*

All eligible students are requested to pay their due and registration fees within **three weeks (29<sup>th</sup> August 2016)** after commencement of academic year. No late registration after two weeks of a new academic year or semester. Late student shall wait till the next academic year or semester.

Registration is compulsory for **ALL** students entering a new academic year, i.e. fresh students or student progressed from current level to the next level of award.

Un-registered students and students attend second semester classes after failed first semester, shall not be considered as a student to that particular academic year.

Student who has postponed studies will be required to report at the corresponding time and semester similar to that left behind.

Students are not allowed to change respective field of study at the middle of any semester except for exceptional circumstances brought forward to the Director's Office. For fresh students, students may

change field of study between them before the second week after commencement of the new academic year.

#### **5.4.2 Institute regulations**

Upon admission **ALL** students' especially fresher must obtain, read and understand thoroughly the following documents:

- ☞ Act No. 2 of 2009 “establishment of the Karume Institute of Science and Technology”;
- ☞ Karume Institute of Science and Technology Students Organization (KISTSO);
- ☞ Examination regulations;
- ☞ Hostel regulations;
- ☞ Library regulations;
- ☞ Transport regulations;
- ☞ Student by laws;
- ☞ Any other regulations of the Institute

#### **5.4.3 During registration student must produce the following documents:**

- i) Registration form;
- ii) Sponsor's notification forms;
- iii) Certificate obtained, transcripts, statement of results etc. of the level or course attended;
- iv) Four (4) recent passport size photographs;
- v) A birth certificate or affidavit;
- vi) Original receipt of payment for registration and hostel residence bill (for students who wishes to reside hostel).

### **6. Fees.**

#### **6.1 Government sponsored students contribution**

- Admission becomes effective only on full payment of the required fees;
- Fees may be paid direct to the *Bank account*: People's Bank of Zanzibar Ltd.(PBZ), *Account name*: Karume Institute of Science and Technology; *Account No.* 021 103 000 632.

At least 75% of the total fees to be paid in advance and the remaining should be paid before commencement of the 2<sup>nd</sup>

Semester; Under any circumstances fees once paid, in full or in instalment will not be refunded;

A student can register academic year to a specific module or modules at the half tuition fees.

- Candidates must obtain and safely keep the official receipts of all payments and produce them when required by the office for any verification.

*a. Contribution paid to the Institute*

Description	Government Students Contribution	Private Students Fees	Private Students Fees (Sponsored)
	Level 4 - 6	Level 4 - 6	Level 4 - 6
Registration (CAS)	20,000	20,000	20,000
Registration NACTE	15,000	15,000	35,000
Tuition Fees	150,000	300,000	1,200,000
Identity Card	3,000	3,000	3,000
Education Festival	500	500	500
Sports Development	1,000	1,000	1,000
Semester Examinations	110,000	110,000	200,000
Transport Facilities	50,000	50,000	50,000
ICT	15,000	15,000	15,000
Industrial Training (IT)	50,000	50,000	200,000
Graduation	20,000	20,000	20,000
Student Association	3,000	3,000	3,000
<b>Subtotal</b>	<b>437,500</b>	<b>587,500</b>	<b>1,747,500</b>

*b. Residence contribution*

Bed and Mattress	25,000	50,000	100,000
Maintenance	10,000	10,000	10,000
Electricity	25,000	20,000	25,000
Caution Money	10,000	10,000	10,000
<b>Subtotal</b>	<b>70,000</b>	<b>90,000</b>	<b>145,000</b>

**c. Contribution paid to the department**

Department's development	15,000	15,000	15,000
Maintenance	5,000	5,000	5,000
File	2,500	2,500	2,500
<b>Subtotal</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>
<b>Total</b>	<b>530,000</b>	<b>700,000</b>	<b>1,915,000</b>

**d. Allowance paid direct to the student**

Project work (NTA-6)		From 300,000	
Food (min. 2,500/day)	From 750,000	From 750,000	810,000
Transport during IPT	100,000	100,000	100,000
Books and stationeries	100,000	100,000	100,000
Supervision of (IPT)	200,000	200,000	

**N.B:** For private candidates, Industrial training fees will include supervision of IPT within Dar es salaam, Pemba and Morogoro. For Government student IPT fees will be paid if student wants to conduct practical training outside Unguja islands.

- Caution money will be used in case of any emergency, loss or destruction of Institute's properties; and will not cover medical treatment for the sick student.
- Residence fees are paid fully before a student resides at the hostel.

<b>e. Fees for Computer Applications, Vocational Training &amp; Pre-entry</b>		
Computer Applications	Per package Shs. 20,000 to Shs. 80,000	
Vocational Training Courses	Monthly Shs.20,000	<i>Should be paid at least 6 months in advance</i>
Pre-entry Course	Monthly Shs.20,000	
ICT Foundation Course	Pre entry Course 200,000/-	

## **7. *Institute Departments***

### **7.1 *Civil and Transportation Engineering Department***

This department was established in 1972. Since then, it has grown in strength in term of equipment and materials. Plans are in place to improve the physical resources and staff situation in line with the new KIST mission. Recently USAID and (Tanzania Education Authorities) TEA offered more than \$100,000 for new equipment and laboratory equipment to the Department. Graduates of this department are capable of interpreting Civil Engineer's designs into technical realities in various jobs such as road and highway construction, erection of buildings and other structural works, surveying, draughtsmanship and other related works. Currently department offer Ordinary Diploma (NTA 4 – 6).

In collaboration with Kahisruhe University (department of Water Treatment) of German, Civil department will introduce a new module of water treatment by desalination systems from 2014-2015 academic year. This partnership is supported by development partner - Dow Chemical (world leading membrane manufacturer) which supports the development process through international experience with water treatment projects and membrane expertise.

By 2017 department expect to conduct Bachelor degree in conservation of stone construction in collaboration with ACCRA Italy.

## **7.2 Institute Departments**

### **7.2.1 Civil Engineering Staff Members**

Ms. Ratiba A. Muhammed, FTC (KTC); BSc. in Engineering (UDSM), MCA, (Hydresbad–India) - Head of Department

Mr. Ali K. Abdalla, FTC (KTC); Adv. Diploma in Building Economy Ardhi Institute (DSM)

Ms. Zuleikha P. Ali, FTC(KTC); BSc. in Engineering (DIT)

Ms. Arafa S. Juma, FTC (KTC); Diploma in Education (Zanzibar) Adv. Diploma in Engineering (MIST), PGD Engineering(UDSM), MSc. in Structural Engineering and Constructions (Malaysia)

Ms. Tawhida M. Hussein, FTC (KTC), Adv. Diploma in Engineering (DIT), PGD Engineering (UDSM), M.Eng in Maintenance Management (DIT)

Ms. Hidaya A. Abbass FTC (KTC); BSc. in Engineering (UDSM)

Mr. Zidi A. Makame FTC (KTC); MSc of Architect (Russia)

Ms. Sauda M. Hassan FTC (KTC); BSc. in Engineering (UDSM)

Mr. Yunus A. Hamdan ACSEE (Lumumba S. School), BSc. in Civil and Structural Engineering (UDSM)

Ms. Fatma Kombo Hamad, Ordinary Diploma in Civil and Transportation (KIST - Zanzibar), BSc. in Civil and Structural Engineering (DIT)

**7.2.2 Basic Technician Certificate in Civil & Transportation Engineering  
(NTA Level 4)**

<b>Code</b>	<b>Module title</b>	<b>Credit</b>
CET 04101	Engineering Drawing	6
CET 04102	Elements of Soil Mechanics	9
CET 04103	Building Materials	9
CET 04104	Workshop Technology	6
CET 04105	Building Construction	12
CET 04106	Estimating and Costing	3
CET 04107	Fundamentals of Algebra	5
CET 04108	Fundamentals of Physical Quantities and Dynamics	4
CET 04109	Basics Communication Skills	3
CET 04110	Fundamental of Computers applications	3
CET 04211	Introduction to Land Surveying	9
CET 04212	Construction Technology	9
CET 04213	Statics	4
CET 04214	Road Construction	6
CET 04215	Building Maintenance	4
CET 04216	Concrete Technology	9
CET 04217	Fundamentals of Binomial Theorem and Calculus	5
CET 04218	Fundamentals of Atomic Theory	4
CET 04219	Fundamentals of Writing Communication Skills	2
CET 04220	Basic Entrepreneurship Skills	2
CET 04221	Basic Office Packages	2
IPT 04	Industrial Training	10
<b>Total</b>		<b>126</b>

**7.2.3 Technician Certificate in Civil & Transportation Engineering  
(NTA Level 5)**

<b>Code</b>	<b>Module title</b>	<b>Credit</b>
CET 05101	Civil Engineering Materials (Theory)	3
CET 05102	Soil Mechanics	6
CET 05103	Civil Engineering Materials (Practical)	9
CET 05104	Engineering Drawing	6
CET 05105	Road Design and Construction	6
CET 05106	Structure Mechanics	6
CET 05107	Building Construction	6
CET 05108	Coordinate Geometry	5
CET 05109	Strength of Materials	4
CET 05110	Oral Communication Skills	2
CET 05111	Database	2
CET 05212	Workshop Practice	8
CET 05213	Quantity Surveying	6
CET 05214	Road Maintenance	3
CET 05215	Building Construction	3
CET 05216	Construction Management	6
CET 05217	Water Supply and Sanitation	3
CET 05218	Land Surveying	6
CET 05219	Reinforced Cement Concrete Design	9
CET 05220	Calculus	5
CET 05221	Fluid Mechanics	4
CET 05222	Report Writing Skills	2
CET 05223	Entrepreneurship Development Skills	3
CET 05224	Fundamentals of Computer Programming	3
IPT 05	Industrial Practical Training	10
<i>Total</i>		126

**7.2.4 Ordinary Diploma in Civil & Transportation Engineering  
(NTA Level 6)**

<b>Code</b>	<b>Module title</b>	<b>Credit</b>
GSD 06101	Advanced Mathematics	4
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Basic Computer Applications	2
CED 06107	Building Construction	6
CED 06124	Water Supply and Sanitation	3
CED 06125	Hydraulics and Fluid Mechanics	6
CED 06119	Reinforced Cement Concrete Design	9
CED 06122	Soil Mechanics and Foundations	6
CED 06116	Construction Management	3
CED 06127	Structural Timber Design	9
P06	Project	3
GSD 06201	Mathematics	4
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Basic Computer Applications	2
CED 06216	Building Management	6
CED 06221	Structural Steel Design	9
CED 06207	Building Construction	6
CED 06224	Water Supply and Sanitation	6
CED 06225	Hydraulics and Fluid Mechanics	6
CED 06219	Reinforced Cement Concrete Design	9
CED 06226	Construction Materials	3
P06	Project	6
<b>Total</b>		<b>120</b>

### ***7.3 Mechanical and Automotive Engineering Department***

This Department offered Ordinary Diploma (NTA Level 4 – 6). In Level 4 students at this department have the same curriculum, at Level 5 students are separated depending on their interest in Automotive or Mechanical engineering.

#### ***7.3.1 Mechanical Engineering***

This is one of the first two departments at the Institute. It was established in 1969 with two sections- Mechanical and Automotive. A third section, Refrigeration & Air Conditioning was later introduced before automotive section was separated from them. The intake per year varies but the maximum intake in each academic year is 16 students. This is due to the number of machines available in the department. From 1980 to date girls students, even though in a small numbers are amongst the best graduates of the department. Some of the successful students from earlier years have joined the teaching staff and others are now working in industries, self-employed and organizations in high positions of responsibility.

#### ***7.3.2 Automotive Engineering***

This is the third Department to be established at the Institute, when it was separated from Mechanical Engineering Department. The courses of this department are designed to provide the students with basic knowledge and skills to gain employment as a Motor Vehicle Technician, who is responsible for servicing, maintaining and repairing of large variety of automotive vehicles.

In January 2011 a modern Automobile workshop starts providing services to the modern cars having computerised systems. This workshop has been sponsored by the German Government through Non- Governmental Organisation Partner-aid International Organisation (PAI), PAMOJA a NGO from Zanzibar and KIST. With this modern workshop, students will have an opportunity to learn and use their skills with modern equipment so that after three years of schooling they will be ready to be employed

### ***7.3.3 Mechanical and Automotive Engineering Staff Members***

Mr. Ali H. Mkali; FTC (KTC), Adv. Diploma in Engineering (DIT), PGD (EM) (UDSM), MEM (UDSM) - Head of Mechanical and Automotive Engineering Department

Mr. Hamad M. Abdulla; FTC (KTC), MSc. in Engineering (Mariupol)

Mr. Haji Abdulhamid; FTC (KTC), MSc. in Engineering (Minsk), MTech. (Pretoria)

Mr. Said F. Abbas; FTC (KTC), Diploma in Education (Zanzibar), Adv. Diploma in Engineering (MIST)

Mr. Mabrouk H. Ali; MSc. in Engineering (Volgograd)

Mr. Haji S. Haji; FTC (KTC), Diploma in Education (Zanzibar)

Ms. Samira A. Moh'd; Ordinary Diploma (KIST), BSc. in Mechanical Engineering (DIT)

Mr. Amour S. Mohamed; Ordinary Diploma (KIST), BSc. in Mechanical Eng. (DIT)

Mr. Hemed M. Iddi; Ordinary Diploma KIST, BSc. in Mechanical Engineering (DIT)

Mr. Hafidh J. Mfaume; ACSEE (Benbela S. School), BSc. in Mechanical Engineering (Turkey)

Mr. Burhani M. Burhani; ACSEE (Lumumba S. School), BEng. in Aerospace Engineering (Malaysia)

Mr. Abdalla S. Ali; Ordinary Diploma (KIST), BEng. in Mechanical Engineering (DIT)

**7.3.4 Basic Technician Certificate in Mechanical and Automotive Engineering (NTA Level 4)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
MET 04101	Technical Drawing	7
MET 04102	Engineering Materials	6
MET 04103	Mechanical Engineering Science	6
MET 04104	Manufacturing Engineering	14
MET 04105	Basic Electrical Engineering Science	6
MET 04106	Fundamentals of Algebra	5
MET 04107	Fundamentals of Physical Quantities and Dynamics	4
MET 04108	Basics Communication Skills	3
MET 04109	Fundamental of Computers applications	3
MET 04210	Technical Drawing	7
MET 04211	Engineering Materials	7
MET 04212	Mechanical Engineering Science	7
MET 04213	Manufacturing Engineering	14
MET 04214	Basic Electrical Engineering Science	6
MET 04215	Fundamentals of Binomial Theorem and Calculus	5
MET 04216	Fundamentals of Atomic Theory	4
MET 04217	Fundamentals of Writing Communication Skills	2
MET 04218	Basic Entrepreneurship Skills	2
MET 04219	Basic Office Packages	2
IPT 04	Industrial Practical Training	10
		120

### 7.3.5 Technician Certificate in Mechanical Engineering (NTA Level 5)

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
MET 05101	Engineering Drawing	7
MET 05102	Engineering Materials	5
MET 05103	Strengths of Materials	5
MET 05104	Manufacturing Engineering	12
MET 05105	Machine Elements and Design	6
MET 05106	Engineering Measurements & Instrumentations	5
MET 05107	Coordinate Geometry	5
MET 05108	Strength of Materials	4
MET 05109	Oral Communication Skills	2
MET 05110	Database	2
MET 05211	Engineering Drawing	7
MET 05212	Manufacturing Engineering	12
MET 05213	Machine Elements and Design	6
MET 05214	Fluids Mechanics	5
MET 05215	Control Technology	5
MET 05216	Basic Electronics	5
MET 05217	Calculus	5
MET 05218	Fluid Mechanics	4
MET 05219	Report Writing Skills	2
MET 05220	Entrepreneurship Development Skills	3
MET 05221	Fundamentals of Computer Programming	3
IPT 05	Industrial Practical Training	10
<b>Total</b>		<b>120</b>

**7.3.6 Technician Certificate in Mechanical and Automotive Engineering (NTA Level 5)**

<b>Code</b>	<b>Module Name</b>	<b>Credit</b>
MET 05101	Engineering Drawing	7
MET 05102	Engineering Materials	5
MET 05103	Strength of Materials	5
MET 05104	Automotive Technology	9
MET 05105	Machine Elements and Design	6
MET 05106	Thermodynamics	6
MET 05107	Engineering Measurements & Instrumentations	5
MET 05108	Coordinate Geometry	5
MET 05109	Strength of Materials	4
MET 05110	Oral Communication Skills	2
MET 05111	Database	2
MET 05212	Engineering Drawing	7
MET 05213	Automotive Technology	9
MET 05214	Machine Elements and Design	6
MET 05215	Fluids Mechanics	5
MET 05216	Control Technology	5
MET 05117	Basic Electronics	5
MET 05218	Calculus	5
MET 05219	Fluid Mechanics	4
MET 05220	Report Writing Skills	2
MET 05221	Entrepreneurship Development Skills	3
MET 05222	Fundamentals of Computer Programming	3
IPT 05	Industrial Practical Training	10
		120

**7.3.7 Ordinary Diploma in Mechanical and Engineering  
(NTA Level 6)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
GSD 06101	Advanced Mathematics	4
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Basic Computer Applications	2
MED 06101	Engineering Drawing	6
MED 06106	Machine Elements and Design	6
MED 06109	Power Production	3
MED 06110	Air-conditioning and Refrigeration	9
MED 06111	Production Technology	14
MED 06113	Environmental engineering	4
MED 06114	Mechatronics	4
MPR 061	Project	3
GSD 06201	Mathematics	4
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Basic Computer Applications	2
MED 06201	Computer Aided Drafting	6
MED 06206	Machine Elements and Design	6
MED 06209	Power Production	3
MED 06210	Air-conditioning and Refrigeration	9
MED 06211	Mechatronics	4
MED 06215	Workshop Management	14
MPR 062	Project	5
<b>Total</b>		<b>120</b>

### 7.3.8 Ordinary Diploma in Automotive Engineering (NTA 6)

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
GSD 06101	Advanced Mathematics	4
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Basic Computer Applications	2
MED 06101	Engineering Drawing	6
MED 06104	Automotive Technology	14
MED 06106	Machine Elements and Design	6
MED 06109	Power Production	3
MED 06112	Auto Electrical and Electronic Systems	9
MED 06113	Environmental Engineering	3
MPR 061	Project	3
GSD 06201	Mathematics	4
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Basic Computer Applications	2
MED 06201	Computer Aided Design	6
MED 06204	Automotive Technology	14
MED 06206	Machine Elements and Design	6
MED 06209	Power Production	3
MED 06212	Auto Electrical and Electronic Systems	9
MED 06215	Workshop Management	9
MPR 062	Project	5
<b>Total</b>		<b>120</b>

## **7.4 Electrical Engineering Department**

This is one of the earliest established departments of the Institute and has emphasis especially at this time when the Government has provided electricity almost throughout Zanzibar Islands. Like with any other department at the Institute the programme of study is divided into two major parts: Visual tutorial and industrial training. Electrical Engineering Department offers ordinary Diploma (Level 4-6) and several courses in vocational education and training.

Despite being one of the oldest departments of the Institute, still a lot of students prefer to take electrical engineering courses especially female students.

Future prospect of the department is to establish renewable energies courses which will include oil and gas, solar energy and wind energy engineering.

### **7.4.1 Electrical Engineering, Staff Members**

Ms. Aziza K. Haji; FTC (KTC), BSc. in Physics/Mathematics with Education (Zanzibar) - Head of Department

Mr. Idrissa M. Haji; FTC (KTC), Adv. Diploma in Engineering (DIT)

Mr. Bakar H. Mohammed; FTC(KTC), BSc. in Engineering (DIT)

\*Mr. Mohamed M. Haji; FTC (KTC), Adv. Diploma in Engineering (DIT), BSc. in Electrical and Electronics Engineering (St. Joseph)

Ms. Asha R. Nassor; FTC (KTC), BSc. in Engineering (Algeria), M.Eng in Maintenance Management (DIT)

Mr. Rashid M. Said; FTC (KTC), BSc. in Engineering (DIT)

Mr. Ali A. Abdalla; FTC (KTC), BSc. in Engineering (UDSM), MSc. Engineering (Nepal)

Mr. Sharif Kh. Sharif; FTC (KTC), BSc. in Engineering (DIT)

Ms. Nyausi M. Makame; FTC (KTC), BSc. in Engineering (UDSM)

Mr. Thani R. Said; FTC (KTC), BSc. in Engineering (DIT)

Ms. Salama Said Issa; FTC (KTC)

\*On Study Leave

#### 7.4 Electrical Engineering Department

##### 7.4.2 Basic Technician Certificate in Electrical Engineering (NTA Level 4)

Code	Module Title	Credit
EET 04101	DC Circuit Theory	7
EET 04104	Electrical Measurements	7
EET 04105	Technical Drawing	7
EET 04107	Electrical Health and Safety	7
EET 04110	Electrical Materials	8
EET 04113	Fundamentals of Algebra	5
EET 04111	Fundamentals of Physical Quantities and Dynamics	4
EET 04115	Basics Communication Skills	3
EET 04118	Fundamental of Computer applications	3
EET 04202	AC Circuit Theory	7
EET 04203	Introduction to Electronics Devices and Circuits	8
EET 04206	Electrical Drafting	7
EET 04208	Workshop Practice	11
EET 04209	Electrical Maintenance	11
EET 04214	Fundamentals of Binomial Theorem and Calculus	5
EET 04212	Fundamentals of Atomic Theory	4
EET 04216	Fundamentals of Writing Communication Skills	2
EET 04217	Basic Entrepreneurship Skills	2
EET 04219	Basic Office Packages	2
IPT 04	Industrial Practical Training I	10
<i>Total</i>		<b>120</b>

### 7.4.3 Technician Certificate in Electrical Engineering (NTA Level 5)

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
EET 05101	DC Machines	7
EET 05103	Electrical Power Plant	6
EET 05104	Electrical Power Transmission	7
EET 05108	Matlab Basics	5
EET 05109	Electrical Wiring and Distribution	7
EET 05111	Electrical Installation Practice	6
EET 05115	Coordinate Geometry	5
EET 05113	Strength of Materials	4
EET 05117	Oral Communication Skills	2
EET 05119	Database	2
EET 05202	Transformers	7
EET 05205	Analysis of Electrical Power Transmission and Distribution	6
EET 05206	Fundamentals of Control Systems	6
EET 05207	Digital Electronics	6
EET 05210	Electrical Power Utilization	7
EET 05212	Maintenance and Repair of Electrical Systems	10
EET 05216	Calculus	5
EET 05214	Fluid Mechanics	4
EET 05218	Report Writing Skills	2
EET 05220	Entrepreneurship Development Skills	3
EET 05221	Fundamentals of Computer Programming	3
IPT 05	Industrial Practical Training	10
<b>Total</b>		<b>120</b>

#### 7.4.4 Ordinary Diploma in Electrical Engineering (NTA Level 6)

Code	Module Title	Credit
GSD 06101	Advanced Mathematics	3
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Computer Programming C++	2
EED 06101	AC Machines II	7
EED 06102	Digital Electronics I	6
EED 06103	Electric Drives I	6
EED 06104	Electrical Installation II	5
EED 06105	Fundamentals of Automation II	6
EED 06106	Power Transmission & Distribution II	6
GSD 06201	Mathematics	3
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Computer Programming C++	2
EED 06211	Transformer Rewinding	6
EED 06108	Power Protection I	5
EED 06109	Project	4
EED 06201	AC machines	5
EED 06202	Digital Electronics	6
EED 06203	Electric Drives	6
EED 06205	Fundamental of Automation IV	6
EED 06208	Power Protection II	5
EED 06210	Renewable energy	6
EED 06107	Motor Rewinding	5
EED 06209	Project	8
<b>Total</b>		<b>120</b>

### ***7.5 Electronics & Telecommunications, Computer Engineering and Information and Communication Technology with Business Department***

This is the latest established department at the Institute. It was established in 1978/79 academic year under UNESCO/UNDP Technical Assistance Programme to the Institute. Now, this department is one amongst the well equipped with modern instruments and resources to conduct the course efficiently.

The main challenges facing this department are to keep instructors up-to-date to face the demand of quickest growing technology. With further appropriate industrial training, students will be able to maintain, do service and repair electronics and telecommunication systems and equipment in their related field of work.

Computer engineering section was established in 2007, with seventeen students, under umbrella of Electronics and Telecommunication Engineering Department.

In the year 2009 the department establish a new course on Information Communication Technology with Business (ICT-Business) which leads to the award of an Ordinary Diploma. This specialisation covers the modules that relate to Information Technology, Business, Communication skills and Business mathematics, the program is delivered in the evening class basis and recognised by NACTE.

#### ***7.5.1 Electronics & Telecommunications, Computer Engineering and ICT, Staff members***

Mr. Zam S. Zam; FTC (KTC), Adv. Diploma in Electronics and Telecommunications Engineering (DIT), PGD (EM) (UDSM), MSc. In Electronic Engineering and Information Technology Engineering (UDSM) – Head of Department

Mr. Hassan R. Yussuf; ACSEE (Lumumba S. School), BSc. in Electronics and Telecommunication Engineering (Turkey)

Mr. Khamis M. Khamis; FTC (KTC), Diploma in Education (Zanzibar)

Ms. Fatma M. Ali; ACSEE(Lumumba S. School), Adv. Diploma in Information Technology (IFM-DSM), MSc. in IT and Management (IFM)

Mr. Mussa M. Mussa; FTC (KTC), Adv. Diploma in Electronics and Telecommunications Engineering (DIT), PGD (EM) (UDSM), MSc. in Electronic Engineering and Information Technology Engineering (UDSM)

Ms. Chum O. Said; FTC (KTC), BSc. in Engineering (DIT), M.Eng (China)

Mr. Juma K. Said; FTC(KTC), Diploma in Telecommunications (DSM), Adv. Diploma in Computer Science (IFM), MSc. in Computer Science (IFM)

Ms. Hadia J. Azzan; FTC (KTC), BSc. in Electronics and Telecommunication Engineering (Algeria)

Ms. Zuhura J. Ali; ACSEE (Lumumba S. School), BSc. in Engineering (Turkey), Msc. in Electronics and Telecommunication Engineering (China)

Mr. Walid K. Moh'd; FTC (KTC), Diploma in Education (Zanzibar), Adv. Diploma in Computer Science (UK), MSc. in Computer Science (UK)

Mr. Khalid H. Rajab; FTC (KTC), BSc. in Education (Math/Phy) (Zanzibar), MSc. IT and Management (IFM)

Ms. Maryam S. Hamad; FTC (KTC), BSc. in Engineering (UDSM)

\*Ms Martha D; Kilasi, Ordinary Diploma in Computer Engineering (KIST)

Mr. Juma O. Salim; BSc. in Electronics and Telecommunications Engineering (DIT)

Ms. Zeyana S. Juma; FTC (KTC), BSc. in Electronics and Telecommunications Engineering (DIT)

Mr. Abdulrahman M. Moh'd; FTC (KTC), Adv. Diploma in Computer Science (IFM), PGD (EM) (UDSM)

Ms. Maryam O. Mjawiri; ACSEE (Ben-Bela S. School), BSc. in Computer Engineering (ST. Joseph)

Mr. Khatib I. Khatib; Ordinary Diploma in Electronics and Telecommunication (KIST – Zanzibar)

\* Study leave

**7.5.2 Basic Technician Certificate in Telecommunications and Electronics Engineering (NTA Level 4)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
ETT 04101	Basic Electricity	8
ETT 04102	Measurements	8
ETT 04103	Introduction to Digital Electronics	8
ETT 04104	Measurement Lab	7
ETT 04105	Electronic Drafting	7
ETT 04106	Fundamentals of Algebra	5
ETT 04107	Fundamentals of Physical Quantities and Dynamics	4
ETT 04108	Basics Communication Skills	3
ETT 04109	Fundamental of Computers applications	3
ETT 04201	Basic Electronics	9
ETT 04202	Electrical Circuits	8
ETT 04203	Digital Systems	6
ETT 04204	Basic Telecommunication	9
ETT 04205	Basic Electronic Laboratory	7
ETT 04206	Basic Atomic Structure	3
ETT 04207	Fundamentals of Binomial Theorem and Calculus	5
ETT 04208	Fundamentals of Atomic Theory	4
ETT 04209	Fundamentals of Writing Communication Skills	2
ETT 04210	Basic Entrepreneurship Skills	2
ETT 04211	Basic Office Packages	2
IPT 04	Industrial Practical Training	10
<b>Total</b>		<b>120</b>

**7.5.3 Technician Certificate in Telecommunications and Electronics Engineering (NTA Level 5)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
ETT 05101	Analog Electronics	8
ETT 05102	Measurement and Instrumentation	6
ETT 05103	Digital Technology	6
ETT 05104	Introduction to Matlab	4
ETT 05105	Electronic Lab	5
ETT 05106	Electrical Machines	6
ETT 05107	Transmission Media	8
ETT 05108	Coordinate Geometry	5
ETT 05109	Strength of Materials	3
ETT 051010	Oral Communication Skills	4
ETT 051011	Database	3
ETT 05201	Television Technology	8
ETT 05202	Digital System	6
ETT 05203	Data Communication	8
ETT 05204	Modulation Techniques	6
ETT 05205	Circuit Maker	4
ETT 05206	Circuit Construction Lab	5
ETT 05207	Calculus	5
ETT 05208	Fluid Mechanics	4
ETT 05209	Report Writing Skills	2
ETT 05210	Entrepreneurship Development Skills	3
ETT 05211	Fundamentals of Computer Programming	3
IPT 05	Industrial Practical Training	10
<b>Total</b>		<b>120</b>

**7.5.4 Ordinary Diploma in Telecommunications and Electronics  
Engineering (NTA Level 6)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
ETD 06120	Instrumentation	9
ETD 06121	Radio Transmission Systems	9
ETD 06122	Electronic Design	9
ETD 06123	Antennas and Radars	9
ETD 06128	Computer Technology	6
ETD 06127	Project	3
GSD 06101	Advanced Mathematics	4
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Basic Computer Applications	2
ETD 06219	Power Electronics	10
ETD 06224	Communication Systems	10
ETD 06225	Telephone Systems	10
ETD 06226	Television and Video Engineering	10
ETD 06228	Computer Technology	6
ETD 06227	Project	5
GSD 06201	Mathematics	4
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Basic Computer Applications	2
<b>Total</b>		<b>120</b>

**7.5.6 Basic Technician Certificate in Computer Engineering  
(NTA Level 4)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
COT 04101	Analog Electronics	10
COT 04102	Basic Electricity	6
COT 04103	Digital Electronics	10
COT 04104	Electronics Drafting	8
COT 04105	Health and Safety	2
COT 04106	Introduction to Computer	8
COT 04107	Electronic Practical	4
COT 04108	Fundamentals of Algebra	5
COT 04109	Fundamentals of Physical Quantities and Dynamics	4
COT 04110	Basics Communication Skills	3
COT 04111	Fundamental of Computers applications	3
COT 04201	Analog Electronics	8
COT 04202	Computer Fundamentals	6
COT 04203	Digital Electronics	7
COT 04204	Introduction to Database Management	7
COT 04205	Electronic Practical	4
COT 04206	Fundamentals of Binomial Theorem and Calculus	5
COT 04207	Fundamentals of Atomic Theory	4
COT 04208	Fundamentals of Writing Communication Skills	2
COT 04209	Basic Entrepreneurship Skills	2
COT 04210	Basic Office Packages	2
IPT 04	Industrial Practical Training	10
<b>Total</b>		<b>120</b>

**7.5.7 Technician Certificate in Computer Engineering (NTA Level 5)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
COT 05101	Computer and Data Transmission	6
COT 05102	Computer System Installation	5
COT 05103	Local Area Network	6
COT 05104	Computer Workshop Technology	4
COT 05105	Microprocessor	7
COT 05106	Matlab	4
COT 05107	Computer Workshop Technology	4
COT 05108	Coordinate Geometry	5
COT 05109	Strength of Materials	4
COT 05110	Oral Communication Skills	2
COT 05111	Database	2
COT 05201	Operating Systems	7
COT 05202	Computer System Installation	7
COT 05203	Connectivity of Computer System	6
COT 05204	Fundamentals of Computer Program	7
COT 05205	Measurement and Instrumentation	6
COT 05206	Microprocessor	7
COT 05207	Matlab	4
COT 05208	Calculus	5
COT 05209	Fluid Mechanics	4
COT 05210	Report Writing Skills	2
COT 05211	Entrepreneurship Development Skills	3
COT 05212	Fundamentals of Computer Programming	3
IPT 05	Industrial Training	10
<b>Total</b>		<b>120</b>

### 7.5.8 Ordinary Diploma in Computer Engineering (NTA Level 6)

Code	Module Title	Credit
COT 06101	Computer Repair and Maintenance	8
COD 06102	Computer Programming	8
COD 06103	Fundamentals of Control Systems	8
COD 06104	Internetworking	8
COD 06105	Network Operation and Management	8
COD 06106	System Analysis and Design	8
COD 06112	Project	3
GSD 06101	Advanced Mathematics	4
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Basic Computer Applications	2
COD 06207	Computer Graphics	8
COD 06208	Computer Repair and Maintenance	8
COD 06209	Protocol and Architecture	8
COD 06210	Software Development	8
COD 06211	System Analysis and Design	8
COD 06212	Project	5
GSD 06201	Mathematics	4
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Basic Computer Applications	2
<b>Total</b>		<b>120</b>

**7.5.9 Basic Technician Certificate in Information and Communication Technology with Business (ICTB) (NTA Level 4)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
ITT 04101	Business Organization	8
ITT 04202	Business Environment	8
ITT 04103	Standard Office Procedures	8
ITT 04104	Fundamental of Business Mathematics	10
ITT 04205	Business Mathematics	10
ITT 04106	Fundamental of Computer	6
ITT 04107	PC Components and Devices	8
ITT 04108	Introduction to Computer programming	10
ITT 04209	Computer Programming	10
ITT 04210	Introduction to Networking	8
ITT 04211	Small Business Systems	6
ITT 04212	PC Hardware Support	8
ITT 04113	Communication Skills	5
ITT 04214	Business Communication	5
IPT 04	Industrial Training	10
	<b><i>Total</i></b>	<b>120</b>

**7.5.10 Technician Certificate in Information and Communication Technology with Business (ICTB) (NTA Level 5)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
ITT 05101	Information Management Systems	8
ITT 05102	Information System Analysis	8
ITT 05203	Information System Design	8
ITT 05104	Networking Technology	8
ITT 05105	Fundamentals of visual basic. Net Programming	10
ITT 05206	Visual basic Net control structure	8
ITT 05107	Personal Computing Software Support	8
ITT 05208	Database Systems	8
ITT 05209	Information Presentation and Analysis	8
ITT 05210	Basic PC Repair and Maintenance	8
ITT 05111	Cost Analysis Mathematics	8
ITT 05212	Business Financing Mathematics	8
ITT 05113	Introduction to English Grammar& usage	6
ITT 05214	Academic writing Skills	6
IPT 05	Industrial Training	10
	<b>Total</b>	<b>120</b>

**7.5.11 Ordinary Diploma in Information and Communication  
Technology with Business (ICTB) (NTA Level 6)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
ITT 06101	Web Technology	12
ITT 06202	Web Management	8
ITT 06103	Database Design	10
ITT 06204	Human Computer Interaction	10
ITT 06105	Fundamentals of C++ Programming	10
ITT 06206	C++ Control Structure	8
ITT 06207	Software Development	10
ITT 06108	Computer Security	10
ITT 06109	Computer Aided Information Presentation and Analysis	10
ITT 06110	Advanced Networking Technology	10
ITT 06211	Entrepreneurship Development	10
ITT 06212	Project	12
	<b>Total</b>	<b>120</b>

## **7.6 General Studies**

Department of general studies provides services to all other academic departments in the teaching of fundamental modules such as Advanced Mathematics, Physical Sciences, Communication Skills, Entrepreneurship, Basic Computer Applications and Islamic knowledge in all levels (NTA 4 – NTA 6).

All students admitted for the various NTA levels in engineering and related qualifications are eligible for taking the General Studies. General studies in all cases are examined as any other modules and have credits. Failing in one or more than one of these modules may interfere students' progress to the next semester or may result in discontinuation from the studies.

From academic year 2016/2017, department has registered three new programmes two of which are teacher's training programs (Teachers' Vocational Education and Training and Teachers' Primary education and Training) and laboratory technicians. These programmes intend to strengthen teaching science and mathematics subjects from primary to secondary schools and also vocational training centres.

### **7.6.1 Department Staff Members**

Ms. Feda A. Zahor; FTC (KTC), Adv. Diploma in Eng. - (DIT), BSc. in Computer Science (SUZA), MSc. in Mathematics and Computer Science - Head of Department

Ms. Amina A. Rajab; BA Islamic Shariah (Kuwait)

Ms. Asha M. Hamad; Diploma in Education (Zanzibar), BA Education (Zanzibar), MAASP (UDSM)

Mr. Said K. Salim; Diploma in Education (Zanzibar), BA (SUZA)

Ms. Latifa S. Ufuzo; FTC (KTC), Diploma in Education – (Zanzibar); BSc. with Education(Physics/Mathematics) (Zanzibar), M. Maths (UDSM)

Mr. Bakari H. Haji; FTC (KTC), BSc. with Education (Zanzibar) (Physics/Mathematics), M. Maths (UDSM)

Mr. Salim A. Makame; FTC (KTC), BSc. with Education(Physics/Mathematics) (Zanzibar), Masters in Engineering Management (UDSM)

Mr. Hussein A. Hussein; FTC,(KTC), BBA (ZU), MEED (UDSM)

Mr. Sharif A. Rashid; FTC (KTC), BSc. with Education

(Physics/Mathematics), M. Maths (UDSM).

Mr. Khamis S. Khamis; Diploma in Education (Physics/Mathematics)  
Nkkrumah, BSc. with Education(Physics/Mathematics)  
(Zanzibar),MSc. in Enviromental Science of the Islamic University  
(Uganda)

### 7.6.2 Basic Technician Certificate (NTA Level 4)

Code	Module Title	Credit
Semester One	Fundamentals of Algebra	5
	Fundamentals of Physical Quantities and Dynamics	4
	Basics Communication Skills	3
	Fundamental of Computers applications	3
GST 04201	Islamic knowledge	0
Semester Two	Fundamentals of Binomial Theorem and Calculus	5
	Fundamentals of Atomic Theory	4
	Fundamentals of Writing Communication Skills	2
	Basic Entrepreneurship Skills	2
	Basic Office Packages	2
GST 04202	Islamic knowledge	0
<b>Total</b>		<b>30</b>

### 7.6.3 Technician Certificate (NTA Level 5)

Code	Module Titles	Credit
Semester One	Coordinate Geometry	5
	Strength of Materials	4
	Oral Communication Skills	2
	Database	2
Semester Two	Calculus	5
	Fluid Mechanics	4
	Report Writing Skills	2
	Entrepreneurship Development Skills	3
	Fundamentals of Computer Programming	3
<b>Total</b>		<b>30</b>

#### 7.6.4 Ordinary Diploma (NTA Level 6)

<b>Code</b>	<b>Module Titles</b>	<b>Credit</b>
GSD 06101	Advanced Mathematics	4
GSD 06102	Physical Sciences	2
GSD 06103	Communication Skills	2
GSD 06104	Entrepreneurship and Development	2
GSD 06105	Basic Computer Applications	2
GSD 06201	Mathematics	4
GSD 06202	Physical Sciences	2
GSD 06203	Communication Skills	2
GSD 06204	Entrepreneurship and Development	2
GSD 06205	Basic Computer Applications	2
<b>Total</b>		<b>24</b>

#### 7.6.5 Module of study (Pre-entry Course)

<b>Code</b>	<b>Module Titles</b>	<b>Hours/Week</b>
CEP 01	Mathematics	10
CEP 02	Physics	8
CEP 03	English	4
CEP 04	Engineering Drawing	4
CEP 05	Basic Computer Applications	4
		<b>30</b>

#### 7.6.6 Module of study (ICT Foundation Course)

<b>Code</b>	<b>Module Titles</b>	<b>Hours/Week</b>
FA 101	Introduction to Business	4
FA 102	English for Business	4
FA 103	Mathematics	4
FA 104	Basic Computer Applications 1	4
FA 105	Basic Computer Applications 2	4
		<b>20</b>

**7.6.7 Basic Technician Certificate in Teachers' Vocational Education and Training (NTA Level 4)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
EDT 04101	Principles of Education	12
EDT 04102	Educational Psychology	10
EDT 04103	<b>Occupational Module</b>	8
EDT 04104	Basic Algebra	8
EDT 04105	Static	8
EDT 04106	English Structure	10
EDT 04207	Education Systems	10
EDT 04208	Guidance and Counselling	10
EDT 04209	<b>Occupational Module</b>	12
EDT 04210	Trigonometry	8
EDT 04211	Basic Entrepreneurship Education	8
EDT 04212	Basic Computer Applications	6
BTP 1	Block Teaching Practice	10
		<b>120</b>

**7.6.8 Technician Certificate in Teachers' Vocational Education and Training (NTA Level 5)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
EDT 05101	Educational Measurement and Evaluation	12
EDT 05102	<b>Occupational Module</b>	<b>8</b>
EDT 05103	Polynomial Equations	8
EDT 05104	Basic Mechanics	8
EDT 05105	Comprehension Skills	8
EDT 05106	Life Skills and Gender Issues	6
EDT 05107	Spreadsheet and Database applications	6
EDT 05208	Educational Media and Technology	12
EDT 05209	Sociology of Education	10
EDT 05210	<b>Occupational Module</b>	<b>8</b>
EDT 05211	Differential Calculus	8
EDT 05212	Basic Electricity	8
EDT 05213	Intermediate Entrepreneurship Education	8
BTP 2	Block Teaching Practice	10
		<b>120</b>

**7.6.9 Ordinary Diploma in Teachers' Vocational Education and Training  
(NTA Level 5)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
EDT 06101	Curriculum Development and Evaluation	12
EDT 06102	Management of Education and Administration	12
EDT 06103	<b>Occupational Module</b>	8
EDT 06104	Exponential and Polynomial functions	8
EDT 06105	Communication Skills	8
EDT 06201	Educational Research	12
EDT 06202	Philosophy of Education	10
EDT 06203	<b>Occupational Module</b>	10
EDT 06204	Research Project	10
EDT 06205	Environmental Control	10
EDT 06206	Computer Aided Drafting	10
IPT	Industrial Practical Training	10
		<b>120</b>

**7.6.10 Basic Technician Certificate in Laboratory Science and Technology (NTA Level 4)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
LST04101	Introduction to Mechanics	6
LST04102	General chemistry	6
LST04103	Basic Techniques and Preparation of Gases	5
LST04104	Preparation of solutions and bench reagents	7
LST04105	Basic Laboratory Instrumentation	7
LST04106	Laboratory Safety	6
LST04107	Workshop Technology I	4
LST04108	Technical Drawing	5
LST04109	Algebra and Trigonometry	5
LST04110	English Language Basics	4
LST 04211	Fluid Mechanics	5
LST 04212	Basic Mechanics Practical	6
LST 04213	Qualitative analysis	6
LST 04214	Inorganic Chemistry	5
LST 04215	Basic Theoretical Biology	5
LST 04216	Basic Experimental Biology	6
LST 04217	Workshop Technology II	4
LST 04218	Electrical Engineering Science.	3
LST 04219	Series and Boolean Algebra	5
LST 04220	Gender and HIV	4
LST 04221	Microcomputer Application	6
LPT 01	Laboratory Practical Training	10
		<b>120</b>

**7.6.11 Basic Technician Certificate in Laboratory Science and Technology (NTA Level 5)**

<b>Code</b>	<b>Module Titles</b>	<b>Credits</b>
LST 05101	Heat	7
LST 05102	Introduction to Electronics	5
LST 05103	Heat and Mechanics experiments	6
LST 05104	Partition and double indicator	5
LST 05105	Soil, classification and Dissection Experiments	6
LST 05106	Biological Specimens	7
LST 05107	Laboratory Inspection and Organization	6
LST 05108	Physical chemistry I	5
LST 05109	Differentiation and Integration	5
LST 05110	Introduction to Programming Using C	3
LST 05211	Light properties	5
LST 05212	Analogue - Electronics	7
LST 05213	Light experiments	7
LST 05214	Organic chemistry I	7
LST 05215	Chemical kinetics and thermo chemistry experiments	6
LST 05216	Respiration, Coordination and Soil Science	6
LST 05217	Homeostasis and Reproduction	5
LST 05218	Matrices, Complex and Vectors	5
LST 05219	English Language Skills	2
LST 05220	Basics of Entrepreneurship	2
LST 05221	Introduction to Networking	3
LPT 02	Laboratory Practical Training II	10
		<b>120</b>

**7.6.12 Ordinary Diploma in Laboratory Science and Technology (NTA Level 6)**

<b>Code</b>	<b>Module Title</b>	<b>Credit</b>
LSD 06101	Current Electricity	7
LSD 06102	Electronics Practical	8
LSD 06103	Physical Chemistry II	7
LSD 06104	Redox and precipitation experiments.	7
LSD 06105	Microbiology	7
LSD 06106	Environment Management and Industrial Hygiene	7
LSD 06107	Research techniques.	5
LSD 06108	Coordinate Geometry and Differential Equation	6
LSD 06109	Correspondence and Report Writing	4
LSD 06210	Electronics and Telecommunication Circuit	7
LSD 06211	Wave and Magnetism practical	8
LSD 06212	Organic Chemistry II	8
LSD 06213	Genetics	7
LSD 06214	Quality Control and Standards	7
LSD 06215	Project	6
LSD 06216	Linear Programming, Statistics and Probability	3
LSD 06217	Enterprise Management	6
LPT 03	Laboratory Practical Training III	10
		<b>120</b>

**7.6.13 Basic Technician Certificate in Teachers' Vocational Education and Training (NTA Level 4)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
EDT 04101	Principles of Education	12
EDT 04102	Educational Psychology	10
EDT 04103	Module of Occupation	8
EDT 04104	Basic Algebra	8
EDT 04105	Static	8
EDT 04106	English Structure	10
EDT 04201	Education Systems	10
EDT 04202	Guidance and Counselling	10
EDT 04203	Module of Occupation	12
EDT 04204	Trigonometry	8
EDT 04205	Basic Entrepreneurship Education	8
EDT 04206	Basic Computer Applications	6
BTP 1	Block Teaching Practice	10
		<b>120</b>

**7.6.14 Technician Certificate in Teachers' Vocational Education and Training (NTA Level 5)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
EDT 05101	Educational Measurement and Evaluation	12
EDT 05102	Module of Occupation	8
EDT 05103	Polynomial Equations	8
EDT 05104	Basic Mechanics	8
EDT 05105	Comprehension Skills	8
EDT 05106	Life Skills and Gender Issues	6
EDT 05107	Spreadsheet and Database applications	6
EDT 05201	Educational Media and Technology	12
EDT 05202	Sociology of Education	10
EDT 05203	Module of Occupation	8
EDT 05204	Differential Calculus	8
EDT 05205	Basic Electricity	8
EDT 05206	Intermediate Entrepreneurship Education	8
BTP 2	Block Teaching Practice	10
		<b>120</b>

**7.6.15 Ordinary Diploma in Teachers' Vocational Education and Training (NTA Level 5)**

Code	Module title	Credits
EDT 06101	Curriculum Development and Evaluation	12
EDT 06102	Management of Education and Administration	12
EDT 06103	Module of Occupation	8
EDT 06104	Exponential and Polynomial functions	8
EDT 06105	Communication Skills	8
EDT 06201	Educational Research	12
EDT 06202	Philosophy of Education	10
EDT 06203	Module of Occupation	10
EDT 06204	Research Project	10
EDT 06205	Environmental Control	10
EDT 06206	Computer Aided Drafting	10
IPT	Industrial Practical Training	10
		<b>120</b>

**7.6.16 Basic Technician Certificate in Teachers' Primary education and Training (NTA Level 4)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
TPET 04101	Principles of Mathematics	7
TPET 04102	Principles of Primary School Science	7
TPET 04103	Principles of Education	6
TPET 04104	Educational Psychology	6
TPET 04105	English Structure	4
TPET 04106	Basic Information Communication Technology	5
TPET 04207	Primary School Mathematics	7
TPET 04208	Primary School Science	7
TPET 04209	Education Systems	6
TPET 04210	Guidance and Counselling	6
TPET 04211	Information Communication Technology	4
TPET 04212	English Communications	5
BTP 1	Microteaching	10
		<b>80</b>

**7.6.17 Technician Certificate in Teachers' Primary education and Training (NTA Level 5)**

<b>Code</b>	<b>Module title</b>	<b>Credits</b>
TPET 05101	Basic Algebra	8
TPET 05102	Science	7
TPET 05103	Educational Measurement and Evaluation	6
TPET 05104	Fundamentals of teaching and learning Mathematics and Science	6
TPET 05105	Basic Computer Applications	4
TPET 05106	Comprehension Skills	4
TPET 05207	Trigonometry	8
TPET 05208	Science	7
TPET 05209	Educational Media and Technology	6
TPET 05210	Sociology of Education	6
TPET 05211	Spreadsheet and Database applications	4
TPET 05212	Communication Skills	4
BTP 2	Block Teaching Practice	10
		<b>80</b>

**7.6.18 Ordinary Diploma in Teachers' Primary education and Training  
(NTA Level 5)**

Code	Module title	Credits
TPED 06101	Coordinate Geometry	8
TPED 06102	Science	8
TPED 06103	Curriculum Development and Evaluation	6
TPED 06104	Management of Education and Administration	6
TPED 06105	Academic Writing	4
TPED 06206	Binomial Theorem and Calculus	8
TPED 06207	Science	8
TPED 06208	Educational Research	8
TPED 06209	Philosophy of Education	8
TPED 062010	Research Project	6
BTP 3	Block Teaching Practice	10
		<b>80</b>

## 8 Grading System

### 8.1 Grading system and score range

NTA 4 – NTA 5				NTA 6			
Grade	Definition	Range	Points	Grade	Definition	Range	Points
A	EXCELLENT: Excellent, comprehensive, Accurate work of Outstanding quality	80 – 100	4	A	EXCELLENT: Work of outstanding quality, rare talent for the module, an original or incisive mind	75 – 100	5
				B <sup>+</sup>	GOOD: (ABOVE AVERAGE) Comprehensive, Accurate work, Flair for and comprehension of the module is clearly perceptible	65 – 74	4
B	GOOD: (ABOVE AVERAGE) sound grasp of the most important goals of the course. Work described as careful, competent and good	65 – 79	3	B	GOOD: (ABOVE AVERAGE) sound grasp of the most important goals of the course. Work described as careful, competent and good without being distinguished	55 – 64	3
C	SATISFACTORY: (AVERAGE) Average competence which falls short of B grade. Work described as adequate	50 – 64	2	C	SATISFACTORY: (AVERAGE) Average competence which falls short of B grade. Work described as adequate	45 – 54	2
D	POOR: (BELOW AVERAGE) Marginal barely satisfy the minimum requirements	40 – 49	1	D	POOR: (BELOW AVERAGE) Marginal barely satisfy the minimum requirements	35 – 44	1
F	FAILURE	0 – 39	0	F	FAILURE	0 – 34	0
I	INCOMPLETE			I	INCOMPLETE		
Q	DISQUALIFICATION			Q	DISQUALIFICATION		

## 8.2. Computation of the Cumulative Grade Point Average (GPA)

The computation of the cumulative Grade Point Average (GPA) shall be based on the following formula:

$$\text{GPA} = \frac{\sum (\text{Grade points} \times \text{Credits})}{\sum \text{Credits}}$$

## 8.3 Classification of Awards

The classes of awards with reference to GPA are as shown in Table below.

NTA Level 4-5		NTA level 6	
Class of award	Cumulative GPA	Class of award	Cumulative GPA
First Class	3.5 – 4.0	First Class	4.4 – 5.0
Second Class	3.0 – 3.4	Upper second Class	3.5 – 4.3
Pass	2.0 -2.9	Lower Second Class	2.7 – 3.4
		Pass	2.0 – 2.6

# 9 STRUCTURE OF ACADEMIC PROGRAMME

## 9.1 Overall Structure

Each programme has modules that spread over two semesters. The first semester consists of 17 weeks and the second semester consists of 17 weeks classroom activities and 10 weeks Industrial practical training (IPT). Therefore the whole programme has a total of 44 weeks of study for the full – time attendance mode.

## 9.2 Curriculum Overview

### 9.2.1 Fundamental Modules

They provide a range of basic skills, knowledge and principles appropriate for a graduate in all fields of engineering as well as for the underpinning and effective study of the main theme of the programme. They also provide a viable foundation for further studies and lifelong learning.

### **9.2.2 Core Module**

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in the respective disciplines, and the in – depth treatment of them will enable graduate to rapidly become effective technicians or engineers in the industries associated with the discipline. These modules are taught with fundamental ones so as to enable students gain an appreciation of the nature and complexities of real engineering systems. In order to achieve an integration of these modules there will be considerable use of mode of integration of laboratory, workshops, fields, lectures and assignment work. In addition, case studies will be used in the module

### **9.3 Mode of Training**

The two major parts of training, the theoretical and practical parts carry almost the same weight. The former part is conducted in the Institute class rooms while the later is carried out in the well equipped Institute's workshops and in fields such as industries, or Public/Private organisations as industrial practical training (IPT). At the end of each academic year, students attend ten (10) weeks IPT. The main purpose of the IPT is to give the students a chance to apply what they have learnt or taught at the Institute and to forge them to the real world of working environment which they will experience after completing their studies.

### **9.4 Examinations**

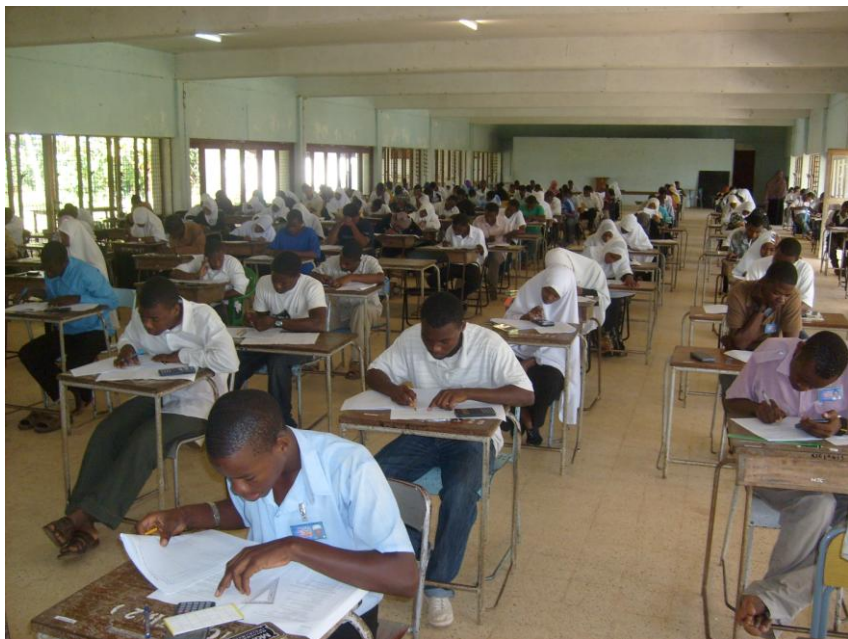
- a) Examinations include continuous assessment (tests, assignments, seminars presentations, practical or any other form of assessment specified in the study guide issued at the beginning of Semester) and end of Semester Examinations including practical where appropriate.
- b) There shall be a written and, where the course demands, a practical examination during each end of semester for a course taught.
- c) Timing of examinations shall be between 07.00 am and 10.00 pm any day of the week including weekends. Approved public holidays and other days when the Institute is closed are excluded.

## 10 ACADEMIC CALENDAR

Date	Event	Week
01 Aug. 2016	Orientation Week for NTA 4	0
09 Aug. 2016	Opening Day	1
10 Aug. 2016	Training	1
12 - 16 Sept. 2016	Training / Test 1	6
19 - 23 Sept. 2016	Training / Result Test 1	7
24 - 28 Oct. 2016	Training / Test 2	12
31 - 04 Nov. 2016	Training / Result Test 2	13
21Nov.- 02 Dec. 2016	Semester I Examinations	16-17
05 Dec- 30 Dec. 2016	Vacation	18-21
20 Dec. 2016	Semester I Examinations Results	20
26 Dec.– 30Dec. 2016	Supplementary and Carry-over Examinations	21
02 Jan. 2017	Supplementary and Carry-over Examination's Results	22
02 Jan. 2017	Beginning of Semester II	1
06 - 10 Feb. 2017	Training / Test 1	6
13 - 17 Feb 2017	Training / Result Test 1	7
13 - 17 Mar. 2017	Training / Test 2	12
20 Mar - 24 Mar. 2017	Training / Result Test 2	13
17 April - 28 Apr. 2017	Semester II Examinations	16-17
02 May - 5 May 2017	Vacation	18
5 June 2017	Project Presentation	23
12 June 2017 For NTA-6	Semester II Examinations Results	24
08 May - 07 July 2017	Industrial Practical Training(IPT)	19-27
10 - 14 July 2017	IPT Presentation	28
17 July - 04 Aug. 2017	Vacation	29-31
18 July 2017 For NTA-4 & NTA-5	Semester II Examinations Results	29

24 July – 28 July. 2017	Supplementary and Carry-over Examinations NTA 4-6	30
02 Aug. 2017	Supplementary and Carry-over Examination's Results	31
01 Aug. 2017	Orientation Week for NTA 4	0
07 Aug. 2017	New academic year 2017-2018	1

## 11. EXAMINATIONS RULES AND REGULATIONS



## 1.0 STUDENT EXAMINATIONS RULES AND REGULATIONS

### 1.1 INTRODUCTION

The examinations of Karume Institute of Science and Technology are conducted in terms of the provisions of the National Council for Technical Education Act No.9 of 1997, and the status of KIST, and according to KIST's rules and regulations, as approved by the Institute Council. Students who do not comply with those rules and regulations shall be subjected to disciplinary *measure*.

KIST examinations regulations therefore add value to the existing NACTE regulation to further improve their effectiveness.

### 1.2 DEFINITIONS

In this document, unless the context indicate otherwise-

- 1.2.1 "*Council*" means the Council of the Institute established under Act No.2 of 2009
- 1.2.2 "*continuous assessment (CA)*" means any form of evaluation made during the course of the academic years such as classroom test, homework, project, and field attachment, which contributes to the final examinations;
- 1.2.3 "*examinations*" means a method of assessing the standard achieved by a student in a subject and includes the main examination, supplementary examinations and other special examinations, as may be determined by KIST;
- 1.2.4 "*final mark*" means the combination of marks obtained at the end of a study period, calculated according to a set ratio, in a subject, module and expressed as a percentage.
- 1.2.5 "*grade point average*" (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/her admission till the last examination held;
- 1.2.6 "*invigilator*" means an officer in charge of candidates in an

examination room to ensure that the examination is properly conducted and no candidate cheats;

- 1.2.7 “*KIST*” means Karume Institute of Science and Technology
- 1.2.8 “*main examination*” means the normal examination conducted at the end of a semester;
- 1.2.9 “*module*” means an independent package of learning related to an academic programme studied by a student for a fixed numbers of hours during a semester that can be credited towards the final award at any given level;
- 1.2.10 “*qualification*” means the formal recognition and certification of learning achievement conferred by an accredited provider, and signifies and formally certifies the demonstrated achievement by a student of a planned and purposeful combination of learning outcomes at a specified level of performance;
- 1.2.11 “*re-marking and re-checking*” means the re-marking or re-checking of an examination answer script by the moderator or marker, subject to the payment of a fixed fee by the student.
- 1.2.12 “*semester*” means an academic period, in which one set of course modules in each discipline, is offered and examined;
- 1.2.13 “*special circumstances examination*” means an examination that, subject to the approval of the Academic officer/Registrar, may be taken by a student who has been prevented from writing the main examination during examination period as a result of circumstances beyond control;
- 1.2.14 “*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 cheat;
- 1.2.15 “*supplementary examinations*” means an examination following main examination in a subject or subjects that a student may take, under certain conditions example, when such student has failed the main examination in the subject or subjects concerned;

1.2.16 “test” means a series of questions or exercises, set during an academic period, by means of which a student’s knowledge is critically examined;

## 2. **EXAMINATIONS REGULATIONS AND SCOPE.**

These examinations regulations apply to programme leading to the qualifications of National Technical Awards Level Four (4) to Level six (6) and all other courses conducted to the Institute unless or otherwise stated differently.

## 3. **ADMISSION TO EXAMINATIONS**

- 3.1 No registration for an examination or a special examination shall be valid unless the student’s qualifications and his or her registration for the semester concerned have been approved.
- 3.2 A student whose registrations and /or hostel fees have not been paid in full, or has any other debts at KIST, may write the examination, but his or her results shall not be published until the full outstanding amount has been settled.
- 3.3 No candidate shall be allowed to sit for any examination in any module unless the Head of Department has been satisfied that the candidate has completed the course.
  - 3.3.1 Students will be allowed to write their examinations provided they have successfully attended at least eighty per cent (80%) of their course works for both theories and practical.
  - 3.3.2. Students shall be required to attend both lectures and practical unless there shall be a compelling reasons may be granted permission to absent from the class by the Head of Department after consultation with Chief Academic officer. Those who shall fail to attend at least 80% of both lecture and practical shall not be permitted to write semester and final examination.
  - 3.3.3 A candidate is expected to pass test or (course work in each module. i.e. to score a minimum of 20 marks out of 40 marks in the course work. fail to reach 20 marks, a student will not be allowed to write an examination of that module.

3.4 Permission for postponement of semester examinations for compelling reasons shall be granted by the Registrar; while postponement of CA component for compelling reasons shall be granted by the respective Head of Department in consultation with Chief Academic Officer

#### **4. NOTICE OF EXAMINATION ADMISSION**

4.1 Student shall be held fully responsible for checking their test marks for correctness, any mistakes to be reported to the attention of the Chief Academic Officer. Notification of examination admission list shall be posted to all students through electronic mail or notice boards at the Institute.

#### **5. EXAMINATIONS AND TIMETABLES**

5.1 Main examination (semester examinations)

5.1.1 There shall be ONE written and, where the course demands, a practical examination during each end of a semester for a course taught.

5.1.2. Examination shall commence between 8:00 am and 16.00 pm any day of the week, where necessary including Saturday and Sunday.

5.1.3 The main examination timetable shall be posted through electronic mail or posted on the applicable notice boards at the Institute

5.1.4 Timetable shall be available approximately three weeks before the commencement of the examinations.

5.1.5 The examination date and session of each examination subject shall be printed next to the subject on timetable.

NB: It is the responsibility of the student to ensure that he or she is in position of the correct examination timetable.

5.2 Supplementary examinations

5.2.1 Timetable shall be available approximately two to three weeks before the commencement of the examinations.

5.2.2 The examination date and session of each examination

subject shall be printed next to the subject on timetable.

5.2.3 A candidate will be allowed to sit for supplementary examinations if and only if:

- (a) Fail not more than one-third of supporting modules and not more than one-third of core modules
- (b) Fail one-third of all modules, for students taking Diploma in ICT.
- (c) Fail to sit in the main examination for a valid reason and after the confirmation of Academic Officer
- (d) Any student will be allowed to sit for supplementary examinations for any semester if requested earlier and approved by the Chief Academic Officer.

5.2.4 Candidates who are supposed to sit for supplementary, carryover, and special examinations shall apply for the examinations.

5.2.5 Candidate who sits for supplementary or carryover examination(s) will covers the cost of examinations.

5.2.6 Supplementary examinations shall be conducted (done) before the final semester examination.

5.2.7 Supplementary examination shall be marked without continuous assessment (CA) marks inclusion; each examination shall be marked out of 60 marks (60 percent).

5.2.8 The highest grade for all supplementary examinations shall be the lowest mark of C

5.2.9 NTA Level 6 student who did not complete the course by having one or more modules to be cleared shall have two consecutive academic years to clear; failing to do so. Otherwise candidate shall repeat the entire NTA Level 6 programme.

NTA level 4 or level 5 student who did not complete the course by failing less than one-third of supporting modules and less than one-third of core modules shall have two consecutive academic years to clear modules failed. Failing

to do so, candidate shall repeat the entire NTA level program.

### 5.3 Special examinations

- 5.3.1 The special examination for students who granted permission to write shall be conducted simultaneously with supplementary examinations.

NB: There will be only two examinations in each semester main examination and supplementary examination.

### 5.4 Absence from examination

- 5.4.1 A candidate who absents (unauthorised absence) from any examination without compelling reasons shall be discontinued.
- 5.4.2 A candidate allowed to be absent (authorised absence) from the end of semester examination shall carry forward the un-examined module(s) as incomplete and shall have to sit and pass the respective examination(s) when next offered.
- 5.4.3 A candidate who absents from any CA or fails to submit assignment(s) given during the course work without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.
- 5.4.4 For a sick candidate, medical reports from a Medical Doctor from Government Hospital must be produced to prove that he or she has been recommended not to sit for examination(s) at that material time. Any other reasons must be reported physically and earlier before examination take over or within 30 minutes after examination start.

## 6 EXAMINATION VENUE REGULATIONS

- 6.1 KIST shall assume no responsibility for any incorrect information on examination arrangements given by unauthorised persons.
- 6.2 The date and time determined for an examination should be carefully observed and adhered to.
- 6.3 Morning sessions of the examinations shall start at 08:00,

and afternoon sessions shall start between 13.30 and 14:00..

- 6.4 On demand, identity card and examination number must be presented to invigilator.
- 6.5 Students should establish in sitting arrangement and should ensure that they are seated according to the sitting plan.
- 6.6 Students should be seated in the examination venue at least fifteen (15) minutes before the examination session commences.
- 6.7 Only eligible students who are permitted to write an examination in a particular subject shall be allowed to enter the examination venue while an examination is being conducted in that subject.
- 6.8 Ineligible student who enters an examination venue without having registered for the subject concerned enters the examination venue without authorisation to do so. If such a student is not requested to leave the examination venue, it does not imply that the Institute has given such a student permission to enter the examination venue or to write the examination.
- 6.9 A student or any person who enters an examination venue without authorisation shall leave the venue immediately when requested to do so by an examination-officer or invigilator.
- 6.10 Students shall be permitted to enter the examination venue after the commencement of an examination session in exceptional circumstances only, but in no circumstances after the examination has already been in progress for thirty (30) minutes or longer. Similarly, no student shall be allowed to leave the examination venue before at least thirty (30) minutes have lapsed after the examination has commenced; and ten (10) minutes before the examination process comes to an end.
- 6.11 Students shall bring their own watches to the examination room. All alarm clocks should be switched off.
- 6.12 Students shall carefully read the instructions on the question

paper and should comply with the given instructions.

- 6.13 All written test and examination answers should be written in black or blue ink.
- 6.14 Students should ensure that their student numbers and/or names are written down correctly, as requested on the examination scripts and attendance list.
- 6.15 No explanations of examination questions may be requested or provided.
- 6.16 Students should indicate to the invigilator that they are ready to hand in their examination material by remaining seated and raising a hand. Invigilators shall collect the examination material from those students at their seats. As soon as a student has handed in his or her work, he or she should leave the examination venue.
- 6.17 While an examination is in progress, no student may ask for help or try to help another student obtain assistance or attempt to obtain assistance, or communicate or try to communicate with any person other than the person who has officially been authorised thereto by the Chief Academic Officer. Any difficulties must be reported to Supervisor.
- 6.18 A candidate who has been proved to cheat or attempting to cheat in the examination venue would be suspended from studies for two consecutive academic years, subject to the confirmation by the Council or a Committee authorised by the Council
- 6.19 Unless stipulated otherwise for an examination, no student may have the following in his or her possession while he or she is in the examination venue, with the exception of whatever is handed to him or her in the examination venue:
  - (a) cellular/mobile phones, even if they are switched off - if a student is found in possession of a cellular/mobile phone, disciplinary action shall be taken against him or her;
  - (b) Earphones or any other electronic devices;

- (c) Pencil bags, pencil cases or any other bags or containers;
  - (d) Hats; other than religious hats or cover and must be worn in a good manner.
  - (e) Any books, memorandums, notes, sketches, maps, films or any other documents;
  - (f) Any blank unused paper; or
  - (g) Any other aid that has a bearing on the examination subject, even if it bears no relation to the examination.
- 6.20 A student may not use a pocket calculator in an examination unless expressly authorised to do so in the instructions appearing on the question paper concerned, and then only the pocket calculators that are specifically permitted. The calculator facility of cellular telephones may not be used as such during examinations.
- 6.21 A student may not disregard any examination instruction given by the invigilator.
- 6.22 Students are not permitted to have or make notes, or to do calculations on their question papers, personal timetables, stationery or any other object. Rough work may be done on the examination script. If any part of such work should not be marked, a line should be drawn through it.
- 6.23 All examination scripts and aids handed out to students should be handed in again before the students leave the examination venue. Unless otherwise stipulated, students may take their question papers with them when they leave.
- 6.24 A student may not cause a disturbance in an examination venue or conduct himself or herself in an improper or unseemly manner.
- 6.25 A student may not have a firearm in his or her possession while he or she is in the examination venue

## **7. POWERS OF INVIGILATORS**

- 7.1 An invigilator may confiscate with consultation to the other

invigilator(s) or supervisor, the examination documents of a student or any prohibited aid or material found in the possession of a student during the examination if he or she suspects that an irregularity has taken place.

- 7.2 When an irregularity is suspected, the student concerned shall hand over the examination script or scripts that he or she has used up to that point, at the request of the invigilator.
- 7.3 The student shall then be instructed to continue with the examination, and he or she shall be given a new examination script.
- 7.4 A student may not claim that the fact that he or she is allowed to continue with the examination condones his or her alleged infraction of the rules.

## **8 PASS REQUIREMENTS**

- 8.1 A student shall pass a subject or module by obtaining a final mark of 50% or more for that subject or module.
- 8.2 In addition to the final mark of 50%, a student should obtain a sub-minimum mark of at least 50% in a theoretical examination in order to pass, and where the examination in a subject or module consists of two question papers, he or she should obtain a sub-minimum mark of at least 30% for each paper.
- 8.3 In addition to the final mark of 50%, a student should obtain a sub-minimum mark of at least 20% in his or her assessment in a practical examination subject.
- 8.4 The decision of the Institute in respect of practical work and projects that contribute to the calculation of the examination mark shall be final and no student's work shall be re-marked.

## **9. PUBLICATION OF RESULTS**

- 9.1 The official examination results of the Institute are posted on the applicable official notice boards in terms of a daily publication schedule, and students themselves are responsible for obtaining their results. Individual examination

results are also posted via internet to all students, but the Institute assumes no responsibility for delays in the post or for post that was not delivered or not received.

9.2 Statements of examination credits obtained, examination results and academic records shall be valid only if they are printed on the approved form and issued by the Chief Academic Officer.

9.3 The examination results of a student with any outstanding fees and/or library/or hostel material shall not be made known or published before the outstanding amount has been paid in full. However, such a student shall be informed of admission to and particulars of a supplementary examination, if applicable.

## 10 EXAMINATION ENQUIRIES

### 10.1 General

10.1.1 KIST assumes no responsibility for incorrect information concerning any aspect of the examinations that has been furnished by persons who are not authorised to give such information. All enquiries should be made ~~at~~ to Chief Academic Officer

10.1.2 All enquiries, objections or representations concerning examination results should be submitted in writing to Director within thirty (30) days of the publication of the results; after the period stated any objection will not be entertained

### 10.2 Re-checking

10.2.1 A student is entitled to have his or her examination scripts for all theoretical examinations re-checked at all levels of all subjects or to inspect them himself or herself.

10.2.2 An application for rechecking an examination script should reach Director's office through the Heads of respective Department within ten (10) working days of the publication of the results. Application shall be attached with the receipt of the fixed fees of twenty thousands (20,000/=) as the payment of rechecking per subject.

10.2.3 If the student passes the subject after rechecking, the fixed fee shall be refunded.

### 10.3 **Re-marking**

10.3.1 A student is entitled to have his or her examination scripts for all theoretical examinations re-marked at all levels of all subjects.

10.3.2 An application for re-marking an examination script should reach Director's office through the Heads of respective Department within ten (10) working days of the publication of the results. Application shall be attached with the receipt of the fixed fees of twenty thousands (20,000/=) as the payment of re-marking per subject.

10.3.3 If the student passes the subject after re-marking, the fixed fee shall be refunded.

## 11. **PROGRESS FROM ONE ACADEMIC LEVEL TO THE NEXT ACADEMIC LEVEL.**

11.1 A candidate who passes at least 65% of total Credits in that academic unit but failed in one or more modules, shall be allowed to proceed to the next academic unit within the same qualification level (NTAs level) as a probating student provided the GPA is not less than 2.0.

11.2 A candidate failing to pass at least 55% of total Credits in that academic unit and/or getting a GPA less than 2.0 shall be discontinued from studies

11.3 A candidate fail in not more than two supporting modules and cleared all core modules of the second semester and having GPA not less than 2.0 shall be considered as a probating candidate (if requested) of the first semester to the next level and shall be obliged to clear the modules left behind to the first semester of that academic year. Failing to do so, the candidate shall be suspended to continue a second semester of the level entered even if passed all the modules.

11.4 A probating candidate failing in an examination shall be required to supplement the examination when next offered.

- 11.5 A probating candidate failing a second supplementary/re-take examination shall be discontinued from studies.
- 11.6 Any candidate who absents oneself from a scheduled examination without compelling reason(s) shall be deemed to have absconded from the examination and shall be discontinued from studies.
- 11.7 For promotion to the next level of award candidates shall pass all prescribed modules for the prerequisite (current) level of award through first sitting, supplementary or as a probating student.

## 12. **PROGRESS FROM CURRENT LEVEL TO THE NEXT LEVEL OF AWARD**

- 12.1 A candidate shall be allowed to proceed to the next level of award after passing all prescribed modules at the pre-requisite level.
- 12.2 A candidate who does not meet requirements for level progression may be recommended for a lower level of award for which has fulfilled the requirements for the award

## 13 **POSTPONEMENT OF STUDIES**

- 13.1 Permission for postponement of studies on compelling grounds shall be granted by the Director in consultation with the student's sponsor or guardian.
- 13.2 The maximum duration for postponement of studies for whatever reasons shall be two academic years.
- 13.3 No one shall be allowed to postpone more than once in one level of award except for compelling medical grounds.

12. **HOSTEL REGULATIONS**



## 12 **HOSTEL REGULATIONS**

### 1.0 **Introduction**

The social life in student hostels constitutes an important part of the learning experience on Institute. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment can also help students to discover their talents, increase their emotional maturity, and acquire social skills.

All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal hostel environment.

The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

### 2. **General Information**

#### 2.1 *Admission*

2.1.1 All Karume Institute of Science and Technology candidate's may apply for hostel residence. Applications are considered by the Student Hostels Committee chaired by Chief Administrative Officer for , which selects successful applicants and gives them approval to reside in hostels.

2.1.2 Residents of a hostel are required to report to the Warden /Matron at the time and place specified in the Notification for Residence in order to participate in the room allocation and related procedures.

2.1.3 Residents may choose their own roommates beforehand.

#### 2.2 *Rule and Procedure for Withdrawal from Hostel*

2.2.1 Residents who wish to withdraw from hostel residence during term time are required to give advance written notice to the Warden /Matron.

2.2.2 Residents who withdraw from hostel residence at the end of

the first semester will not be eligible for any refund of hostel fees paid. Those who withdraw before the above-mentioned dates will be eligible for a reimbursement for part of their hostel fees.

- 2.2.3 At the end of the residence period, residents are required to move out of the hostel on or before the designated move-out date. When moving out, residents are required to clean their rooms and clear all belongings (including clothing, books, etc.), and return all the original keys to the Warden/Matron or his/her representative. Otherwise, deposits will not be refunded, and future applications for hostel residence may be adversely affected.
- 2.2.4 Residents who have violated hostel regulations can be expelled from their respective hostels immediately by the Warden, Matron, the Student Hostels Committee or Residents' Association.
- 2.2.5 Hostel residence will be terminated for residents whose studies are terminated or suspended or whose Institute affiliations are changed.
- 2.2.6 Residents who are expelled from hostels as a result of violation of hostel regulations are not eligible for any refund of hostel fees.
- 2.3 ***Living in the Hostels.***
  - 2.3.1 Main doors of the hostels are closed from 00:00 midnight to 05:00 in the morning. Residents and legitimate overnight visitors should identify themselves when leaving/entering the hostel during the aforesaid period.
  - 2.3.2 Residents are required to display information cards on their room doors indicating their name, year of studies and major (most important) information.
  - 2.3.3 Residents are required to keep the hostel clean, and to tidy their own rooms periodically.
  - 2.3.4 Residents are required to dress properly in the hostel and other public areas of the hostel.

- 2.3.5 Residents are advised to look after their own belongings and money. They are fully responsible for any loss of personal property.
- 2.3.6 Residents should inform the Warden/Matron of any emergency or special circumstances as soon as possible.
- 2.3.7 Any use of electrical appliances (except computer, TV, fan, hair dryer, radio, mobile phone and charger) in the rooms is strictly prohibited.
- 2.3.8 Residents should use hostel facilities with care. If they damage such facilities, they will be responsible for any financial compensation incurred.
- 2.3.9 Residents should not leave their belongings in public areas (e.g. the kitchen, toilet, and corridor). Such items could be disposed if found.
- 2.3.10 To manage the hostel properly, Warden, Matron, teachers, Student Association, and hostel attendants may patrol within the hostel. Student rooms are not private domains. In principle, hostel staff will get permission from corresponding student before entering individual student rooms, nevertheless, if situation arises (e.g. situations involving maintenance, suspect of accident within room, and handling of disciplinary cases), hostel staff may enter student rooms even without residents' permission.
- 2.3.11 All litter, garbage materials in the hostel must be carried out at a special located place.
- 2.3.12 Pads, underwear's, soap remains, soap covers, shaved hair and other toilet related matters under any circumstances must not be flushed to a toilet.
- 2.3.13 Clothes should not be aired in any places other than those provided by the hostel.

### 3 *Hostel Rules*

- 3.1 The following behaviours are strictly prohibited in student hostels. Residents who violate these rules can be expelled from their hostel within five days by the Warden/Matron (who

will send a copy of any relevant documents to the Director's Office for retention in the personal file). Future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the three student hostels in Karume Institute of Science and Technology (not even as a visitor).

- 3.1.1 Violate Zanzibar Revolutionary Government law;
- 3.1.2 Possess illegal or dangerous items;
- 3.1.3 Light or smoke cigarette;
- 3.1.4 Possess, preserve or consume beverages of any alcohol content.
- 3.1.5 Allow a person of the opposite sex to stay in the hostel visiting hours (9:00 to 12:00 holidays and 16:00 to 18:00 working days);
- 3.1.6 Visit and stay in the hostel of the opposite sex resident outside the hostel visiting hours (9:00 to 18:00 holidays and 16:00 to 18:00 working days);
- 3.1.7 Allow a person of the opposite sex into their room or public area.
- 3.1.8 Stay in the room of a resident of the opposite sex, or in the public area of a floor of the opposite sex, or in any area other than the hostel living room of any single sex hostel, outside opposite sex visiting hours;
- 3.1.9 Produce disturbing noise including high volume of any audio device of any type of program (music, religious songs and recites)
- 3.1.10 Cook in resident rooms or public areas in hostel
- 3.1.11 Ignite fire in hostel.
- 3.1.12 Have keys of the hostel duplicated or lent to others.
- 3.1.13 Sell the hostel occupancy to another student.
- 3.1.14 Exchange hostel occupancy or room without prior approval.
- 3.1.15 Alter electrical circuits or fittings in hostels without prior approval.

- 3.1.16 Stay in the hostel when it is closed to residents without prior approval.
- 3.1.17 Reside in the hostel for less than four nights per week;
- 3.1.18 Cause damage to the wall, furniture, etc. in the hostel (using nails, tapes, paint etc.)
- 3.1.19 Use unauthorised electrical appliances in the room (refer to item 2.3.7 of this regulation);
- 3.1.20 Leave personal belongings in public areas.
- 3.1.21 Possess pornographic subjects.
- 3.1.22 Exhibit immoral behaviours;
- 3.1.23 Disturb others (e.g., talk very loudly, leave radio on at a high volume, slam doors, etc)
- 3.1.24 Throw objects from the windows of hostel;
- 3.1.25 Keep pets (e.g. dog, cat, bird etc).
- 3.1.26 Allow a visitor not registered for overnight stay to stay in the hostel after visiting hours.

### 3.2 *Appeal*

- 3.2.1 Procedures: Residents expelled from the hostel can appeal in writing to the Director through Warden/Matron within three working days. Upon receipt of the appeal, the Director will appoint a working group within seven working days to handle the appeal and make a final decision on it.

### 3.3 *Visitor Regulations*

- 3.3.1 Any person who is not a resident of the hostel will be regarded as a "visitor".
- 3.3.2 All visitors are required to comply with hostel regulations.
- 3.3.3 The visiting hours for same sex visitors is 9:00 to 20:00, for visiting hours for opposite sex visitors please refer to 3.1.5 and 3.1.6
- 3.3.4 For the collective interest of hostel residents, residents are not encouraged to invite visitors to stay overnight.
- 3.3.5 For those who violate the Visitors Regulations, both the

resident(s) involved and the visitor(s) will be expelled and deprived of future application for hostel places.

### 3.4 ***Regulations governing visitors staying overnight***

- 3.4.1 a When a non-resident (must be current student of the Institute and the same sex) is invited to stay overnight, he/she must have the consent of all roommates in advance and the consent of Warden/Matron.
- b. Overnight visitors should abide to "Regulations for Overnight Visitors".

### 3.4.2 For Residents

If visitors are found staying overnight without a valid overnight visitor consent, the host resident will be imposed penalties as follows:

(in the case where no single host resident is prepared to bear the sole responsibility, the penalties will be imposed on all residents of that room):

- i) Violation for the first time: a fine 25% the charge of hostels' fees.  
Written warning will be given by Wardens/Matron with copy sent to the Chief Administrative Officer.
- ii) Violation for the second time: a fine 50% the charge of hostels' fees and serious written warning given Wardens/Matron with copy sent to the Chief Administrative Officer
- iii) Violation for the third time: a fine 100% the charge of hostels' fees and the Wardens/Matron may join with the Chief Administrative Officer to terminate his/her hostel residence; his/her parents and Head of Department of the allege student will be informed about the action while the penalty will also be recorded in his/her student file.

## 4 ***Disciplinary Actions***

All regulations should be strictly observed and obeyed. In case of any violation, the Institute may take appropriate disciplinary actions, depending on the nature of the offence, according to the following terms:

4.1 The Warden/Matron or the Residents' Association will deal with all cases of violations and decide on the penalties.

4.2 ***Penalties:***

4.2.1 The Warden/Matron may decide on the form of any of the following penalties in accordance with the nature and gravity of the offence:

- i Verbal warning with the offence recorded in the Warden's/Matron's File
- ii Written warning with copy sent to his/her personal file. The student's application for hostel residence in the next year will be affected, subject to the decision made by the Residents' Association of that year.

4.2.2 In addition to the above, the Warden/Matron may also take one of the following actions:

- i. The student's registration number, department, year of study, room number and violation shall be made public.
- ii Termination of hostel residence effective within seven days and his/her two (at least) application for residence for the next academic year will not be considered.
- iii Refer the case to the Institute Administration for action

4.2.3 The student may appeal against the decision regarding the charge or the penalty by writing to the Warden/Matron within seven days of announcement. If he/she wishes to appeal against decision(s) made by the Warden or Matron, written appeal should be addressed to the Institute Administration within seven days of announcement.

5 ***Hostel Visiting Hours for Visitors.***

5.1 Weekdays: 16:00 to 20:00

5.2 Weekends and Public Holidays: 9:00 to 20:00

6 ***Addendum***

6.1 ***Residents' Association***

6.1.1 In order to promote self-discipline, welfare and group activities, the residents are to form a resident association.

- 6.1.2 Residents should honour their obligation to participate and cooperate as much as possible in any activities organized by the Resident Association.
- 6.1.3 All residents will automatically be members of the Residents' Association of their hostel;
- 6.1.4 The Residents' Association of each hostel can set its own rules according to the specific conditions of their hostel. The rules of each Resident's Association are required to be submitted to the Warden/Matron concerned for approval. A copy of the rules must be forwarded to the Institute Administration
- 6.1.5 Residents' Associations have the right to issue oral warnings to residents who violate hostel regulations. After an oral warning is issued, the Residents' Association is required to report the incident to the Warden.

## 6.2 ***Warden and Matron***

The role of the Warden is to:

- i. Wardens are responsible for the day-to-day management of the student hostels with support by the Institute.
- ii Promote an ideal hostel atmosphere;
- iii Help individual residents to adapt to hostel life
- iv Manage the hostel and maintain order in the hostel;
- v Formulate and implement temporary measures for the protection of the collective interest of residents

**ESTABLISHMENT ORDER OF KARUME INSTITUTE OF  
SCIENCE AND TECHNOLOGY**

---

**ACT, NO.2 OF 2009**

**AN ACT TO ESTABLISH THE KARUME INSTITUTE OF SCIENCE  
AND TECHNOLOGY AND OTHER MATTERS CONNECTED  
THEREWITH**

---

**ENACTED by the House of representative of Zanzibar**

**PART I**  
**PRELIMINARY PROVISIONS**

**Short title and commencement**

1. This Act may be cited as the Karume Institute of Science and Technology Act, 2009 and shall come into operation on such date as the Minister may, by notice published in the Gazette, appoint.

**Interpretation.**

2. In this Act, unless the context otherwise requires:

*"Council"* means the Council of the Institute established under section 6 of this Act;

*"Director"* means the Director appointed under section 10 of this Act;

*"Government"* means the Revolutionary Government of Zanzibar;

*"Institute"* means the Karume Institute of Science and Technology established under section 3 of this Act;

*"Member"* means a member in relation to Council and Academic Board as provided for under section 6 and 8 respectively of this Act and includes the Chairman;

*"Minister"* means the Minister responsible for Education;

*"President"* means the President of Zanzibar and Chairman of the Revolutionary Council;

*"Registrar"* means the Registrar appointed

under section 11 of this Act.

## **PART II ESTABLISHMENT OF THE INSTITUTE**

- Establishment of Institute**
- 3.1 There is hereby established an Institute to be known as Karume Institute of Science and Technology.
- 3.2 The Institute shall be a body corporate and shall:
- a) have perpetual succession and common seal;
  - b) in its corporate name, be capable of suing and being sued;
  - c) have power to enter into any contract or other transactions and doing or suffering to do all such other acts and things which a body cooperate may lawfully perform, do or suffer to be done;
  - d) be capable of acquiring, purchasing or legally disposing of movable and immovable property;
  - e) have power from time to time to receive, disburse or borrow such sums as it may require for its purposes; and
  - f) have power to perform all other acts and things which are necessary for the proper performance of its functions or which may be performed under this Act
- 3.3 The Institute may offer Certificates, Diplomas, Degrees and other awards on its own or as an associate or agent of any institute whether local or foreign at may be approved by the Council.

- 3.4 The Institute may, in exercise of its functions associate with college or institution which offers courses in science and technology, either inside or outside Zanzibar
- Departments of the Institute** 4 The Institute shall consist of such Departments as the Council may determine.
- Functions of the Institute.** 5 The functions of the Institute shall be-
- a) to preserve, enhance, transmit and disseminate knowledge in sciences and technologies by teaching, conducting research and consultancy in various fields;
  - b) to foster, maintain and promote science and technology in the highest possible standard;
  - c) to provide facilities for the study, extension and training in the field of technology and all other aspects of science in accordance with modern scientific principles;
  - d) to liaise and associate with other institutions of higher learning in furthering the advancement and development of science and technology;
  - e) to prepare and organize the teaching of science and technology at different levels to suit the needs of local and foreign students joining the Institute;
  - f) to conduct examinations for and to grant degrees, diplomas, certificates and other awards of the Institute as approved by Academic Board;
  - g) to provide consultancy services to the public and private sectors in specified fields as prescribed in this Act;

- h) to sponsor; arrange, facilitate and provide facilities for conferences, symposia, meetings, seminars, and workshops, for discussion of matters related to the development of science and technology;
- i) to do anything that is necessary or convenient for or incidental to the purpose of its functions.

### **PART III ADMINISTRATION OF THE INSTITUTE**

**Council.**

- 6.1 There shall be a Council of the Institute which shall be composed of:
- a) Chairman who shall be appointed by the President;
  - b) the Director who shall be an ex - officio member and Secretary of the Council;
  - c) five members who shall be appointed by the Minister, after consultation with relevant institutions as follows:
    - i) member from the Vocational Education and Training Authority (VETA) of Zanzibar;
    - ii) member from the State University of Zanzibar;
    - iii) member from the Ministry responsible for education;
    - iv) member from the business community;
    - v) member from the employers' association

- d) Representative of the Students' Organisation of the Institute;
- e) Representative of the academic staff of the Institute;
- f) One other member preferably with experience in education to be appointed by the Minister

6.2 The members of the Council shall from among their members elect a Vice-Chairman who shall hold office for as long as he or she remains a member of the Council.

6.3 The term of office of the Chairman and all members of the Council other than the ex officio member shall be three years, but shall be eligible to be appointed for another term of office.

**Powers of the Council.**

7.1 Subject to the provisions of this Act, the management and control of the Institute shall be vested to the Council.

7.2 In particular and without prejudice to the generality of sub-section (1) of this section, the Council shall have power-

- a) to administer movable and immovable properties of the Institute;
- b) to administer the funds and other assets of the Institute;
- c) to signify the acts of the Institute by using the Common seal;
- d) to receive on behalf of the Institute gifts, donations, grants, loans or other moneys and to make disbursements there of to the staff or other persons or bodies;
- e) subject to the provisions of this Act, to appoint such officers of the Institute

as it may deem necessary;

- f) to approve tuition fees and charges for service offered by the Institute.
- g) to approve curricula, certificates, diploma, degree and other awards conferred by the Institute or in collaboration with other institutions.
- h) to do all such other acts and things as may be provided for in this Act or as may be advised from time to time by the Minister.

**Academic Board**

8.1 Subject to the provisions of this Act, the Council shall establish an Academic Board which shall comprise of-

- a) the Director of the Institute who shall be the Chairman;
- b) the Registrar of the Institute who shall be the Secretary;
- c) all heads of Academic Departments of the Institute;
- d) Industrial Liaison Officer of the Institute;
- e) Representative of the Students' Organisation.

8.2 The Academic Board shall, subject to the general or specific directions of the Council, have the power

- a) to review and make recommendations to the Council regarding the control and regulations of Instructions, education and research programme of the Institute;
- b) to make recommendations to the Council on any matter pertaining to the courses of study and certificates

awarded by the Institute;

- c) to approve examinations result;
- d) to do any act or thing as it may be empowered to do by the Council subject to the provisions of this Act.

**Meeting and procedures of Council.**

- 9.1 The Council shall meet four times a year by notice of the Chairman or in his absence the Vice-Chairman any time when deemed necessary to call the Council, but in case of emergency the Council may meet any time.
- 9.2 At any meeting more than half of the total number of members of the Council shall constitute a quorum for a meeting of the Council.
- 9.3 The Council shall cause minutes of all proceedings of meetings of the Council to be entered in a book kept for that purpose
- 9.4 Minutes of previous meeting of the Council shall be confirmed by the Council at the next meeting by signature of the Chairman
- 9.5 A member who becomes absent from three consecutive meetings of the Council without reasonable excuse may be terminated by the Minister or other appointing authority on the advice of the Council.
- 9.6 All questions at a meeting of the Council shall be decided by a majority votes of the members present at the meeting, and in the event of equality of votes the Chairman shall have the decisive vote.

**Appointment of Director.**

- 10.1 There shall be a Director of the Institute who shall be appointed by the President.
- 10.2 A person may be eligible to be appointed as Director, if he has at least a second

degree in the field of Science and Technology and experience of at least three years

10.3 The Director shall be the Chief Executive Officer of the Institute and shall be responsible to the Council for:

- a) the proper day to day administration of the Institute in accordance with the policy laid down by the Council;
- b) the academic management of the Institute;
- c) the proper enforcement of by-laws and regulations as may from time to time be made by the Council;
- d) as accounting officer.

10.4 The Director shall in accordance with the regulations made under this Act be responsible for the supervision of discipline of the students and employees of the Institute.

**Appointment of Registrar.**

11.1 There shall be a Registrar of the Institute who shall be appointed by the Council upon recommendation of the Director and shall be a person who in the opinion of the Council, has proven administrative experience and is able to exercise his duties effectively

11.2 The Registrar shall hold office for such a period and upon such terms and conditions as the Council may, upon advice of the Director determine or as may be specified in the letter of his appointment.

11.3 The Registrar shall:

- a) be the principal assistant and chief advisor to the Director in all matters

pertaining to the administration of the Institute.

- b) have and perform such other functions as are conferred upon him by the Director according to the provisions of this Act.

**Appointment of other Staff.**

- 12.1 The Council may on such terms and conditions as it may deem necessary, appoint such number of academic and non-academic staff of the Institute.
- 12.2 Notwithstanding the provisions of sections 11 and subsection (1) of this section, the Council may, subject to such conditions and restrictions as it may impose, delegate to any person or body of persons the power of appointment of any members or category of academic staff and other staff of the Institute.

**Student Organisation**

- 13.1 There shall be a Students Organisation of the Institute which shall be established according to the constitution approved by the Council.
- 13.2 Leaders of the Students Organisation shall be elected in accordance with the constitution of the Student Organisation.

**PART IV  
FINANCIAL PROVISIONS**

**Funds of the Institute.**

- 14 The funds and resources of the Institute shall consist of
  - a) such sums as may be provided for the purposes of the Institute by the Government;
  - b) such sums as the Council may, from

time to time borrow for the purposes of the Institute; and

- c) such sums as may in any manner become payable to or vested in the institute either under the provisions of this Act or incidental to the carrying out of its functions.
- d) grants and donations from institutions or individuals
- e) tuition fees and other charges for services offered by the Institute

**Investment of  
Institute funds**

- 15 The Council shall have power to invest the funds of the Institute in any viable venture as it may consider appropriate having regard to the economic and commercial viability.

**Annual budget  
estimates.**

- 16.1 At least three months before the commencement of any financial year the Director shall prepare or cause to be prepared for the approval of the Council, annual estimates of the revenue and expenditure of the Institute for the particular financial year.
- 16.2 The Council shall, before the commencement of a financial year, consider and approve, subject to such modifications, and amendments as may consider appropriate the estimates prepared in accordance with subsection (1) of this section
- 16.3 The annual estimates shall contain provisions for all the estimated expenditure during the ensuing financial year and in particular;
- a) for the payment of salaries, allowances and other charges in

respect of the staff and officers of the Institute including the members of the Council.

- b) for the payment of construction, improvement, maintenance and replacement of any building or other immovable property of the Institute;
- c) for the proper maintenance and replacement of the furniture and purchasing of new machineries, tools and other equipments to the Departments of the Institute; and
- d) for the creation of such reserve funds to meet future contingent liabilities as the Council may think fit.
- e) for the payment of staff development and training (recurrent, capital or development expenditure).

16.4 No expenditure shall be incurred for the purposes of the Institute except accordance with the annual estimates, or in accordance with the provisions of any supplementary estimates approved by the Council.

16.5 A copy of the annual estimates and of every supplementary estimate, if any, shall, immediately upon the approval of such annual estimates by the Council, be submitted to the Minister for scrutiny and submission to the House of Representatives for approval.

**Accounts and Audit.**

17.1 The Council shall cause to be provided and kept proper books of accounts and records with respect to the receipt and expenditure of money and other financial transactions of the Institute, and assets

and liabilities of the Institute, and shall cause to be made out every financial year a balance sheet and statement of income and expenditure.

- Financial report to be laid before the House of Representatives**
- 17.2 Within three months after the closure of each financial year, the accounts shall be submitted for auditing to the Office of the Controller and Auditor General.
- 18.1 As soon as the accounts of the Institute have been audited and in any case not later than six months after the closure of the financial year, the Council shall submit to the Minister a copy of audited statement of accounts together with a copy of the report made by the Controller and Auditor General.
- 18.2 The Minister shall as soon as possible after receiving the report, lay it before the House of Representatives.

## **PART V MISCELLANEOUS PROVISION**

- By-laws.**
- 19.1 The Council may make By-laws to ensure discipline among the students and employees.
- 19.2 By-laws made under subsection (1) of this section may provide that the contravention of any such by-laws shall constitute a disciplinary offence and may further provide the punishment that may be imposed for such disciplinary offence.
- 19.3 It shall not be necessary for the by-law made under this section to be published in the Gazette and every such by-law shall be brought to the notice of the students or employee in such manner as the Council may determine.

- Investigation of disciplinary Offence.**
- 20.1 Every charge of a disciplinary offence against a student or employee shall be investigated by the Disciplinary Authority which shall impose such punishment as he may consider appropriate after inquiring into the offence in accordance with the procedure prescribed in the by-laws and upon being satisfied that the charge against the student or employee has been proved.
- 20.2 A disciplinary action shall not be taken for the alleged disciplinary breach against a student or employee before an opportunity is afforded and that student or employee is informed of the allegation against him and given an opportunity to defend such allegations.
- Appeal.**
- 21.1 Where a student or employee has been punished for any disciplinary offence and intends to appeal, may, while carrying out the punishment, appeal to the Council within fourteen (14) days of the decision of the Disciplinary Authority.
- 21.2 Where a student or employee intends to appeal pursuant to subsection (1) of this section shall, within three days of the decision of the Disciplinary Authority, give a written notice of his intention to do so to the Director who shall forthwith submit it to the Chairman of the Council.
- 21.3 On every appeal under this section the student or employee appealing and the Administrative Officers shall have the right to appear before and be heard by the Council.
- 21.4 On an appeal under this section the Council may

- a) set aside the finding made against the students or employee and the punishment imposed on him; or
  - b) uphold the finding and punishments; or
  - c) uphold the finding and reduce or enhance the punishment imposed upon the student or employee.
- 21.5 The decision of the Council under this section shall be final
- Saving** 22 Any act lawfully done by the Karume Technical College prior to this Act shall be deemed to have been done under the provision of this Act.
- Regulations** 23.1 The Minister may in consultation with the Council make regulations for the better carrying out of the purposes and provisions of this Act, and without prejudice to the generality of the foregoing, may make regulations:-
- a) prescribing the award of certificates and other awards which may be conferred or awarded by the Institute;
  - b) prescribing the conditions which may be fulfilled before granting of any certificate or other award;
  - c) regulating the conduct of examination;
  - d) prescribing fees for admission to the Institute;
  - e) prescribing fees payable by the candidate for the examinations held or conducted by the Institute;
  - f) regulating disciplinary proceedings against the officers of the Institute;
  - g) prescribing anything which may be

prescribed under this Act;

- h) providing for the procedure to facilitate contribution from the technological sector for the management and development of the Institute;
- i) providing for any matter or thing which, in the opinion of the Council, is necessary for the better carrying out the purposes of this Act;

23.2 Regulations made under this section shall be published in the Government Gazette

**PASSED** *in the House of representatives of Zanzibar on 26<sup>th</sup> day of January, 2009*

## **14 STUDENTS' BY-LAWS**

**[Made under section 19 (1)]**

**IN EXERCISE** of the powers conferred upon me under section 19 (1) of Karume Institute of Science and Technology Act, No. 2 of 2009, **the Council of Karume Institute of Science and Technology** do hereby makes By-laws for Karume Institute of Science and Technology Students' General Welfare, Conduct and Discipline as follows:

### **ARRANGEMENTS OF SECTIONS**

#### **PART ONE**

##### **PRELIMINARY PROVISIONS**

- |    |                                   |   |
|----|-----------------------------------|---|
| 1. | Short title and commencement..... | 4 |
| 2. | Interpretation.....               | 4 |
| 3. | Application.....                  | 5 |

#### **PART TWO**

##### **ENFORCEMENT OF BY-LAWS**

- |    |                                      |   |
|----|--------------------------------------|---|
| 4. | Existence of these By-laws.<br>..... | 5 |
| 5. | Enforcement of By-laws.<br>.....     | 5 |

#### **PART THREE**

##### **STUDENTS' GENERAL CONDUCTS**

- |    |   |   |
|----|---|---|
| 6. | Student's misconduct.....                   | 5 |
| 7. | Disciplinary offences.....                  | 5 |
| 8. | Student charged with criminal offences..... | 7 |

## **PART FOUR**

### **ACADEMIC AFFAIRS AND CORRESPONDENCES**

9. Reporting time of student in Semester.
10. Student leave of absence.
11. Institute telephones.
12. Students' correspondence outside the Institute.
13. Meetings between students.
14. Library services.

## **PART FIVE**

### **DISCIPLINARY MATTERS**

15. Disciplinary Committee.
16. Tenure of Members of the Disciplinary Committee.
17. Meetings of the Disciplinary Committee.
18. Functions of the Disciplinary Committee.
19. Powers of the Disciplinary Committee.
20. Mode of operations for the Disciplinary Committee.
21. Powers of the Dean of Students.
22. Effect of Appeal to the Disciplinary Appeals Committee.
23. Disciplinary Appeals Committee.
24. Tenure of members of the Disciplinary Appeal Committee.
25. Functions of the Disciplinary Appeals Committee.
26. Powers of the Disciplinary Appeals Committee.
27. Mode of operations for the Disciplinary Appeals Committee.
28. Procedures of Disciplinary conduct.
29. Honorarium.

**PART SIX**  
**PENALTIES**

30. Penalties.
31. Dismissal.
32. Suspension or fine.
33. Additional penalty.

**PART SEVEN**  
**MISCELLANEOUS PROVISIONS**

34. Married students.
  35. Certificate to bear the name of the student.
  36. Student motor vehicle or cycle.
  37. Complaint of student against member of staff.
  38. Suspended student.
  39. Cost to suspended student.
  40. Handling of student complaint.
  41. Records of Student's penalty.
  42. Prohibition of smoking.
  43. Gender Balance Principle to be observed.
  44. Amendment of these By-laws.
  45. General appearance.
  46. Certificate award.
- Schedule

## PART ONE.

### PRELIMINARY PROVISIONS

1. *Short title and Commencement* These By-laws may be cited as the Karume Institute of Science and Technology Students' (General Welfare Conduct and Disciplinary matters) By-Laws and shall come into operation on such date as passed by the Council of the Institute.

2. *Interpretation* In these by-laws, unless the context requires otherwise:

“*Act*” means Karume Institute of Science and Technology Act No. 2 of 2009;

“*Appropriate Authority*” means the Registrar of the Institute or any other officer of the Institute acting on his behalf in the execution of these By laws.

“*Chief Academic*” means a Chief Academics of the Institute appointed under section 12 of the Act;

“*Council*” means the Council of the Institute established under section 6 of the Act;

“*Criminal offence*” means an act , attempt, omission ,commit or attempt punishable by laws.

“*Dean of Students*” means an officer who oversees student personal welfare ,serves as a bridge between student and Institute Management also responsible for disciplinary matters;

**“Director”** means Director of the Institute appointed under section 10.1 of the Act.

**“Disciplinary Appeals Committee”** means the Disciplinary Appeals Committee established under section 21.1 of the Act;

**“Disciplinary Committee”** means the Students Disciplinary Committee established under section 20.1 of the Act;

**“Disciplinary Offence”** means any offence under these By-Laws or any other law for the time being in force;

**“Illegal drugs”** means any drugs declared illegal by any law in force in Zanzibar;

**“Illegal meeting”** means any meeting or gathering of students within the Institute campus without permission of the Institute.

**“Institute community”** means all persons whether employed, registered, enrolled by the Institute or for the time being are within the Institute compound for a specific legal purpose;

**“Institute staff”** means any person employed by the Institute;

**“Institute”** means the Karume Institute of Science and Technology (KIST) established by Act no. 2 of 2009 of the House of Representative.

**“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;

**“Registrar”** means the Registrar of the Institute appointed under section 11 of the Act.

**“Student representative”** means a student appointed by the Student Organization to represent students’ interests to the Institute;

**“Student”** means a student of the Institute and includes any person who has enrolled himself for pursuing any course of study at the Institute;

**Students’ Organization”** means an organization established under section 13 of the Act;

**3. Application** Unless otherwise provided, these By-Laws apply to the students of the Institute.

## **PART TWO**

### **ENFORCEMENT OF BY- LAWS.**

- 4. Existence of these By laws.**
- (1) Once these By-laws come into operation, the Institute shall notify students by putting a copy to the Institute Website, the Institute Student notice Board or Institute library, so as to enable students to know the existence of the same for the period of not less than three months.
  - (2) Subject to sub rule (1) of this rule, every student shall be presumed to be aware of

the existence of these By-Laws and shall not be a defense for any student in relation to any disciplinary measure that these By-laws were not brought to his attention by the Institute.

**5.**  
*Enforcement  
of By laws.*

The Director of the Institute or any other Institute staff of the Institute appointed by the Director on his behalf shall be responsible to the Institute Council for the enforcement of these By-Laws.

### **PART THREE**

#### **STUDENTS' GENERAL CONDUCT**

**6.**  
*Student's  
misconduct*

- (1) Any kind of misconduct by a student which has the effect of tarnishing the good name dignity, and respect of the Institute both in and off compound, is strictly prohibited.
- (2) All students are required to respect and observe Zanzibar laws
- (3) Any student found guilty of an offence under sub rule (1) or (2) of this rule shall be guilty of an offence and upon conviction for a first breach be liable to suspension from studies for not less than one academic year, and for second and subsequent breaches shall be liable to eviction from the Institute.

**7.**  
*Disciplinary  
offences.*

- (1) Without prejudice to any other provision in these By-Laws, the following acts shall constitute disciplinary offences under these By-Laws:
  - i) to make nuisance or mobilize other students to make nuisance of any kind in any premises or compound of the Institute;
  - ii) to instigate or participate in any mob action, strike, boycott of classes or any civil commotion;

- iii) willfully organize or participate or convince others to organize or participate in any illegal gathering or meeting for the purpose of breaching these By-laws or National laws;
- iv) drunkenness or any disorderly conduct or unbecoming behavior by any student of the Institute;
- v) to cause damage to the property of the Institute or of another student or of any member of the Institute community;
- vi) to behave in any manner which is likely to encourage or instigate violence among other students and property or any member or employee of the Institute;
- vii) to insult or apply physical force to any other student or Institute staff or Institute community;
- viii) to assault, abuse, harass or tarnishing any other student reputation or staff of the Institute community or their families;
- ix) fighting within the Institute compounds;
- x) conduct a meeting, workshop, seminar and any other gathering or invite someone who is not an Institute member of staff without a permission of the Dean of Students or any other Institute appropriate authority;
- xi) to litter the lecture rooms, halls, workshops, laboratories or any other compound of the Institute with waste papers or any other kind of rubbish.

- xii) any conduct which obstructs or frustrates or is likely to obstruct or frustrate the carrying out of any instructional and or lawful activities scheduled to take place in the Institute.
- xiii) to provide the Institute with false information, or fail to identify oneself, or produce an identity card when called upon to do so by any authorized officer of the Institute, or to any other Institute lawful department, unit empowered to demand any such information and identify in the execution of his lawful functions;
- xiv) Maliciously damaging, defacing or destroying a wall, gate, fence, post, trees, gardens or any other property and assets of the Institute whether or not such property has been leased to any public or private company or person;
- xv) to invite, entertain, or accommodate a criminal fugitive or any person banned or prohibited by the Institute;
- xvi) failure or refusal to abide by any lawful order issued under any laws of the Institute or any lawful decision or directives passed by any appropriate organ of the Institute;
- xvii) being in possession any unauthorized property of the Institute;
- xviii) to acquire and or utilize the services of the Institute either in a private or official capacity without prior authorization of the Officer in-charge

- of the section or department of the Institute under which such services are rendered;
- xix) any fraudulent collection of money or any property from fellow students or any other person;
  - xx) unlawfully being in possession, or use of any dangerous weapon in, or around the Institute premises;
  - xxi) to be in possession of any kind of illegal drugs and, or engage in any business or transactions which involves illegal drugs within the Institute premises;
  - xxii) to administer any illegal drugs to oneself or any other person for whatever reasons within the Institute premises;
  - xxiii) to wilfully associate with any person or group of persons who for one reason or another are involved in illegal drugs transactions or business, or any other criminal undertaking within the Institute premises;
  - xxiv) use of any tobacco products;
  - xxv) to organize or participate in any political activity in or around the premises of the Institute;
  - xxvi) Unwanted physical conduct 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, or grabbing;
  - xxvii) Displaying , disseminating of pornographic and sexually suggestive pictures or sexual

- objects;
- xxviii) Transmitting offensive written, telephone or electronic communications of a sexual nature;
  - xxix) Mismanagement and, or embezzlement of student's organization funds 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;
  - xxx) Refusal or failure to abide by the ruling, decision or penalty made or imposed by the Council, Disciplinary Authority for Student, Disciplinary Appeals Committee ,Dean of Students or any other Institute appropriate authority;
  - xxxi) Using personal electronic equipment such as personal computers, cellular telephones, tablets, music devices, stereos or televisions at an unreasonable manner that disturbs classroom or the whole Institute atmosphere.
- (2) Any student found guilty of any offence under sub rule (1) of rule 7 shall be liable upon conviction to a punishment as provided for under the Schedule to these By-laws;
- (3) The Student's Disciplinary Committee and the Student's Disciplinary Appeals Committee shall have powers to impose any appropriate punishment with respect to the gravity of disciplinary offence and students misconduct committed to any student who contravene the disciplinary offences

prescribed under rule 7(1) up to (xxxi).

**8.**  
***Student  
charged with  
criminal  
offence.***

- (1) The Institute may suspend a student charged with any criminal offence in any court of law and against whom a prima facie case has been established until judgment is pronounced in favour of him, in case the Institute is of the opinion that attendance to the proceedings may affect that student academic performance;
- (2) Where a student is suspended under the provision of sub rule (1) of this rule, that student shall not be reinstated until he produces the judgment of a court ruling in his favour.
- (3) Any student who has been reinstated under sub-rule (2) of this rule may be re-suspended where an appeal has been preferred against him in the case he was initially charged with, such suspension shall continue until the final determination of the appeal Provided that, the total suspension period starting from the first suspension shall not exceed two consecutive academic years.
- (4) A student whose suspension period exceed two consecutive academic years shall cease to be a student of the Institute and shall be evicted from the programme of the Institute.
- (5) Any student who is convicted of any criminal offence and sentenced to imprisonment for period exceeding two consecutive academic years shall cease to be a student of the Institute.

## PART FOUR

### ACADEMIC AFFAIRS AND CORRESPONDENCES

**9.** (1) All eligible students shall report to the Institute at the commencement of every semester and on the prescribed date by the Institute from time to time.  
*Reporting time of Student in Semester.*

(2) Any student fails to report on the prescribed date but not later than five (5) working days from the date of reporting and without any reasonable cause, shall be liable to a written warning from Chief Academic Officer.

(3) Any student who reports after fifteen (15) working days from the prescribed date and with or without any reasonable excuse shall be suspended from studies for a period not exceeding one academic year.

**10** (1) A student may apply for leave of absence for a period not exceeding five days during semester time to the Registrar or Director of the Institute and such an application shall be accompanied by written approval of the respective Head of the department using the appropriate forms maintained by the applicant's Institute.  
*Student leave of absence.*

(2) Notwithstanding the provisions of sub-section (1) of this rule, the Registrar or Director of the Institute may, in exceptional circumstances and where good cause is shown, grant leave of absence for a longer period not exceeding ten days. Provided that the Registrar or Director of the Institute shall not grant leave of absence as required in this rule unless he has consulted the relevant Head of Department in which a student is administered.

**11.** Student shall not be allowed to use the Institute office telephones for private calls except by special permission from the office supervisor, in which  
*Institute telephones*

case the student shall meet the cost of the call by paying to the Institute's cashier and obtaining an official receipt.

- 12.**  
*Student's  
correspondence  
outside the  
Institute*
- (1) All correspondences outside the Institute by any student concerning any issue that involves Institute shall be routed through the Dean of Students.
  - (2) Official letters to other organization outside the Institute reflecting the interests of the student community at the Institute shall first be approved by the Students Government and shall bear the seal of the Students Organization.
  - (3) Letters to the press or mass media from other registered student societies which do not reflect the interest of the students' community as a whole shall bear the address of their own.
  - (4) Letter to the press from individual students which have not been approved by the students' organization shall bear their own names and addresses.
  - (5) It shall be an offence under these By-Laws for any student to interfere with any communication, media, system or air waves for whatever purpose and, in particular, securing hidden identity for the transmission of any message to other students, members of the Institute Community and, or outside the Institute with a view of achieving anything unlawful.
  - (6) Any student, who shall contravene sub rule (5) of this rule shall be suspended from studies for not less than one semester with any other appropriate penalty deems fit by the Institute Authority;
- 13**  
*Meetings  
between the*
- (1) Meetings of any kind between students and any outside authority of the Institute shall be conducted after approval of the Dean of

*students.* students;

- (2) Students may request an approval of meetings by a written request of not less than two days before such meeting to the Dean of Students showing the intention to hold such meeting, and the notice so given shall specify the authority with whom the meeting will be held, the issue or agenda to be discussed and the time and place for such meeting.
- (3) An approval to be given as required under sub-rule (1) of this rule shall, in the case of a single student, be given by the student himself or, in the case of a group of students, by its representative or any individual student in the group.

**14.**  
*Library services.*

- (1) Every student shall be entitled to the services of the Institute library;
- (2) Library service at the Institute shall be available to students at specific working hours as the Institute may prescribe from time to time and notice of such working hours be affixed to the student notice board;
- (3) Students borrowing books, magazines or any document to the Institute library shall personally be responsible for care and safety and shall return intact the borrowed item to the issuing officer of the library on the date specified or agreed for the return of such item;
- (4) The Librarian shall impose fines or any other appropriate penalties to any student or person who violates sub rule 3 of this By law prescribed from time to time to the Institute students and other library users.

**PART FIVE  
DISCIPLINARY MATTERS**

**15.**  
*Disciplinary  
Committee.*

- (1) It is hereby established a Committee to be known as a Disciplinary Committee which shall be composed of the following members:-
  - (a) Chief Academic Officer who shall be the Chairperson;
  - (b) Legal Officer who shall be the Secretary;
  - (c) Dean of students;
  - (d) Two selected academic staff;
  - (e) One selected non academic staff;
  - (f) One representative from Student Organisation.
  - (g) Sheha
- (2) The Disciplinary Committee may appoint any person to attend its meeting, provided that, the invitee shall have no right to vote in any deliberation of the Authority.
- (3) The Institute shall appoint members of the Disciplinary Committee after recommendation from Council.

**16.**  
*Tenure of  
Members of the  
Disciplinary  
Committee.*

The members of Disciplinary Committee shall continue to be members by the virtues of their offices.

**17.**  
*Meetings of the  
Disciplinary  
Committee*

- (1) The Disciplinary Committee shall meet once in a semester except whenever circumstances so demand, an emergency meeting may be held.
- (2) More than half of the total number of members of the Disciplinary Committee shall constitute a quorum for the meeting.

**18**  
*Functions of the  
Disciplinary  
Committee.*

- (3) All questions at a meeting of the Disciplinary Committee shall be decided by majority votes of members present and voting at the meeting, in the event of an equality votes, the Chairperson shall have a casting vote in addition to his deliberative vote.
- (1) The functions of the Disciplinary Committee shall be:-
  - (a) to receive and deliberate on any matter relating to the conduct of any student of the Institute as may be referred to it by the Dean of Students;
  - (b) to investigate the conduct of any student that in the opinion of the Disciplinary Committee is conducive to disciplinary control, adherence of rules or breach of ethics under this By-laws;
  - (c) to initiate disciplinary proceedings and hearing any disciplinary conduct or offence committed under these By laws or any other laws of the Institute;
  - (d) to advise the Institute on any matter in which the conduct and discipline of students are in issue and propose, inappropriate cases, for measures to be taken for any act of misconduct or indiscipline by any student that occurs on or off the campus of the Institute;
  - (e) to investigate the extent of liability for the loss or damage done by student to any Institute property or Institute Community;
  - (f) to carry out any other functions for the maintenance and promotion of good discipline among students, between students and the Institute community and other communities outside the Institute.
- (2) Notwithstanding the provision of sub rule (1) of this rule, no penalty shall be imposed on any

student without first providing him with the opportunity to be heard.

- (3) It shall be for the Disciplinary Committee through its Chairperson to inform the Director of any decision passed by that Authority to any Student under these By-laws or any other relevant law of the Institute.

**19.**  
*Powers of the  
Disciplinary  
Committee*

- (1) The Disciplinary Committee shall have the powers to:
- (a) authorize any Officer of the Institute to conduct an inquiry investigation into any alleged or suspected offences under this Rule;
  - (b) summon and interrogate (not physically) any student or any other person and demand any evidence relating to any alleged misconduct of such student or any other student;
  - (c) require any student within a specified time to provide any information or to answer any questions which the Disciplinary Committee considers necessary in connection with any inquiry or investigation which the Disciplinary Committee is empowered to conduct under these By-laws;
  - (d) determine and order appropriate penalty on any student and for any proven offence relating to the conduct and discipline of such student where the same is not provided for in these By-laws;
- (2) Notwithstanding of this rule sub rule 1(c) Student summoned by Disciplinary Authority and refuse or did not turn over or appeared to the enquiry but refuse to cooperate, Disciplinary Committee may have right to further punish the student as it may consider

proper;

**20.**  
*Mode of  
operations for  
the Disciplinary*

- (1) The Disciplinary Committee shall determine the complaint;
  - (a) The plaintiff shall be given an opportunity to open the case and produce his evidence in support thereof;
  - (b) The Disciplinary Committee shall then give an opportunity to the defendant to state his case and produce evidence in support thereof;
  - (c) At the conclusion of the case by the defendant, the plaintiff 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 its own procedure for any proceedings before it.
- (2)
  - (a) Evidence may be taken by the Disciplinary Committee by oral, written statement or recorded.
  - (b) Where a witness is called by a party, he shall be first examined by the party which called him and then cross examined by the other party and then if necessary again by the party which called him.

**21.**  
*Powers of the  
Dean of  
Students.*

- (1) Without prejudice to any specific penalties provided for in these By-laws, any breach under these By-laws shall first be reported to the Dean of Students who, in appropriate cases, may solve the matter before reporting it to the Disciplinary Committee

- (2) The Dean of Students, with the consultation of the Registrar and Chief Academic Officer shall have powers to warn any student reported to him as having breached these By-Laws to rectify any such breach. Provided that, where a student is not satisfied with any decision or any other directives of the Dean of Student, shall report in writing the matter to the Disciplinary Committee within seven working days.
- (3) Notwithstanding the provision of the proviso to sub-rule (2) of this rule, the Dean of Students shall have powers to refer any matter referred to him to Disciplinary Committee for Student by his own motion.
- (4) Upon receipt of any matter referred to it as provided for under sub-rule (2) or (3) of this rule, the Disciplinary Committee shall meet for its consideration.

**22.**  
*Effect of appeal  
to the  
Disciplinary  
Appeals  
Committee.*

Where an appeal has been lodged with the Disciplinary Appeals Committee, execution of any penalty imposed by the Disciplinary Committee shall continue depends upon the determination of such appeal.

**23.**  
*Disciplinary  
Appeals  
Committee*

- (1) It is hereby established a Committee, to be known as a Disciplinary Appeals Committee of the Institute, which shall be composed of:-
  - (a) Director, who shall be the Chairperson;
  - (b) Two members from the Institute appointed by Director.
  - (c) Two members from the Council appointed by Chairperson of the Council;
  - (d) State Attorney from Attorney General Chambers;
  - (e) Representative of the Student's Organization other than the one who is a

member of the Disciplinary Committee.

- (2) Notwithstanding provisions of sub rule (1) of this rule, no member of the Disciplinary Committee shall, at the same time, be a member of the Disciplinary Appeal Committee except the Legal Officer as a minute taker.
- (3) The Disciplinary Appeal Committee may invite any person to attend its meeting, provided that, the invitee shall have no right to vote in any deliberation of that Committee. Save that any member of the Panel who took part in the decision which is the subject of an appeal before the Disciplinary Appeals Committee, shall not take part in the hearing of such appeal.
- (4) The Director shall appoint members of the Disciplinary Appeal Committee after recommendation from the Council.

**24.**

***Tenure of  
Members of the  
Disciplinary  
Appeal  
Committee.***

The members of the Disciplinary Appeal Committee shall continue to be members by the virtues of their offices.

**25.**

***Functions of the  
Disciplinary  
Appeals  
Committee***

- (1) The functions of the Disciplinary Appeals Committee shall be:-
  - (a) to receive and investigate any appeal concerning disciplines from the Disciplinary Committee or any organ of the Institute.
  - (b) to assist any law or rules enforcement of the Institute in the investigation of disciplines.
  - (c) to examine the practices and procedures of any conduct in order to facilitate the discovery of disciplinary obedience.

- (d) to investigate the extent of liability for the loss of or damage to any Institute property.
- (e) to carry out any other functions conferred to the Institute under these By-laws.

**26.**  
*Powers of the  
Disciplinary  
Appeals  
Committee*

- (1) In determining any appeal brought before it by any student, the Disciplinary Appeal Committee shall have powers to confirm, reduce, vary, set aside or modify any decision or penalty passed or imposed by the Disciplinary Committee.
- (2) The decision of the Disciplinary Appeal Committee derived from appeal shall be final and conclusive.

**27.**  
*Mode of  
operations for  
the Disciplinary  
Appeals  
Committee*

- (1) For the purpose of these By-laws, any student who becomes aggrieved by the decision of the Disciplinary Committee may appeal to the Disciplinary Appeal Committee within fourteen working days from the date of the decision of the Disciplinary Committee.
- (2) Any appeal lodged by Students to the Disciplinary Appeal Committee as provided under sub-rule (1) of this rule shall be in writing and set out the grounds of such appeals.
- (3) The Disciplinary Appeals Committee shall meet within 21 working days following the receipt of any appeal.
- (4) At the hearing of an appeal by the Disciplinary 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 Disciplinary Appeals Committee.

**28.**  
*Procedures of  
disciplinary  
conduct.*

- (1) Any authority, committee or organ empowered under these By laws to handle any matter relating to students' conduct discipline shall adopt its own procedures as it may consider

proper and shall have the powers to summon any person to give evidence or information or require any student to produce evidence in connection with any issue which is the subject of its determination. Provided that no such authority or committee shall adopt a procedure which offends or seeks to offend the principles of natural justice.

**29.** *Honorarium* The Council shall determine the appropriate honorarium or sitting allowance for the members of the Disciplinary Appeal Committee and for the members of the Disciplinary Authority from time to time.

## **PART SIX**

### **PENALTIES**

**30.** *Penalties.* The Disciplinary Committee shall have powers to impose to any student who commits any disciplinary offence under these By-Laws the penalties as provided in the Schedule to these By-laws.

**31.** *Dismissal.* Without prejudice to the provisions of rule 28 of these By-Laws, a student may be dismissed where:-

- (a) he is charged and proved to have committed a disciplinary offence punishable by suspension and the same student had been previously punished by the same penalty within the same academic year;
- (b) he/she has been suspended from studies and ordered to be out of the Institute and failed to comply with such order by either remaining or being seen on campus;
- (c) it is established that a student has committed a criminal offence and convicted by the Court for and sentenced to imprisonment for a term

of more than the period of one academic year;

- 32.** Where suspension or a fine is preferred as a disciplinary penalty under these By-laws, the Disciplinary Committee shall have the following powers:-
- Suspension or fine.*
- (a) in the case of suspension, to suspend a student for a period not exceeding one academic year;
  - (b) in the case of a fine, to impose a fine of amount as determined by the Disciplinary Committee from time to time.
- 33.** Any student found guilty of any disciplinary offence or misconduct under these By-laws may, in addition to any specified penalty, be required to pay compensation for any loss or damage caused to the Institute property or property of any member of the Institute community or make good any loss resulting from the services of the Institute community obtained illegally.
- Additional penalty.*

## PART SEVEN

### MISCELLANEOUS PROVISIONS

- 34** The Institute shall not be obliged to provide separate family services to married couples or breast-feeding mothers and their infants.
- Married student.*
- 35** (1) Any certificate to be issued by the Institute to any student on completion of his studies shall bear a name by which such student gained admission to the Institute.
- Certificate to bear the name of the Student.*
- (2) Change of name in the Certificate may be made after the student apply to the Institute with concrete proof to be administered by the Institute.

**36**  
***Student motor  
vehicle or cycle.***

- (1) Any student wishing to park (on your own risk) and drive a motor vehicle or motorcycle in the Institute shall be first required to register it to the Dean of Students.
- (2) The registration of the motor vehicles and motorcycles as provided for under sub-rule (1) of this rule shall be done annually upon the production of the following documents:-
  - (a) registration card of a motor vehicle or cycles;
  - (b) a valid certificate of insurance;
  - (c) a valid driving license;
  - (d) any other document when it appears necessary.
- (3) The Institute shall have powers to refuse permission to any student or withdraw any permission granted to any student to drive on campus whenever it appears to the Institute that such student is a dangerous or reckless driver.
- (4) Subject to the provision of sub rule (2) of this rule, the Institute shall not be responsible for the care and safety of any motor vehicle, motorcycle or any other property of a student.
- (5) Any student contravenes the provisions of this section shall not allowed to drive his motor vehicle or motor cycle in the Institute surroundings.

**37**  
***Complaint of  
Student against  
member of staff.***

- (1) Any complaint by any student against any member of staff of the Institute shall first be reported to the Dean of students or Head of the department in which such member belongs and such Dean of students or Head of the department shall settle the matter or shall refer it to the appropriate authority that deals with staff issues.

(2) Any complaint of a student under sub-section (1) of this section shall be lodged in writing to the Dean of Students.

**38.** Any student suspended from studies shall, unless permitted by the Registrar or any person acting on his behalf, stay off-campus.  
*Suspended student.*

**39.** Any student who resumes studies at the Institute after being suspended under any of the provisions of these By-Laws or any other law in force and applicable to such student, shall personally bear all the costs and other consequences of such suspension.  
*Cost to suspended student.*

**40.** (1) Student's complaints of any nature shall first be handled by the Institute established mechanism for handling students' complaints before such complaints have been presented to the Dean of Students.  
*Handling of student complaint.*

(2) The Students' Organization or any individual student may report his complaint directly to the Dean of Students.

**41.** Any penalty imposed on any student by any authority under these By laws or any law in force and applicable to such student shall be recorded or caused to be recorded in the personal file of the student concerned.  
*Records of student penalty.*

**42** (1) Smoking is not permitted within the Institute premises or any other place that the Institute may specify through any appropriate notice from time to time.  
*Prohibition of smoking*

(2) Any student found guilty of committing disciplinary offence provided under sub rule (1) of this rule, shall be liable to punishable as provided under the schedule of this By-laws.

**43.** Subject to these By-laws, male and female students shall be equally eligible for holding all degrees, diploma, certificate and other awards and for the pursuit of all courses of study in the Institute.  
*Gender Balance Observed*

**44.** *Amendment of these By-laws.* The Council shall have power to amend these By-laws at any time when it deems necessary.

**45**  
*General appearance of student*

- (1) Institute requires its students to behave in a professional manner and respect at all times which shall include but not limited to the following:
  - (a) Wearing clean uniform as recommended by student organisation
  - (b) Wearing footwear's all the time such as shoes, loafers, leathers and sneakers
  - (c) Hair style should be moderate, no Rasta, no funny cutting styles. Moustache and beards are strictly not allowed
  - (d) Wearing decorative dressing and earrings, valuable chains are strictly prohibited for both students.
- (2) to wear an immodest dressing. For the purpose of this paragraph immodest dressing includes but not limited to the following;
  - (a) unwanted dressing/clothing of any sort which is not acceptable to the norms and customs of Zanzibar and the Institute in particular;
  - (b) dressing inappropriate at all times while on Institute premises in the lecture, room, or in the Institute related meetings;
  - (c) wearing sandals shoes (open shoes, *makubadhi, yebo yebo, kanda mbili*) and alike contrary to health and safety regulations;
  - (d) wearing skin tight, backless, miniskirts, shorts and decorative scarf
  - (e) wearing clothes or hat which represent group of certain community.
  - (f) wearing inappropriate of head cover (Zanzibar hat, hijab); turbans are strictly prohibited.

- (3) For the purpose of sub rule (1) and (2) of this rule the student is liable to get oral warning for first breach, written warning for second breach, suspension for two weeks from the study for third breach and eviction from studies for fourth breach.

**46**            A student who does not meet disciplinary measure  
*Certificates and* requirement may be recommended for a lower  
*award* level award.

## SCHEDULE

**Made under section 19 (1) Act No. 2 of 2009 of Karume Institute of Science and Technology**

**Disciplinary offences and penalties within the jurisdiction of Disciplinary Authority.**

<b>SN.</b>	<b>Rule</b>	<b>Offense</b>	<b>First Breach</b>	<b>Second Breach</b>	<b>Third Breach</b>	<b>Subsequent breach</b>
1.	7( 1)(i)	Nuisance	Oral warning	Written warning.	Final written Warning	Suspension from classes for not more than two weeks
2.	7(1)(ii)	Participate in mob action, boycott and strikes	Written warning.	Final written warning	Suspension from studies for not less than one academic year	Eviction from studies
3.	7(1)(iii)	Organize, and or participate an ))(i)illegal meeting	Written warning.	Suspension from studies for not less than one academic year	Eviction from studies	
4.	7(1)(iv)	Drunkenness of	Oral	Written	Final written	Suspension

		alcoholic/intoxication	warning	Warning.	warning	from studies for not less than one academic year
5.	7(1)(v)	To cause damage to Institute property or Institute community	Written warning and fine of sum money determined by the Disciplinary authority	Final written warning and double fine of sum money determined by Disciplinary Authority	Eviction from studies	
6.	7(1)(vi)	To instigate violence among students	Oral warning	Written warning.	Final written Warning	Suspension from studies for not less one semester
7.	7(1)(vii)	To insult and, or apply physical force to any student or Institute staff or Community	Oral warning	Written warning and, or compensate money for	Final written warning	Suspension from studies for not less one semester

				the loss incurred		
8.	7(1)(viii)	Assault, abuse, harasses or tarnishing any other student reputation	Oral warning	Written warning.	Final written warning	Suspension from studies for not less than one academic year
9.	7(1)(ix)	Fighting within the Institute Campus	Written Warning.	Final written warning	Suspension from studies for not less than one academic year	
10.	7(1)(x)	Conduct a meeting workshop, seminar and any other gathering, and or invite someone who is not a Institute member staff without permission of the Institute	Written Warning.	Final written warning	Suspension from studies for not less than one academic year	Eviction from studies
11.	7(1)(xi)	To litter the lecture rooms, halls or any	Oral warning	Written warning.	Final written warning	Suspension from studies

		other compound of the Institute with waste papers or with any other kind of waste				for not less than one academic year
12.	7(1)(xii)	Obstructing the lawful activities scheduled to take place in the Institute	Oral warning	Written warning.	Final written Warning	Suspension from studies for not less than one academic year
13.	7(1)(xiii)	To provide the Institute false information	Oral warning	Written warning.	Final written Warning	Suspension from studies for not less than one academic year
14.	7(1 (xiv)	Maliciously damaging the Institute Properties	Written warning and, or fines sum money determined	Final written warning and, or double fines sum money determined	Suspension from studies for not less than one academic year	Eviction from studies

			by the Disciplinary Authority or any other Institute Authority	by the Disciplinary Authority or any other Institute authority		
15.	7(1)(xv)	To invite, entertain and, or accommodate a criminal fugitive or any person banned or prohibited by the Institute	Written warning	Final written warning	Suspension from studies for not less than one academic year	
16.	7(1)(xvi)	Failure or refusal to abide any lawful order issued under any laws of the institute	Written Warning	Final written warning	Eviction from studies	
17.	7(1)(xvii)	Unauthorized possession of the Institute property	Oral warning	Written warning	Final written warning	Suspension from studies for not less than one academic

						year
18.	7(1)(xviii)	To acquire and, or utilize the service of the Institute without prior authorization of the Officer in charge or section of the Institute	Written Warning.	Final written warning	Suspension from studies for not less than one academic year	
19.	7(1)(xix)	Fraudulent collection of money from students or any other person.	Written warning and repay the fraudulent money.	Final written warning and repay fraudulent money	Suspension from studies for not less than one semester	Eviction from studies
20.	7(1)(xx)	Unlawful being in possession and, or around the Institute Campus.	Oral warning.	Written warning.	Final written warning	Suspension from studies for not less than one academic year
21.	7(1)(xxi)	Possession of any kind of illegal drugs and, or engage in any business or	Written Warning.	Final written warning.	Suspension from studies for one year.	Eviction from studies academic year.

		transactions that involve such illegal drugs within the Institute premises.				
22.	7(1)(xxii)	Administer illegal drugs in the Institute Campus	Written Warning	Final written warning	Suspension from studies for not less than one academic year	Eviction from studies
23.	7(1)(xxiii)	Associate wilfully to any person or group of persons who are involved in illegal drugs or business	Oral warning	Written warning	Final written warning	Suspension from studies for not less than one semester
24.	7(1)(xxiv)	Use of any Tobacco products	Oral warning	Written Warning	Final written warning	Suspension from studies for not less than one academic year
25.	7(1)(xxv)	To organize or participate in political activity in or around the Institute	Written warning	Final written warning	Suspension from studies for not less than one academic year	Eviction from studies

		Premises				
26.	7(1)(xxvi)	Unwanted physical conduct of any sort which is sexual in nature including touching of sensitive body parts, hairs etc.	Written warning	Final written warning	Suspension from studies front less than one semester	Suspension from studies for not less one academic year
27.	7(1)(xxvii)	Displaying or disseminating of pornographic and sexually suggestive pictures, and or sexual objects	Written warning	Final written warning	Suspension from studies for not less than one semester	Suspension from studies for not less than one academic year
28.	7(1)(xxviii)	Transmitting offensive written telephone, or electronic communications of sexual in nature	Written warning	Final written warning	Suspension from studies for not less than one semester	Suspension from studies for not less than one academic year
29.	7(1)(xxix)	Mismanagement or embezzlement of student's	Written warning	Final written warning	Suspension from studies for not less one	Suspension from studies for not less

		Organization funds and, or of any other recognized student society Refusal or			semester	than one academic year
30.	7(1)(xxx)	Failure to abide by the ruling, decision and, or penalty imposed by the Senate Disciplinary Authority, Disciplinary Appeals Committee or any other Institute appropriate authority	Written warning	Final written warning	Suspension from studies for not less one academic year	Eviction from studies
31	7(1)(xxxi)	Using personal electronic equipment such as personal computers, cellular telephones, tablets, music devices, stereos or televisions at an unreasonable	Oral warning	Written warning	Final written warning	Suspension from studies for not less than one academic year

		manner that disturbs classroom or the whole Institute atmosphere.				
--	--	---	--	--	--	--

**SIGNED** on this 28th day of June, 2014  
Dr. Narriman S. Jiddawi )  
*Chairperson of the Council of Karume Institute of Science and Technology*