TANZANIA PORTS AUTHORITY (TPA)

BANDARI COLLEGE PROSPECTUS 2012-2013

1.0 MESSAGE FROM THE PRINCIPAL

Since its inception in 1980 as an in-house training College for Tanzania Harbours Authority (THA) now Tanzania Ports Authority (TPA), Bandari College has been striving to offer quality training to employees and other stakeholders to enable them to acquire necessary and appropriate knowledge and skills to cope with the fast changing working environment which is constantly being influenced by changes both in the market forces and the ever dynamic technology developments.

The operation of modern ports and allied industries require constant heavy investment both in machinery and human capital. Realizing this, TPA has assisted to ensure Bandari College is adequately equipped with the vital working gear and well staffed to cope with these demands. Likewise Bandari College has been constantly designing and implementing relevant course curricular to suit the needs of its stakeholders.

Since the college started as an in house training facility for THA/TPA, employee's training was sponsored by the employer and courses offered were mainly conventional to suit the needs of the latter. However with increasing demand and changes in the Tanzania employment sector, the number of candidates attending training at the college has changed from corporate to overwhelmingly private sponsorship. In order to keep abreast with these changes and meet the needs of trainees, the College has introduced evening class sessions since October 2009.
After obtaining registration with the National Council for Technical Education (NACTE), some of the conventional/traditional courses offered at the college have been modified and redesigned into a new curricular with up to date additional subject inputs to meet NACTE needs as follows;-

- Operations Clerk 'C', 'B' and 'A' have been combined to become Basic Technician Certificate in Shipping and Port Operations (*a one year course as first year entry to a Diploma in Shipping and Port Management*)
- Ordinary Certificate in Port Operations and Advanced Certificate in Port Operations to become Technician/Intermediate Certificate in Shipping and Port Operations (*a one year course as a second year to a Diploma in Shipping and Port Management*)
- Diploma in Shipping and Port Management has been redesigned to one year as a progressive exist year for the two courses mentioned above.

All long courses; i.e. those over one year duration have to fit into the NACTE system.

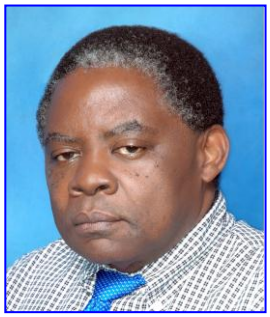
The college also offers short courses which are tailor made to suit the needs of customers. In designing curriculum for these courses, problems are identified either by the firms themselves or through assistance of the academic staff of the college or through public demand and experience gained from other training institutions. After training, evaluation and follow up is done to determine the extent to which attaining needs have been met.

The College faces many challenges in its endeavor to offer quality training to clients. However, with will withal, determination and cooperation we hope we will reach our goals. We therefore invite you to join our training programmes and we welcome your criticisms and suggestions on how we can improve our services. You may do this through direct correspondence, by telephone, e-mail, or any other possible means.

2.0 MEMBERS OF BANDARI COLLEGE BOARD OF GOVERNORS

Mr. E.N. Mgawe - Chairman
Director General TPA

Mr. C. Ng'amilo - Member
Port Manager TPA



Eng. B. Kilo – Member
Director of Engineering TPA

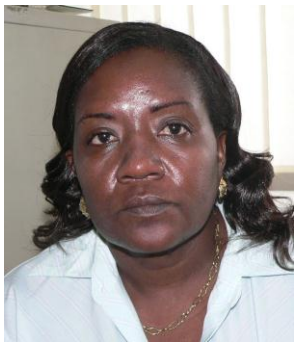
Mr. W.G. Mpiri - Member

Mr. K.R. Chamshama – Secretary
Principal Bandari College

Mr. R. R. Mdoe - Member
Director of Finance TPA

Mr. J. Abdulrahman - Member
Director of Human Resources TPA

Mr. E.S. Wapalila – Member
Representative SUMATRA

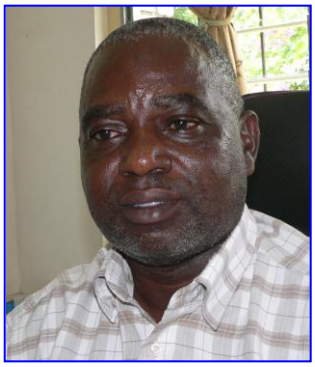


Mary A.S. Materu – Member
Representative – NIP

Mr. W. Ng'unda - Member
Representative President Office (Manpower)

3.0 BANDARI COLLEGE MANAGEMENT TEAM

Mr. K.R. Chamshama – Principal



Mr. A.I. Mateza – PIN (E)

Mr. B. Ngaiza – PIN (O)

J. Ndossi – PIN (HRD)

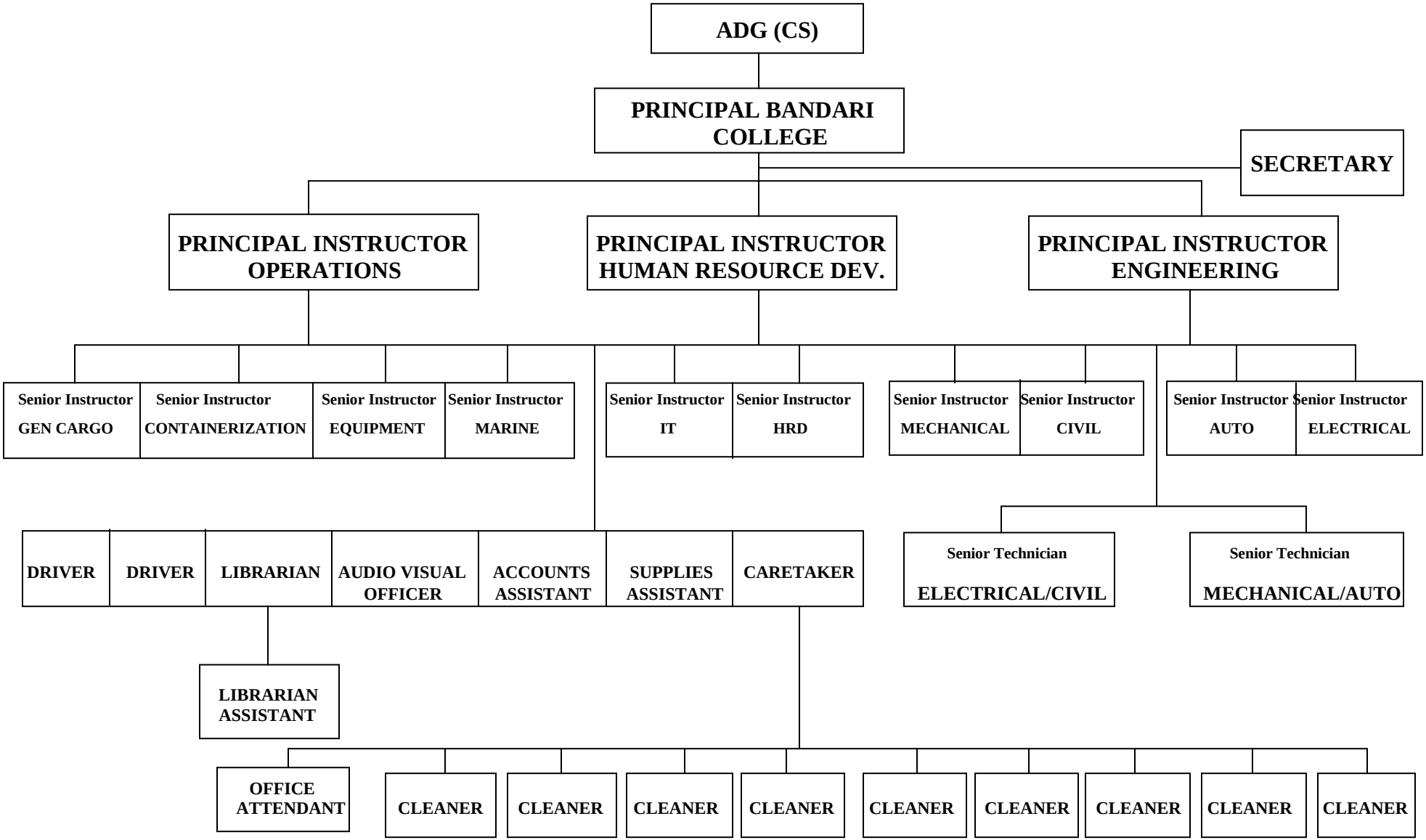
General information

Currently BC is organized into four departments namely Management and Administration, Operations, Engineering and Human Resources. The Management and Administration department under the direct supervision of the Principal is responsible for the running of the day to day affairs of the college while the other three departments are responsible for planning, organizing and conducting academic programmes.

KEY:

PIN (0)	*Principal Instructor Operations*
PIN (E)	*Principal Instructor Engineering*
PIN (HRD)	*Principal Instructor Human Resources Development*

4.0 ORGANIZATION STRUCTURE OF BANDARI COLLEGE



COLLEGE MANAGEMENT

5.0 Heads of Units under the Principal's Office

i) Accountant/ Bursar - Vacant
ii) Care taker - Nuru Kisala - Cert. in Personnel Management (DSM)
iii) Librarian - Abdallah Rajab - Cert. in Librarianship (SLADS)
iv) Media Kitchen - John Lukindo – Grade III Teachers Cert, (TTC), Fine Arts Teachers Cert.(TTC), Educational Material Design Cert. Graphic Design Cert. (GMDC), Instructional Methods Cert. INCOSAD

5.2. ACADEMIC DEPARTMENTS

5.2.1 Department of Operations

5.2.1.1 Principal Instructor and head of Operations Department

Mr. Benedict I.M. Ngaiza – B.Sc. Ed. (UDSM), Dip. Ed. (Klerruu TTC), Advanced Certificate in High Technology of Metal Works (Japan), Certificate in Industrial Operations (Turkey), Advanced Cert. in Management and Quality Control (Yugoslavia), Cert. in Sales & Negotiation Skills (DSM), Cert. in Postal Control (DSM) Cert. in Port Operations Training (UNCTAD-Dublin).

5.3 Academic Members of Staff

5.3.1 Instructors under the Operations Department

i) **Senior Instructor**,
Mr. Simon I. Kongwe – Adv. Dip. in Transport and Logistics (NIT), Dip. in Shipping and Port Management, Cert in Port Operation (BC)

ii) **Senior Instructor**,
Mr. James S. Mlimbila – B.Ed. (Tumaini), Dip. Ed. (DUCE).

iii) **Senior Instructor**,
Mr. Joseph Moffat- B.Sc. Agricultural Engineering (SUA), FTC in Mech. Eng. (DIT)

5.3.2 Principal Instructor and Head of Engineering Department

Mr. Antony I. Mateza - Masters in Business Administration (MBA-IB), Adv. Dip. in Transport management (NIT),Dip. In Automobile Engineering (NIT), Cert in Locomotive Engineering (Kenya), Cert in Teaching (NACTE).

5.3.3 Senior Instructors under the Engineering department:-

i) Senior Instructor,
Mr. Bakari M. Mjohi - Adv. Dip. in Electronics & Telecommunication(DSM Tech),FTC in Telecommunication(DSM Tech),Cert. Management and Vocational Training (VTCC),Cert. in Micro Computer Application (UCC),Cert in Training of Trainers(TAMI).

ii) Senior Instructor,
Mr. Wilfred L. Methews - Post graduate in Engineering Management (UDSM), Adv. Dip in marine Engineering (DMI), FTC in Mechanical Engineering (DSM Tech), Cert. in Computer (IFM), Cert. in Instructional Methods (Morogoro).

iv) **Senior Technician Elect/Civil**,

Mr. Abdallah A. Msuya-Dip in Computer Studies (UK), Dip. in Business Administration (Azania College of Management-DSM), FTC in Civil Engineering (ATC), Grade A Cert. in Technical Teaching (IFUNDA).

v) Senior Technician Auto/Mech,

Mr. Franco A. Mwakatage- BBA Management & Marketing (Tumaini University) Dip. in Automotive Engineering (Aachen - German), FTC in Mechanical Engineering (Mbeya Tech.),

5.3.4 Principal Instructor and Head of Human Resources and Information Technology Department

Head of Department-Ms Jacqueline Ndossi - BBA Marketing & Customer Services (Mzumbe), Cert. in Business Management – Mzumbe, Cert. Micro-computer Application, (UDSM)

Instructors under the Human Resources and Information Technology department:-

(i) Senior Instructor,

Mr. Hermogen Ngotezi, B.A. Ed (UDSM), Ad. Dip. In Computer Engineering, Dip Ed. (Marangu)

ii) Principal Instructor (HRD) Vacant

6.0 BANDARI COLLEGEBACKGROUND (BC)

Bandari College is located in the city of Dar es Salaam in Temeke District, at Mahunda Street, Tandika area. The establishment of the college runs back prior to the break up of the East Africa Community in 1977 whereby Port Training activities in Tanzania were conducted by a school owned by East African Cargo Handling Services Ltd, a subsidiary company of East African Harbours Corporation.

The school was then located along City Drive (*now Sokoine Drive*) and offered Port Operations Courses such as Checker Trainees, Clerk 'C', 'B', 'A' and Equipment Operations and Maintenance courses for Tanzania Ports. The courses for Port Operations Supervisors and Officers were conducted at Mombasa Port at Kipevu Training School. After the collapse of the East African Community, the name Training school was changed thereby establishing the present Bandari College in 1980. Bandari College undertook all training activities of the former Training School and in addition started other Courses covering other training fields in the Maritime industry such as Marine Operations, Engineering as well as Supervisory Management. The college moved to the present premises in 1982.

In 2005 the demand for training became big due to globalization and other economic changes and hence the Bandari College started to offer training to candidates other than Tanzania Harbours Authority employees. In 2005 Tanzania Harbours Authority was replaced by Tanzania Ports Authority. Bandari College is the only institute in Tanzania offering Port and shipping courses.

Part of the responsibility of Bandari College at the time of its inception was to train workers in Port and Shipping Operations. In order to enhance its contribution to THA/TPA capacity building in technical manpower, the College in 1996 introduced a one year full time Diploma in Shipping and Port Management together with short courses in Port Operations at clerical and supervisory levels as well as courses in Port Equipment Operation and Maintenance. The increasing demand led to the introduction of other courses in other related fields like Clearing and Freight Forwarding, Information Technology and Customer Care.

In 2003 the College obtained provisional registration with the National Council for Technical Education (NACTE). Henceforth several measures have been taken to meet the NACTE requirements. These included recruitment of qualified instructors, purchasing of additional equipment and books and redesigning course curricula to fit the National Technical Award (NTA) levels. However short and tailor made courses are still being offered as requested by customers.

7.2 VISION AND MISSION

7.2.1 Our Vision

To be the most preferred training institution for Port and Maritime professionals in Tanzania and the Eastern Africa region

7.2.2 Our Mission

To offer state of the art training for labour force to man the shipping industry in Tanzania

7.2.3 Our Values

Integrity, stability, good governance, recognition, customer care and team work

8.0 OBJECTIVES AND FUNCTIONS OF THE COLLEGE

8.1 Objectives of the college

a) To provide facilities for the study and training in the principles, procedures and techniques of shipping and port operations, clearing and freight forwarding, equipment operation, maintenance and other related subjects.
b) To conduct training programmes in subjects mentioned in (a) above and in such other related subjects as market forces, economic develop and technological develop may require.
c) To engage into research, operational and organizational problems and training needs in areas specified by the college management from time to time and to evaluate the results achieved by the college's training programmes.
d) To conduct professional examinations and to grant professional Diplomas and Certificates of various types as guided by relevant professional bodies.
e) To do all such acts and things, and enter into all such contracts and transactions, as are, in the opinion of the College Management are expedient or necessary for the proper and efficient discharge of the functions of the College.
f) To establish and foster closer association with other institutes and stakeholders both locally and internationally as directed in PART III Section 12 - (1) subsection (K) of the Ports Act, 2004.

8.2 Main functions of the College

The college's core functions are to conduct Education and Training. The college conducts different programmes including traditional programmes (i.e. those for specific requirements of the port industry) and programmes which follow the National Technical Awards (NTA). The College also conducts short courses, seminars and workshops.

i) Programmes conducted under the NTA system

These are Competence Based Education and Training (CBET) programmes. The philosophy behind these programmes is based on CBET approach. This is reflected in clearly defined programme learning outcomes and supported by well organized instructional and credentialing framework.

The learning outcomes are geared toward producing graduates who are well equipped with knowledge, skills and attitudes in a special occupational activity. Currently the following programmes are conducted under this system;-

- Diploma in Shipping and Port Management (DSPM)
- Diploma in Maintenance Management (DMM)
- Diploma in Clearing and Freight Forwarding (DCF)
- Diploma in Public Relations and Marketing (DPRM)
- Technician Certificate in Shipping and Port operations (CSPO)

- Technician Certificate in Maintenance Management (CMM)
- Technician Certificate in Clearing and Freight Forwarding (CCF)
- Basic Technician Certificate in Shipping and Port operations (BCSPO)
- Basic Technician Certificate in Clearing and Freight Forwarding (BCCF)
- Basic Certificate in Public Relations and Marketing (BCPRM)
- Basic Technician Certificate in Maintenance, (BTCM)
- Basic Technician Certificate in Fire Fighting Rescue and Safety (BCFS)

ii) Traditional Progammes (Port Industry focused)

These programmes are knowledge based and are being replaced by competence based programmes. These are;-

- Operations clerk C, B, A
- Advanced Certificate in Shipping and Port operations
- Ordinary Certificate in Shipping and Port operations
- Certificate in Clearing and Freight Forwarding

9.0 SHORT COURSES.

These are tailor made courses designed to provide solutions to prospective customers or to suit a particular situation according to prevailing market or environmental forces. The duration of each particular course depends on the nature of the identified problem and the time clients can spare for training. However some of the short courses are conducted regularly and do appear in the college calendar.

S/N	Course title	Minimum entry qualifications	Course duration & fees	Starting month
1.	Foundation Course	Have 29-32 points at 'O' level/CSEE and interest to join Basic Technician Certificate Courses or re-sit CSEE	6 months (600,000.00)	March
2.	Clearing and Freight Forwarding	'O' level /CSEE certificate with at least division IV (less than 30 points)	10 weeks (350,000.00)	November March July
3.	Forklift Tuck Operators	'O' level Certificate with a valid driving license	6 weeks (350,000.00)	September
4.	Winch Operator	As above	6 weeks (350,000.00)	January
5.	Portal Crane Operators	As above	As above (350,000.00)	June
6.	Mobile Crane (Gottward Crane) Operator	As above	As above (350,000.00)	March
7.	RTG	As above	As above (350,000.00)	February

8.	Reach Stacker Operator	As above	As above (350,000/-)	May
9.	Small Craft Maintenance	'O' level Certificate with relevant technical background	4 weeks (350,000.00)	January, May
10.	Hydraulic and Pneumatic Systems	As above	4 weeks (350,000.00)	April
11.	Industrial Safety	As above	2 weeks (200,000.00)	September November
12.	Flow Meter Control Course	As above	4 weeks (350,000.00)	May
13.	Introduction to Information Technology and Computer	Minimum O level education	3 weeks (200,000.00)	Monthly enrollment
14.	Supervisory Management	O' level Certificate with relevant work experience	6 weeks (300,000.00)	March
15.	Quality Service, Sales and Customer Care	Minimum O level education	12 weeks (600,000.00)	June
16.	Business Communication Skills	'O' level Certificate with relevant technical background	4 weeks (350,000)	As per customer request
17.	Industry Safety	'O' level Certificate with relevant technical background	2 weeks (350,000)	As per customer request
18.	Entrepreneurship	'O' level Certificate with relevant technical background	4 weeks (350,000)	As per customer request
19.	Induction Courses	New employed staff	1 week	September, 2011 January, 2012, Nov. 2012
20.	Business English	New employed staff	12 weeks (200,000)	Sept. 2011 Oct. 2011 Nov. 2011 Jan – June 2012
21.	Hydraulic and Pneumatic systems	New employed staff	(400,000)	As per customers request

7.1 Descriptions of short courses

7.1.1 Course Title: Foundation

i) Course Language: English

ii) Course Objective: The foundation or access course scheme is specially designed for form IV candidates who fell short of points required to join 'Basic Technician Certificate Courses offered by Bandari College and other institutes.

iii) Target Group: Applicants for this course must have at least 29 – 32 points in the Certificate of Secondary Education Examinations (C.S.E.E.)

iv) Duration: 6 Months

v) Course Contents: The intensive programme is aimed at revising important areas in Ordinary Level subjects namely Mathematics, Geography, Biology, Kiswahili, English, Civics, Commerce, Book-keeping, Physics, Chemistry.

vi) Mode of Training: Theory lessons, design practice, discussion and practical.

7.1.2 Course Title: Certificate in Clearing and Freight Forwarding

i) Course Language: English

ii) Course Objective: This course is intended to prepare candidates who are aspiring to join the Clearing and Freight Forwarding activities most of which are non-routine.

iii) Target Group: This intensive programme is intended for a person who will conduct Freight Clearing and Forwarding activities professionally at junior level.

iv) Duration: 10 weeks

v) Course Contents:
- Business and Trade facilitation,
- Freight duties,
- Customs and Port Procedures,
- Cargo handling and Containerization,
- International Trade and INCOTERMS,
- Cargo Insurance and Transportation risks,
- Warehousing and Cargo,
- Tariffs and Customs calculations,
- Introduction to Software system used in customs/revenue transactions

vi) Mode of Training: Theory lessons, design practice, discussion and practical.

7.1.3 Course Title: Forklift/ Front Loader Operators

i) Course Language: English/Swahili

ii) Course Objective: At the end of this course, participants will be able to:-

- Identify different kinds and parts of the forklift and describe their functions.
- Demonstrate techniques for preventive maintenance
- Operate the machine with good driving habits for fast, safe and efficient cargo handling.
- Demonstrate proper attitudes and sense of value through awareness of their role and responsibility in Organization.

iii) Target Group: The course is intended for literates serving trailer hands and those who aspire to become forklift operators.

iv) Duration: 6 weeks

v) Course Contents:

- Role of Front Loader Operators,
- How the machine works,
- Preventive maintenance,
- Defective driving,
- General operating instructions,
- Starting/stopping machine/gear shifting,
- Travelling, lifting and Pilling,
- Practice on lifting and Pilling,
- Cargo handling,
- Working in a ship's hold,
- Operational maneuvers,
- Cargo symbols,
- Practical on overall operation,
- Common troubles how to trace them,
- Operator's tool kit,
- Traffic and Highway Code rules,
- Examination/Evaluation.

vi) Mode of Training:

- Lectures using operational manuals,
- Use of models, diagrams,
- Practical training at the port.

7.1.4 Course Title: Portal Crane Operators

i) Course Language: English/Swahili

ii) Course Objective: At the end of the course the participants should be able to:-

- Carry out daily checks and test run before starting work by using check list provided.
- Drive and operate and use Port Cranes for loading and unloading goods safety and skillfully as laid down in the operators manual and applicable to TPA Regulations.

iii) Target Group: Cable men of acting Winch Operators,

iv) Duration: 8 weeks

v) Course Contents:

- Introduction to Portal crane,
- Types of cranes in the port,
- Crane specification,
- Main parts of the crane,
- Ground platform, control & switches,
- Second platform, switches & instruments,
- Engine room: Instruments,
- Main parts of Engine room,
- Lights indicators gauges & switches,
- Daily checks and Test runs,
- Operators cabin,
- Main controls in the cabin,
- Switches in the cabin,
- Brake and warning lights,
- Indicators and working lights crane operating,
- Load handling techniques,
- Driving & handling marks,
- Examination/Evaluation.

vi) Mode of Training:

- Lectures, using portal crane diagrams,
- Operational manual,
- Use of models, posters and OHP,
- Practical Training.

7.1.5 Course Title: Winch Operators

i) Course Objectives: At the end of the course the participants will be able to:-

- operate various types of winches deck cranes efficiently and safely.
- perform the duties of signal men on board ships.

ii) Target Group**:** Employees working as flagmen or acting as winch men for not less than two years.

iii) Course Contents**:**

- Various types of winches, swinging derricks, and deck cranes, their functions, capabilities and limitations.
- Parts of the rings/derrick.
- Setting up various rings.
- Safety checks.
- Practical exercises in signalling.
- Examination/Evaluation.

iv) Duration: 8 Weeks

v) Course Language: Swahili/English

vi) Mode of Training: Lectures using operational manuals, films, OHP, posters, and practical training at the port (DSM).

7.1.6 Course Title: Mobile Crane Operators

i) Course Language: English/Swahili

ii) Course Objective: At the end of course the mobile crane drivers will be able to

- Carry out daily and test run checks as well as weekly preventive maintenance of the crane according to the check lists provided.
- Drive and use mobile crane for loading and unloading goods safety and skillfully as per laid down equipment operational procedures in the drivers' manual and applicable harbour regulations.

iii) Target Group:

- Holder of valid class 'C' driving licence with good driving record and experience of driving heavy duty trucks, not less than two years.
- Must be of good physical and mental health with good eye sight and hearing ability.

iv) Duration: 6 weeks.

v Course Contents:

- Introduction to the mobile crane,
- The main parts and their functions,
- Crane specifications,
- Cabin control,
- Instrumental panel,
- Preventive maintenance,
- Driving procedures,
- Load/and handling procedures,
- Hand signals,
- Handling marks,
- Traffic rules, regulations, signs and signals.
- Examination/Evaluation.

vi) Mode of Training:

- Lectures, using mobile cranes operational manual.
- Use of modes, posters, over-head, transparences, films, to actualize training.
- Practical exercises at the port.

7.1.7 Course Title: RTG/SSG/RMG Cranes Operators

i) Course Language: English/Swahili

ii) Course Objective: At the end of this course, participants should be able to:-

- Carry out daily checks and test runs of the crane according to the check list provided in the manufacturer's manuals.
- Drive and operate RTG/SSG/RMG cranes as well as handling/transporting containers from vessels to trailers and vice versa efficiently and safety.
- Drive and operate RTG/SSG/RMG cranes as well as handling/transporting containers from trailers to wagons and vice versa efficiently and safety.

iii) Target Group: Port workers, working as Portal or mobile crane operators.

iv) Duration: 12 weeks

v) Course Contents:

- Cranes main parts/components,
- Role of RTG/SSG and RMG operators,
- Starting and stopping machine,
- Driving system of RTG/SSG and RMG cranes,
- Container handling on Board ship and on trailers,
- Stacking containers using RTG cranes,
- Boom Operation (RTG),
- Safety aspect on both cranes,
- Container handling practice on board the ship and on trailers.
- Examination (Theory/Practical) and evaluation.

vi) Mode of Training:

- Lectures using operational manuals,
- Use of models, posters, overhead transparencies, films to actualize training.

7.1.8 Course Title: Reach Stacker Operators

i) Course Language: English/Swahili

ii) Course Objective: At the end of the course participants should be able to:-

- Carry out daily checks and test run of the reach stacker according to the checklist provided in the manufacturer specification manuals,
- Drive and operate the reach stacker as well as handling/transporting containers and cargos efficiently and safety,

iii) Target Group: Workers who like to operate the Reach stacker.

iv) Duration: 6 weeks

v) Course Contents:

- Reach stacker main parts/components,
- The role of operator,
- Starting and stopping the machine,
- Driving system of the reach stacker,
- Boom operation,
- Spreaders operation,
- Safety aspect on the reach stacker,
- Container handling practice,
- Examination (Theory/Practical) and evaluation,

vi) Mode of Training:

- Lectures using operational manuals
- Use of models, posters, OHP and on job training,

7.1.9. Course Title: Small Craft Operators

i) Course Language: English

ii) Course Objective: At the end of this course participants will be able to:-

- State the workshop safety,
- Do simple design,
- Recognize precision metal machining operation,
- Dismasting and assembling of motor,
- Identify parts of gearbox systems,
- Identify types of gearbox oil,
- Draw/Design simple electrical motor control circuit,
- Drive the motor,
- Change AC Voltage to DC Voltage.

iii) Target Group: Artisan I and Technicians who are working in maintenance sections.

iv) Duration: 4 weeks.

v) Course Contents:

- Workshop Safety,
- To design simple control Engineering systems,
- Types of motor machining equipment,
- Gearbox systems,
- Motor Control Circuits,
- Rectifier Circuits,
- Measurements and measuring instruments,
- Materials technologies,
- Practical training.

vi) Mode of Training: Theory presentation, practical demonstration, homework's and tasks using OHP, Flip Charts and Posters.

7.1.10 Course Title: Hydraulic and Pneumatic Systems

i) Course Language: English/Swahili

ii) Course Objective: At the end of the Course, participants will be able to:-

- Explain the principles of Hydraulics and pneumatics
- Explain the operation of various components in Pneumatic and hydraulic systems,
- Draw the hydraulic and pneumatics circuits,
- Explain the nature/course of flow resistance,
- Connect the electronic relays'

iii) Target Group: Artisan I and Technicians who are working on equipment which have hydraulic/Pneumatic controlled components,

iv) Duration: 4 weeks,

v) Course Contents:

- Principles of hydraulic and pneumatic systems,
- Operation of hydraulic and pneumatic systems,
- Control circuit diagram of hydraulic and pneumatic system,
- 2 – way control valve,
- Pressure relief valve,
- Accumulators,
- Flow resistance,
- Relay control circuits,
- Exercise,

vi) Mode of Training: Theory lessons, design practice, discussion and practical.

7.1.11 Course Title: Industrial Safety

i) Course Language: English/Swahili

ii) Course Objective: At the end of this course participants will be able to:-

- Identify the importance of safety working procedures.
- Wear safety gears,
- Be aware of hazardous materials,
- Work according to electrical safety regulations

iii) Target Group: Everybody working in Industry,

iv) Duration: 2 weeks

v) Course Contents:

- Safety regulation and procedures
- Safety equipment/devices
- Electrical safety regulations,
- Hazardous materials,
- Fire risk and prevention,
- Safety gears,
- Evaluation,

vi) Mode of Training: Theory lessons, group discussions and sharing of experiences

7.1.12 Course Title: Flow Meter Control

i) Course Language: English

ii) Course Objective: At the end of the course the participants should be able to identify the types of flow meters:-

- Identify the positive displacement meters installed at Kurasini Oil Jetty,
- Inspect and Identify faults in the metering technology,
- Be aware of accuracy consideration and meter proving,
- Identify types of proves and proving systems,
- Service and repair the flow meter,

iii) Target Group: Engineers/Technicians working in liquid/gas handling industries.

iv) Duration: 4 weeks

v) Course Contents:

- Types of the flow meters.
- Flow meter technology.
- Positive displacement meters.
- Accuload III.
- Proving systems.
- Meter protection.
- Weight and measures parameters.
- Preventive maintenance practice.

vi) Mode of Training:

- Theory lessons using set of materials.
- Use of OHP with transparences.
- On site visit and practice.

7.1.13 Course Title: Introduction to Computer and Information Technology

i) Course Language: English

ii) Course Objective: To make the trainee understand personal computer hardware and software with the function of each element of the system. The trainee will also be introduced to the most popular business software packages, e.i. word-processing and spreadsheets.

iii) Target Group: Computer users with little or no previous knowledge in computer system and operating systems/windows staff hoping to get and use computer.

iv) Duration: 4 weeks.

v) Course Contents: Introduction to computers

- Microsoft windows
- Introduction to word processing,
- Introduction to spreadsheet using Microsoft excel for windows,
- Introduction to database using Ms Access,
- Introduction to internet and Email,

vi) Mode of Training: Lectures, practical, class/group discussions, visit study to Tanzania Ports Authority computer centre and other centres.

7.1.14 Course Title: **Customer Care/Customer Service**

i) Course Language: English

ii) Course Objective: At the end of this course, participants will be able to keep their customers coming back.

iii) Target Group: Top Managers, Middle Managers, Workers especially those in front offices.

iv) Duration: 6 weeks.

v) Course Contents:
- Introduction.
- The Role of staff at Tanzania Ports Authority.
- Characteristics of a good service.
- Customer expectations.
- Handling different kinds of customers.
- Effective communication.
- Internal customers.
- Evaluation of Customer Satisfaction.

vi) Mode of Training: Lectures, using validated training materials, group discussions, case studies, presentations and seminars.

7.1.15 Course Title: Supervisory Management

i) Course Language: English

ii) Course Objective: The course provides students with an opportunity of develop in systematic manner knowledge of Supervisory Management. At the end of the course students should be able to:

- Perform their basic supervisory functions in their work units efficiently and with confidence.
- Describe the types of assistance the supervisors can provide to subordinates.
- Explain how supervisors may use a participative approach.
- Explain how to handle internal and external customers.

iii) Target Group: Supervisors

iv) Duration: 3 Weeks

v) Course Contents:

- Introduction to Supervision
- The Supervisor's Job.
- Supervisory Skills
- Supervisory Leadership.
- Management by Objective.
- Time Management.
- Problem Solving and Decision Making.
- Motivating Workers.
- Supervisor and Safety.
- Customer Care.

vi) Mode of Training: Lectures, using validated training materials, Group discussions, Case Studies, Presentations and Seminars.

7.1.16 Course Title: Terminal Tractor Driving,

i) Course Language: English

ii) Course Objective: At the end of the course, participants will be able to:-

- Identify parts of the equipment and describe their Functions.
- Demonstrate techniques for preventive maintenance Measures.
- Operate the machine with good driving habits for fast, safe and efficient cargo handling.
- Demonstrate the proper attitude and sense of value through awareness of their roles and responsibility in the Organization.

iii) Target Group: Tractors and forklift truck drivers with valid class G – C driving licence.

iv) Duration: 6 weeks

v) Course Contents:

- Main parts of the equipment.
- Cabin control.
- Tractors specifications.
- Preventive maintenance.
- General operating instructors.
- Practical exercises on starting/stopping and traveling.
- Examination/Evaluation.

vi) Mode of Training:

- Lectures, using operational manuals.
- Use of models, posters, overhead projectors.
- Practical exercises at the Port.

7.1.17 Course Title: Front Loader Operators *

i) Course Language: English

ii) Course Objective: At the end of this course, participants should be able to:-
- Operate the machine with good driving habits for fast, safe and efficient cargo handling.
- Demonstrate proper attitudes and sense of value through awareness of their roles and responsibility in Organization.

iii) Target Group: Forklift Truck Drivers aspiring to operate Front Loaders,

iv) Duration: 6 weeks

v) Course Contents:
- Role of Front Loader Operators,
- How the machine works,
- Preventive maintenance,
- General operating instructions,
- Starting and stopping machine/gear shifting,
- Practice on lifting and piling,
- Cargo handling practice,
- Examination and Evaluation.

vi) Mode of Training:
- Lectures using operational manual, use of models and diagrams
- Practical training at the port.

* *To be offered on demand*.

7.1.18 Course Title: Crane Electrical Maintenance *

i) Course Language: English

ii) Course Objective: At the end the course, participants will be able to:-

- Do routine maintenance work according to maintenance manuals of the cranes.

iii) Target Group: All electrical staff working with the cranes (Electricians/Technicians)

iv) Duration: 2 weeks

v) Course Contents:

- Safety at maintenance work,
- Purpose of preventive maintenance,
- Terms and defections,
- Maintenance routine,
- Measurements for maintenance,
- Spare parts,
- Practice,
- Evaluation.

vi) Mode of Training:

Theory lessons, Demonstration and illustration of the issue.

- Group discussion and sharening practical experience--- Questions (Case Study)
- Practice.

* *To be offered on demand*

7.1.19 Course Title: High Voltage Equipment Maintenance and Safety *

i) Course Language: English

ii) Course Objective: At the end of the course, participants should be able to:-

- Recognize the power generation systems.
- Maintenance high voltage equipments according to maintenance instructions.
- Work safety.

iii) Target Group: Electrical Artisan II & I working in the power plant, substations or with the cranes receiving II KV power supply.

iv) Duration: 4 weeks

v) Course Contents:

- Safety Preventions.
- Introduction to power generations.
- Elements of transmission and distribution of electrical Power.
- Overheads line and underground line distributions.
- Line Insulators.
- Cables.
- Protections (circuit brackers, fuses, etc)
- Transformers.
- Trade Calculations.
- Crane high voltage system,
- Practice to the power plant & substations.
- Evaluation.

vi) Mode of Training: Theory lessons set of materials, Group discussions and practical experiences
Demonstrations and practical exercises.

** To be offered on demand*

7.1.20 Course Title: Crane Electrical Equipments *

i) Course Language: English/Swahili

ii) Course Objective: At the end of the course the participants should be able to: -

- Inspect, service and repairs the electrical equipments of the SSG, RTG, RMG, CANRON & JONSON Cranes at a reasonable time with reasonable cost.

iii) Target Group:

- Port workers engaged in crane electrical maintenance work in the port,
- Those who have satisfactory completed the course on practical electrical Engineering and ward Leonard simulator courses.

iv) Duration:

- 4 weeks

v) Course Contents:

- Introduction to the cranes:-
- Ship to shore gantry crane.
- Rubber tyred gantry crane.
- Rail Mounted gantry crane.
- CANRON gantry crane.
- Jones gantry crane.
- Main parts of the cranes.
- Motors and Generators.
- Brakes.
- Control devices, controller, limit switches main.
- Contractors and current relays, times etc.
- Overload systems.
- Insultation resistance.
- Bridge rectifier circuits.
- Field loss relay.
- Cables.
- Heaters.
- Practice in Maintenance of Equipments.
- Evaluation.

vi) Mode of Training: Theory lessons using set of materials.

- Group discussion and sharening practical experiences.
- Demonstration and practical exercises.

** To be offered on demand*

8.0 AWARDS

Two types of awards are offered to a participant depending on the nature of the course attended. Courses that are examined through approved examinations lead to an award of a Certificate of Competence to those who pass examinations. Participants who attend courses which are not examined are at the end of the course given Certificate of Attendance. Such courses range from one day to two weeks.

9.0 LONG COURSES OFFERED IN THE 2010/2011 ACADEMIC CALENDAR

Long duration courses shown in the Academic Calendar 2010/2011 include the Basic Technician Certificate and Diploma Courses respectively.

9.1 DIPLOMA COURSES

EVENT	START	END
FIRST YEAR ORIENTATION WEEK	11th OCTOBER 2010	17th OCTOBER 2010
FIRST SEMESTER 1st Semester Examinations	18th OCTOBER 2010 24th JANUARY 2011	22nd JANUARY 2011 4th FEBRUARY 2011
SECOND SEMESTER 2nd Semester Examinations	28th FEBRUARY 2011 13th JUNE 2011	11th JUNE 2011 24th JUNE 2011
3rd SEMESTER Field work	11th JULY 2011	4th SEPTEMBER 2011
SUPPLEMENTARY EXAMINATIONS	26th SEPTEMBER 2011	7th OCTOBER 2011

9.2 BASIC TECHNICIANS COURSES

EVENT	START	END
ORIENTATION WEEK	21st MARCH 2011	27th MARCH 2011
FIRST SEMESTER 1st Semester Examinations	28th MARCH 2011 18th JULY 2011	31st JULY 2011 29th JULY 2011
SECOND SEMESTER 2nd Semester Examinations	22nd AUGUST 2011 9th JANUARY 2012	22nd JANUARY 2012 20th JANUARY 2012
3rd SEMESTER Field work	23rd JANUARY 2012	16th MARCH 2012
SUPPLEMENTARY EXAMINATIONS	16th FEBRUARY 2012	19th FEBRUARY 2012

FUTURE PLANS

The college is planning to offer Higher Diploma and Bachelor Degree programmes (*NTA level 7 and 8 respectively*) in all courses in which it has reached NTA Level 6.

10.0 FEE STRUCTURE FOR CERTICATE AND DIPLOMA COURSES

S/N	Item	1st year Basic Technician Certificate	2nd year Technician/Intermediate Certificate	3rd year Diploma
1	Tuition fee	900,000.00	1,000,000.00	1,000,000.00
2	NACTE examination fee	20,000.00	20,000.00	20,000.00
3	Students organization BACOSO fee	10,000.00	10,000.00	10,000.00
4	Registration fee	10,000.00	10,000.00	10,000.00
5	Identity card	5,00.00	5,000.00	5,000.00
	Total	**927,000.00**	**1,045,000.00**	**1,045,000.00**

11.0 DESCRIPTION OF PROGRAMMES OFFERED

11.1.1 Diploma Programmes (NTA level 4 to 6)

11.1.2 Diploma in Shipping and Port Management (DSPM)

This programme is comprised of three levels NTA level 4, 5 and 6.

11.1.3 Basic Technician Certificate in Shipping and Port Operations (BTCSPO) - NTA level 4

This is a one year NTA level- 4 programme. It is the first year entry programme for a three years Diploma in Shipping and Port Management (DSPM) NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Apply knowledge and skills imitatively in shipping and port operations.
- Apply knowledge and skills in routine activities of handling cargo (tallying, weighing, stuffing and un stuffing).
- Apply knowledge and skills in routine activities of customers in handling imports and exports.
- Apply knowledge and skills in dealing with port operational documents.
- Apply basic quantitative techniques in shipping and port clerical duties.
- Understand the basic social-economic aspects of the shipping and port industry.

(b) Purpose of qualification

This qualification is intended for persons who will perform routine tasks related to shipping and port operations, handle cargo, interface with customers, deal with various port operational documents and apply basic quantitative techniques in port clerical duties.

(c) Level Description

This level is characterized by competence involving application of knowledge and skills at routine level.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must have passed the Certificate of Secondary Education Examination (C.S.E.E) with 28 points or below.

OR

Applicants must have passed C.S.E.E with more than 28 points and pass the College's examination of Foundation programme.

(f) Summary of Modules.

SEMESTER I

Code	Module
POT 04101	Cargo handling practice for Port Clerks
POT 04105	Basic statistics for Port Clerks
POT 04106	Basic mathematics for Port Clerks
POT 04107	Basic computer applications in port operations
POT 04108	Fundamental skills for maintaining safety and health in port operations
POT 04109	Basic communication and customer interface skills in port services

SEMESTER II

Code	Module
POT 04202	Fundamental principles of port equipment utilization
POT 04203	Basic principles of pricing and tariff setting in port services
POT 04204	Port documentation for clerical staff
POT 04211	Port Procedures for Clerical staffs
POT 04210	Basic concepts on Application of Rules and regulations in port operations

(g) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 5 are awarded the Basic Technician Certificate in Shipping and Port Operations of Bandari College.

(d) Technicians Certificate in Shipping and Port Operations (CSPO) Programme (NTA level 5).

This is a one year NTA level 5 programme. It is a progression second year programme for a three year Diploma in Shipping and Port Management (DSPM), NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Supervise the processing of import and export documents and preparation of Miscellaneous Port Services (MPS).
- Overseeing general cargo handling and delivery in yard and shed.
- Use the relevant computer software in processing import/export documents and in writing work reports.
- Demonstrate knowledge and skills in safe working practice in Port operations.
- Apply entrepreneurship and lead and supervise people in day to day operations.

(b) Purpose of qualification

This qualification is intended for persons who will perform non routine tasks related to shipping and port operations, process of import/export documents, prepare MPS, handle and deliver cargo in yards/sheds, use relevant software to process import/exports and in writing reports, lead people and apply entrepreneurship skills.

(e) ILevel Description

This level is characterized by competence involving application of knowledge and skills most of which are routine.

(f) Total credits: 120

(g) Entry Qualifications

Applicants must possess a Basic Technicians Certificate in Shipping and Port Operations (NTA level 4) or equivalent qualifications

OR

Applicants must have passed Advanced Certificate of Secondary Education Examination (A.C.S.E.E) with minimum 1.5 points in addition the applicant must pass the Entry test set by the College.

(h) Summary of Modules.

SEMESTER I

Code	Module
POT 05101	Port Documentation for operation officers
POT 05102	Supervision of cargo handling processes
POT 05106	Application of software in Port Operations
POT 05105	Basic entrepreneurship and business development for operation officers

SEMESTER II

Code	Module
POT 05203	Supervision of equipments utilization in Port Operations
POT 05204	Principles of containerization
POT 05207	Safe working practice in port operations
POT 05208	Leadership and team building skills for operation officers

(g) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 5 are awarded the Basic Technicians Certificate in Shipping and Port Operations of the Bandari College.

(i) Diploma in Shipping and Port Management (DSPM)

This is a one year NTA level – 6 programme. It is an exit programme for a three year Diploma in Shipping and Port Management (DSPM).

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

- Apply knowledge and skills in stevedoring.
- Apply knowledge and skills in receiving, delivering and storage of cargo.
- Apply knowledge and skills in quay transfer operations.
- Provide customer care ethically
- Supervise safety and security of Port operations.
- Apply knowledge and skills in port equipment utilization.
- Link well with other sections

(b)Purpose of qualification

This qualification is intended for persons who will perform non routine tasks related to stevedoring, receiving/storage/delivery of cargo, quay transfer operations, customer care and link with other sections in shipping and port operations

I Level Description

This level is characterized by competence involving application of knowledge and skills in broad range of activities most of which are non- routine.

(d) Total credits: 120

(e) Summary of Modules.

SEMESTER I

Code	Module
POT 06101	Communication and Information in and outside organizations
POT 06102	Supervisory skills development and application in shipping and port operations
POT 06103	Planning and organizing for loading and offloading cargo operations
POT 06104	Managing cargo transfer at ports

SEMESTER II

Code	Module
POT 06205	Health and safety in Port Operations
POT 06206	Marketing port services
POT 06207	Managing cargo storage in the warehouse
POT 06209	Principles of warehousing
POT 06208	Cargo handling equipment planning and utilization

(f) Award

Upon successful completion of the programme modules, candidates are awarded the Diploma in Shipping and Port Operations of the Bandari College.

11.1.6 Diploma in Clearing and Freight Forwarding (DCF).

This programme is comprised of three levels- NTA level 4, 5 and 6.

(j) Basic Technician Certificate in Clearing and Freight Forwarding (NTA level 4)

This is a one year NTA level- 4 programme.

It is the first year entry programme for a three year Diploma in Clearing and Freight Forwarding (DCF) NTA level 6 programme

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Apply knowledge and skills imitatively in clearing and freight forwarding operations.
- Apply knowledge and skills in routine activities of handling cargo (tallying, weighing, stuffing and un-stuffing).
- Apply knowledge and skills in routine activities of customers in handling imports and exports.
- Apply knowledge and skills in dealing with clearing and freight forwarding operational documents.
- Apply basic quantitative techniques in clearing and forwarding clerical duties
- Understand the basic social economic aspects of the clearing and freight forwarding sector.

(b) Purpose of qualification

This qualification is intended for persons who will perform routine tasks related to clearing and freight forwarding operations, handle cargo, interface with customers, deal with various operational documents and apply basic quantitative techniques in clearing and freight forwarding clerical duties.

I Level Description

This level is characterized by competence involving application of knowledge and skills at routine level.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must have passed the Certificate of Secondary Education Examination (C.S.E.E) with 28 points or below.

OR

Applicants must have passed C.S.E.E with more than 28 points and pass the College's examination of Foundation programme.

(k) Summary of Modules

SEMESTER I

Code	Module
POT 04101	Cargo handling practice for clearing and freight forwarding clerks
POT 04105	Basic statistics for clearing and freight forwarding clerks
POT 04106	Basic mathematics for clearing and freight forwarding clerks
POT 04107	Basic computer applications in Clearing and Freight Forwarding Operations
POT 04108	Fundamental skills for maintaining safety and health in Clearing and Freight Forwarding Operations
POT 04109	Basic communication and customer interface skills in clearing and freight forwarding services

SEMESTER II

Code	Module
POT 04202	Fundamental principles of Clearing and Freight Forwarding
POT 04203	Basic principles of Customs procedures and tariff calculations
POT 04204	Office practice for Clearing and Freight Forwarding clerical staff
POT 04211	Documentation for Clearing and Freight Forwarding clerical staff
POT 04210	Basic commercial aspects

(g) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 5 are awarded the Basic Technician Certificate in Clearing and Freight Forwarding of the Bandari College.

(l) Technicians Certificate in Clearing and Freight Forwarding (CCF) programme (NTA level 5)

This is a one year NTA level 5 programme. It is a progression second year programme for a three year Clearing and Freight Forwarding (CCF) programme (NTA Level 6).

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Supervise the processing of import and export documents
- Oversee general cargo handling and delivery in yard and shed
- Use the relevant computer software in processing import/export documents and in writing work reports
- Demonstrate knowledge and skills in safe working practice in Clearing and freight operations
- Apply entrepreneurship and lead and supervise people in day to day operations

(b) Purpose of qualification

This qualification is intended for persons who will perform non routine tasks related to clearing and freight forwarding operations, process of import/export documents, handle and deliver cargo in yards/sheds, use relevant software to process import/exports and in writing reports , lead people and apply entrepreneurship skills.

(c) Level Description

This level is characterized by competence involving application of knowledge and skills at supervisory level.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must possess a Basic Technicians Certificate in Clearing and freight forwarding (NTA level 4) or equivalent qualifications.

OR

Applicants must have passed Advanced Certificate of Secondary Education Examination (AC.S.E.E) with minimum 1.5 points in addition the applicant must pass the Entry Test set by the College.

(m)Summary of Modules.

SEMESTER I

Code	Module
POT 05101	Freight documentation
POT 05102	Supervision of cargo handling processes
POT 05106	Application of software in clearing and freight forwarding operations
POT 05105	Basic entrepreneurship and business development skills for clearing and freight forwarding officers

SEMESTER II

Code	Module
POT 05203	Supervision of equipments utilization and logistics
POT 05204	Principles of containerization
POT 05207	Safe working practice in clearing and freight forwarding operations
POT 05208	Leadership and team building skills for clearing and freight forwarding officers

(g) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 6 are awarded the Technicians Certificate in Clearing and freight forwarding of the Bandari College.

(n) Diploma in Clearing and Freight Forwarding (DCF) – NTA level 6

This is a one year NTA level- 6 programme. It is an exit programme for a three year Diploma in Clearing and Freight Forwarding.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Plan and control clearing and freight forwarding operations.
- Apply knowledge and skills in receiving, delivering and storage of cargo.
- Apply knowledge and skills in customs and port operations.
- Provide customer care ethically.

- Supervise safety and security of clearing and freight forwarding operations.
- Apply knowledge and skills in equipment utilization and transport logistics.
- Link well with other relevant sectors locally and internationally.

(b) Purpose of qualification

This qualification is intended for persons who will perform non routine tasks related to clearing and freight forwarding, receiving/storage/delivery of cargo, customs and port operations, customer care and link with other sectors locally and internationally in clearing and freight forwarding operations.

I Level Description

This level is characterized by competence involving application of knowledge and skills in broad range of activities most of which are non- routine.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must possess a Technicians Certificate in Clearing and Freight Forwarding (NTA level 5) or equivalent qualifications

(o) Summary of Modules.

SEMESTER I

Code	Module
POT 06101	Communication and Information in and outside organizations
POT 06102	Supervisory skills development and application in clearing and freight forwarding operations
POT 06103	Planning and organizing for loading and offloading cargo operations
POT 06104	Managing cargo transfer at ports

SEMESTER II

Code	Module
POT 06205	Health and safety in clearing and freight forwarding operations
POT 06206	Marketing clearing and freight forwarding services
POT 06207	Managing cargo storage in the warehouse
POT 06209	Principles of Warehousing
POT 06208	Cargo handling equipment planning and utilization

(g) Award

Upon successful completion of the programme modules, candidates are awarded the Diploma in Clearing and Freight Forwarding of the Bandari College.

11.1.10 DIPLOMA IN MAINTENANCE MANAGEMENT

This programme is comprised of three levels- NTA level 4, 5 and 6.

11.1.11 Basic Technician Certificate in Maintenance Management (NTA level 4)

This is a one year NTA level- 4 programme. It is the first year entry programme for a three year Diploma in Maintenance Management (DMM) NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Apply knowledge and skills imitatively in maintenance operations.
- Apply knowledge and skills in routine activities of maintenance services schedule, workshop technology, repair and safety.
- Apply knowledge and skills in routine activities of customers in maintenance services.
- Apply knowledge and skills in dealing with clearing maintenance operational documents.
- Apply basic quantitative techniques in maintenance duties.
- Understand the basic social economic aspects of the engineering sector.

(b) Purpose of qualification

This qualification is intended for persons who will perform routine tasks related to maintenance operations, scheduling, interacting with customers, use quantitative techniques, and understand the basic social economic aspects of the maintenance sector

(c) Level Description

This level is characterized by competence involving application of knowledge and skills at routine level.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must have passed the Certificate of Secondary Education Examination (C.S.E.E) with 28 points or below.

OR

Applicants must have passed Vocational Education Training (VETA) Examination with NTA level 3.

(f) Summary of Modules.

SEMESTER I

Code	Module
ET 04101	Workshop Technology
ET 04105	Basic statistics for Maintenance Technicians
ET 04106	Basic mathematics for maintenance Technicians

ET 04107	Basic computer applications in maintenance operations
ET 04108	Fundamental skills for maintaining safety and health in maintenance operations
ET 04109	Basic communication and customer interface skills in maintenance services

SEMESTER II

Code	Module
ET 04202	Fundamental principles of maintenance
ET 04203	Application of Basic principles on technical drawing
ET 04204	Office practice and documentation for maintenance Technicians
ET 04211	Office practice for maintenance Technicians
ET 04210	Basic commercial aspects

(h) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 5 are awarded the Basic Technician Certificate in Maintenance Operations of the Bandari College.

11.1.12 Technicians Certificate in Maintenance Management (CMM) programme (NTA level 5).

This is a one year NTA level 5 programme. It is a progression second year programme for a three year Diploma in Maintenance Management (DMM) programme (NTA Level 6).

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Carry out of maintenance activities of various systems using standards procedures and instructions.
- Use standard and relevant computer program in performing various maintenance activities.
- Communicate with organizational audiences in executing maintenance activities.
- Apply basic Entrepreneurship skills to create business plan and run business entity.
- Apply occupational safety, health and environmental protection practices in performing maintenance activities in different engineering specialization fields.

(b) Purpose of qualification

This qualification is intended for a person who will perform maintenance duties, using standards procedures and instructions and relevant computer programs, communicate with organizational audiences, apply basic Entrepreneurship skills and occupational safety, health and environmental protection practices related to maintenance management.

(c) Level Description

This level is characterized by competence involving application of knowledge and skills most of which are routine and non-routine.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must possess a Basic Technicians Certificate in Shipping and Port Operations (NTA level 4) or equivalent qualifications.

OR

Applicants must have passed Advanced Certificate of Secondary Education Examination (A.C.S.E.E) with minimum 1.5 points In addition the applicant must pass the Entry test set by the College.

(f) Summary of Modules.

SEMESTER I

Code	Module
ET 05101	Communication methodology
ET 05102	Supervision of Maintenance processes
PET 05106	Application of software in maintenance operations
ET 05105	Basic entrepreneurship and business development skills for Maintenance officers

SEMESTER II

Code	Module
ET 05203	Supervision of equipments utilization and logistics
ET 05103	Principles of Maintenance
ET 0207	Safe working practice in Maintenance operations
ET 05208	Leadership and team building skills for maintenance officers

(g) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 6 are awarded the Technicians Certificate in Maintenance Management of the Bandari College.

11.1.13 Diploma in Maintenance Management (DMM)-NTA level 6.

This is a one year NTA level- 6 programme. It is an exit programme for a three year Diploma in Maintenance Management.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Apply supervisory techniques in planning, organizing and economically promote marketing maintenance activities.
- Apply computer knowledge and skills in executing maintenance activities.
- Apply communication techniques to interpret and disseminate information in an organizing.
- Apply entrepreneurship skills to identify business opportunities and develop business plan.
- Apply business laws in maintenance activities.
- Link well with other relevant sectors locally and internationally.

(b) Purpose of qualification

This qualification is intended for persons who will perform non routine tasks related to maintenance management

(c) Level Description

This level is characterized by competence involving application of knowledge and skills in broad range of activities most of which are non- routine.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must possess a Technicians Certificate in Clearing and Freight Forwarding (NTA level 5) or equivalent qualifications

(f) Summary of Modules

SEMESTER I

Code	Module
ET 06101	Communication and Information in and outside organizations
ET 06102	Supervisory skills development and application in maintenance operations
ET 06103	Planning and organizing for maintenance activities
ET 06104	Managing materials for maintenance

SEMESTER II

Code	Module
ET 06205	Health and safety in maintenance operations
ET 06206	Marketing maintenance services
ET 06207	Laws governing maintenance operations
ET 06209	Condition Monitoring based maintenance
ET 06208	Equipment planning, handling and utilization

(g) Award

Upon successful completion of the programme modules, candidates are awarded the Diploma in Maintenance Management of the Bandari College.

11.1.14 DIPOLMA IN PUBLIC RELATIONS AND MARKETING

This programme is comprised of three levels- NTA level 4, 5 and 6.

11.1.15 Basic Certificate in Public Relations and Marketing (NTA level 4)

This is a one year NTA level- 4 programme.

It is the first year entry programme for a three year Diploma in Public Relations and Marketing (DPRM) NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:-

- Apply knowledge and skills imitatively in marketing and public relations undertakings
- Apply knowledge and skills in routine activities of communicating with customers (publicity, advertising, promotion,).
- Apply knowledge and skills in routine activities of building and maintaining relationship with customers
- Apply knowledge and skills in dealing with Public Relations and Marketing documents
- Apply basic quantitative techniques in Public Relations and Marketing clerical duties
- Understand the basic social economic aspects of the Public Relations and Marketing sector.

(b) Purpose of qualification

This qualification is intended for persons who will perform routine tasks related to Public Relations and Marketing, communicating effectively with customers, building customer relationships, deal with Public Relations and Marketing documents, apply quantitative skills and understand basic social economic aspects of the Public Relations and Marketing sector.

(c) Level Description

This level is characterized by competence involving application of knowledge and skills at routine level.

(d) Total credits: 120

(e) Entry Qualifications

Applicants must have passed the Certificate of Secondary Education Examination (C.S.E.E) with 28 points or below.

OR

Applicants must have passed C.S.E.E with more than 28 points and pass the College's examination of Foundation programme.

(f) Summary of Modules

SEMESTER I

Code	Module
POT 04101	Basic concepts of Public Relations Practice
POT 04105	Basic statistics for Public Relations and Marketing clerks
POT 04106	Basic mathematics for Public Relations and Marketing clerks
POT 04107	Basic computer applications in Public Relations and Marketing functions
POT 04108	Fundamental skills for maintaining safety and health in Public Relations and Marketing
POT 04109	Basic communication and customer interface skills in Pubic Relations and Marketing services

SEMESTER II

Code	Module
POT 04202	Fundamental principles of Marketing
POT 04203	Basic principles of Microeconomics
POT 04204	Office practice and documentation for Public Relations and Marketing clerical staff
POT 042011	
POT 04210	Industrial Relations

(g) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA level 5 are awarded the Basic Technician Certificate in Public Relations and Marketing of the Bandari College.

BASIC TECHNICIAN CERTIFICATE IN FIRE FIGTHING, RESCUE AND SAFETY SUMMARY OF MODULES – NTA LEVEL IV

S/NO	CODE	MODULE NAME	SEMESTER I	SEMESTER 2
1	**BCED 04103**	Physical fitness	**V**	
2	**BCED 04104**	Fundamentals of fire prevention	**V**	
3	**BCED 04105**	Fire fighters occupational health and safety	**V**	
4	**BCED 04107**	Introduction to effective communication	**V**	
5	**BCED 04108**	Information communication technology	**V**	
6	**BCED 04111**	Office Practice	**V**	
7	**BCED 04201**	Fire fighting operation		**V**
8	**BCED 04202**	Fire equipment and apparatus operations		**V**
9	**BCED 04206**	Introduction to fire science principles		**V**
10	**BCED 04209**	Introduction to customer services and personal ethics		**V**
11	**BCED 04210**	Fire fighters structure, codes and command		**V**
12	**BCED 042011**	Post fire operation		**V**
Total Credits			**60**	**62**

12.0 COLLEGE RULES AND REGULATIONS

12.1 General Rules and Regulations

12.1.1 College General Rules

Since Bandari College is an integral part of TPA, the Rules and Regulations of the authority shall remain binding and be followed by all members of staff, i.e. those on unspecified periods of time, on contract of a specific period of time and those on contract of specific tasks**.**

12.1.2 Student Rules

i) Student Conduct

The College is concerned with students' conduct both on and outside the college campus, and reserves the right to take disciplinary action in respect of the misconduct whether it occurred on or off campus. The use of abusive language, wearing indecent dresses or any other unwanted behavior shall not be entertained

ii) Paid Employment

No student may undertake paid employment of any kind or attend courses offered by other institutes during the semester time without permission from the Principal.

Assurance need to be provided that the student's performance will not be affected by such employment.

iii) Damages to and losses of the college's property.

Students shall report without delay, loss and damages whether accidental or otherwise direct to the appropriate officer in charge of the section .The cost of replacement of any loss or damage to the college property arising out of malicious, reckless, or negligent act shall be catered by the student(s) concern. Where damage or loss is caused by student whose identities are not known the cost of repair or replacement shall be shared by all the students involved.

iv) Students debts to the college

Any student who has outstanding debts to the college out of either credits or loss or damage of property of the college, shall not be allowed to sit for the semester or final examination(s) until he/she clears the debt or enters special agreement with the Principal on how to redeem the debt.

v) Cigarette Smoking

Smoking is not permitted in the library, class rooms, workshops or elsewhere or in any place that will be specified by the college administration from time to time.

v) Cell phones

During lecture time or library usage, cell phones must be switched off**.**

vi) College's staff

The services of members of college staff may not be used by students either in person or in an official capacity without any authorization of the Principal

vii) Correspondence

The Principal or the person to whom this power has been delegated by is the only spokesman of the college. No individual student is allowed to communicate with outside people on college matters without authorization of the Principal or a person delegated to do so.

viii) Leave of absence

a) A student may obtain leave of absence of up to 10 days during a semester -time on application to the Dean of Students. Such application should be accompanied with written approval of the Course coordinator and Head of Department of the concerned course.

b) Any leave of more than 10 days will need the approval of the Principal.

c) No student shall absent oneself from the college under this rule.

12.1.3 Students Disciplinary Committee

a) The student's Disciplinary committee shall be composed of the following members:-

1. One Head of academic department appointed by the Principal-Chairman
2. Dean of students- Secretary
3. One Senior staff from each of the academic departments nominated by the Principal- Member
4. One Students Organization representative nominated by the President of the Students Organization- Member

b) The tenure of office for the students' disciplinary committee members shall be one year and three for academic staff members, provided that retiring staff may be re-appointed or re-elected as the case may be.

c) The committee shall meet at least once in a term provided that an emergency meeting may be called at any time whenever necessary.

d) Four of the members of the committee shall constitute a quorum for the meeting but must include the chairman and Dean of Students.
e) All issues at Students Disciplinary Committee shall be decided by a majority of the votes casted at the meeting by members who attended.
f) Save as approved under these rules, the decision of the students disciplinary committee shall be final subject to the approval of the Principal.

12.1.4 Disciplinary Proceedings and Penalties

a) Save as provided for under these rules, breaches of any of these rules shall first be reported to the Dean of Students who shall have the powers to warn, reprimand or require any student(s) concerned to rectify such a breach after giving him/her an opportunity to be heard.
b) Non compliance with the Dean of Students directive to rectify the breach or repeated breaches of any of these rules by any student(s) as provided for under the proceeding rule shall be reported by the Dean of Students to the Students Disciplinary Committee.
c) Upon receiving the report from the Dean of Students, the Disciplinary Committee shall meet within a week to deliberate on such a breach. At such meetings the student concerned shall be entitled to be heard and the Disciplinary Committee shall have power to summon any person to give evidence or information or produce anything connected with such a breach in order to make it arrive at an impartial and just decision.
d) The Disciplinary Committee may adopt any code of procedure it may deem fit; provided that such rules are observing the principals of natural justice.

12.1.5 Possible Penalties

The disciplinary Committee may impose any of the following penalties:-

a) A severe warning with a direction to have it recorded in the personal file of the students concerned.
b) A fine not exceeding five thousand shillings
c) A suspension for a period not exceeding one month at a students own expenses.
d) A dismissal:-
i) Where one has previously suffered a penalty specified in (c) above within the same academic year.
ii) Where a student does not comply with the penalty specified under (c) by either remaining or being seen within the college premises.
iii) Where a student commits and is convicted of a criminal offence.
iv) In any other case the gravity warrants summary dismissal
e) Notwithstanding the penalties as provided for under the preceding rule the Students Disciplinary Committee may require any student guilty of a disciplinary offense to pay compensation / either the loss or damage caused to the college s property or charges for the services of the college obtained illegally.
f) Where the circumstances demand, the Disciplinary Committee shall have the powers to alter previous decision, provided that such alteration shall be one which would have adverse effects upon the student concerned.

12.1.6 Students Disciplinary Appeals Committee

a) The students Disciplinary Appeals Committee of Bandari College shall be composed of the following:-

i) Principal – Chairman

ii) Dean of Students –Secretary

iv) Heads of Academic Department-Member

v) One student representative nominated by BACOSO President- Member

b) The term of the office of student committee member shall be one year and the term of academic representative shall be three years.

c) Four of the members of the Committee shall constitute a quorum for any meeting but must include the Principal or his representative.

12.1.7 Appeals Modalities

a) Any part aggrieved by the decision and penalty imposed by the Students Disciplinary Committee as provided for under these rules may appeal to the Students Disciplinary Appeal Committee within seven days from the from the date thee penalty was imposed. Any such appeal shall be in writing stating out the cause of appeal.

b) The students Disciplinary Appeals Committee within seven days following the receipt of an appeal.

c) When an appeal has been lodged with the Students Disciplinary Appeals Committee, execution of a penalty imposed by the Students Disciplinary Committee shall be delayed, pending determination of such an appeal.

d) At the hearing of an appeal by the Students Disciplinary Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense or representative capacity for the aggrieved party shall be allowed to appear before the Students Disciplinary Appeal committee.

e) In determining any appeal the Students Disciplinary Appeals Committee shall have power to confirm, vary or set aside any decision reached or enhance, reduce or set-aside any penalty imposed by the Students Disciplinary Committee.

f) The decision of the Students Disciplinary Appeals Committee on any appeal against any penalty is final and conclusive under the following guidelines;-

i) Where an appellant is dissatisfied with the decision of the Students

ii) Disciplinary Appeals Committee in respect of an appeal against any penalty imposed under the above mentioned rules he/she shall be entitled to appeal to the Board of the College. Within ten (10) days from the date of determination of such an appeal by the Students Disciplinary Appeals Committee.

ii) Such an appeal shall be in writing setting out the grounds of appeal

iii) At the hearing of such an appeal the Board of the College may require the presence of any of the parties involved as it may deem necessary.

iv) The course decision of the Board of the College shall be final and conclusive.

12.1.8 Emergency cases

In any case of emergency however, the Principal may take any disciplinary action and refer the matter to the Students Disciplinary Committee within a period of two weeks.

13.0 EXAMINATION RULES AND REGULATIONS, EVALUATION/ ASSESSMENT SYSTEM AND AWARDS

13.1.1 EXAMINATION RULES AND REGULATIONS

13.1.2 Introduction:

Detailed herein, are the procedures that the Bandari College applies on all matters related to student assessment and awards. The aim being to inform the academic members of staff, student counseling, accommodation, Effective and timely provisions of learning support, Students safety, sports, policy and procedures for resolving students complaints, and students complaints, and students general welfare.

13.2 Eligibility for Examination:

No candidate shall be admitted to any examination in any subject if the respect Head of Department is not satisfied that the candidate has completed at least 75% of the attendance on the semester basis and/or otherwise fulfils the requirements for the course. If such a candidate sits for the paper, his/her results in that paper shall be declared null and void, depending on the ground of the student's absenteeism, the head of the respective department shall propose appropriate action to the Institute examination Committee. Students who follow the NTA systems shall be allowed to do any examination after getting at least forty percent (40%) of continue assessment marks, in addition to attendance requirement.

13.3 Administration of Examination:

13.3.1 Statutory Power:

Bandari College is empowered to conduct examinations and grant appropriate awards by parliamentary Act No. of 1977.

13.3.2 Definitions

i. Main Examinations

Refers to semester examination

ii. Supplementary Examination:

Is a second examination given to a candidate after failing in the semester examination and after failing in examination of a carried over module subject to condition stipulated in section 6.2.5 of the Evaluation/Assessment System contained in this document. The examination is done after re-studying the respective subject and doing the required continuous assessment.

iii. Special examination

Examination granted under special acceptable circumstances with directives of the Board.

iv. Carried-over subject examination:

Is a third chance given to a student to do examination after failing in semester and

13.3.4 General Regulations

Every student undertaking studies at Bandari College for the purpose of earning BC academic awards **must be conversant with and abide by these examination regulations.** Student's performance shall be assessed continuously throughout the programme such continuous assessment shall include quizzes, tests, individual assignments and group assignments including any other similar means approved by the examination Board. The weighting of the continuous assessment shall be 40% of the subject's modules total marks while the semester examination shall carry 60% of the subjects/modules total marks.

It shall be the duty of the Head of Department, the Registrar and the subject Lecturer/Tutor concerned to inform students at the beginning of the programme, of the assessment procedures applied in each subject/module that shall be followed in that programme.

13.3.4.1 Absence from Examinations

The Examination Board through the appropriate procedures shall discontinue from the studies any candidate who deliberately absents himself/herself from examination(s) without acceptable reasons.

13.3.4.2 Examination Approval Procedures

The College shall use the following bodies and systems to approve examinations and ensure that its academic standards are maintained:

(a) Department Examination Committee

This Committee shall be constituted by all academic staff members of the respective department and shall ensure that examinations are conducted according to the regulations of the College. This committee shall be responsible to the Examiner's meeting.

Responsibilities of the Department Examination committee

(i) Review general performance in every subject/module in Respect to the curriculum.

(ii) Provide appropriate recommendations to the Institute Examiner's meeting to rectify anomalies found in any examination.

(iii) Deliberate on external examiner's recommendations at Departmental level.

(iv) Report findings and recommendations to the College's Examiner's Meeting.

(b) College Examiner's Meeting

The following members shall form the Examiners Meeting

(i) Head of one of the academic departments appointed by the Principal Chairperson.
(ii) Head of Academic Department – members
(iii) Internal Examiners –Members
(iv) External Examiners – Members
(v) One Senior Instructor appointed by the Principal –Secretary

Responsibilities of the Examiner's Meeting

(i) To review the setting of examinations in relation to the curricular
(ii) To review the marking performance of the students
(iii) To report on findings and recommendations to the College's Examination Committee
(iv) To deliberate on the examiners' recommendations.

(c) Bandari College Examination Committee

The following members shall constitute the Examination Committee;
(i) Principal - Chairperson.
(ii) Head of Academic Department- Members
(iii) Dean of Students- Member
(iv) One appointed member of staff from each of the Academic Departments
(v) BACOSO President - Member
(vi) One appointed Senior Instructor – Secretary

Responsibilities of the Examination Committee

(i) To deliberate on the general examination performance of the Students as submitted by the Examiners' Meeting
(ii) To discuss any problems that might have been established, in relation to the conduct of examinations.
(iii) To declare semester examination provisional results,
(iv) To submit recommendations to the Examination Board.

(d) Examination Board of the College

Members of the Examination Board of Bandari College shall include :

(i) Chairman – any member of the Council provided he/she is not a Bandari College employee.
(ii) The Principal – Secretary,
(iii) Two members of the Council from outside the College
(iv) Head of Academic Department - Members,
(viii) Dean of Students – Member
(ix) DOWUTA representative –Member

(x) One appointed member from outside the Institute and
(xi) BACOSO President –Member

Responsibilities of the Examination Board

(i) To approve examination results as submitted by the Examination Committee.
(ii) To deliberate and decide on recommendations submitted by the Examination Committee and Appeals Committee.
(iii) To enhance academic standards
(iv) To report on its resolutions to the Council.

(e) The Academics Coordinator Responsibilities

(i) Shall be Examinations Co-ordinator for all department
(ii) Shall approve and appoint external examiners as recommended by Heads of Department.
(iv) Shall approve student's postponement of examinations as may be recommended by the Dean of Students, or the Head of Department.

(f) Head of Academic Departments' Responsibilities

(i) Preparation of examination timetables and general timetable for the College,
(ii) Custodian of all examination materials, examinations and final marked scripts,
(iii) Preparation of the College's Prospectus,
(iv) Processing all examinations, admission and registration of students,
(v) Preparation of the College's Academic Calendars,
(vi) Submission and collection of final examination scripts from respective external examiners,
(vii) Displaying of names of candidates eligible for examinations
(i) Compiles examination results of their respective Department
(ii) Recommends the recruitment of external examiners
(iii) Ensures that External Examiners are paid accordingly
(iv) Assessment of individual subjects
(v) Coordinates curriculum reviews.

(h) Examination Appeals Committee

(i) Ground of Appeal Committee

- Principal – Chairman
- Bursar –Member
- All members of the Examination Committee
- Two members who are not members of the Examinations Committee
- Any other invited member as would be appropriate
- One appointed Senior Instructor – secretary

iii. Time Limit

Any appeal shall be launched within ten (10) working days after publication of the provisional examination results and should be addressed to the Principal.

iv. Responsibilities of the Appeals Committee

- Receive candidates' appeal
- Investigate, discuss and submit recommendations to the Examination Board.

(v) Examination Board Decision

The decision or ruling of the Examination Board shall be final and Conclusive and shall be communicated by the secretary of the Board to the appellant.

13.3.5 Examination Time-tables

Examinations in all departments shall be held at a time indicated on the semester timetable approved Academic Calendar.

Referred candidates will be re-examined in the referred examination papers at a time to be determined by the /registrar and approved by the rector. A Candidate who for acceptable reasons is unable to sit for the ordinary examination may sit for special examinations or at any appropriate time as shall be approved by the Academics Coordinator.

13.3.6 Conduct of Examinations

(i) All examination shall be conducted under the supervision and control of the Head of the respective academic department.

(ii) All semester examinations (theoretical and practical) shall be assessed internally and externally.

(iii) All officers involved in the whole process of handling examinations shall be required to observe secrecy and all expected practices as required by the Examination Rules and Regulations.

13.3.7 Conduct of Candidates

(i) Candidates must be in their respective examination rooms at least fifteen (15) minutes before the start of the examination. No candidate shall be admitted into examination room after the first half an hour of an examination session commencement.

(ii) No candidate shall be permitted out of the examination room during the first half hour after the examination session has commenced.

(iii) No candidate shall be allowed to leave the examination room temporarily without an escort when examinations are in progress.

(iv) No candidate shall be allowed to communicate with any other candidate without approval of the invigilator.

(v) Under circumstance that a candidate is unable to do a paper or the entire examination, she/he should communicate in confidence to the Principal or through the Dean's office and copy her/his letter to the Principal through the Dean's office and copy her/his letter to the respective Head of Department and the Registrar before the respective Head of Department and the start of the respective paper or examination.

(vi) Candidates have to write answers to examination questions of the answer booklets provided. All used and unused examination stationery must be returned to the invigilator as soon as he/she declares the examination is over who shall hand it over to the respective Head of department.

(vii) A candidate shall be required to observe all instructions shown on he examination booklet including those give by examiners, invigilators and/or authority responsible for conduct of examinations.

13.3.7.1 Conduct of Invigilators

(i) Examination invigilators shall be appointed the Registrar and informed accordingly.

(ii) Invigilators shall be required to carefully observe the time and place of the examination.

(iii) The invigilator shall not leave the examination room unless he/she has asked another Invigilator to take his/her place.

(iv) Invigilator shall not be allowed to explain any question to candidates or communicate with them in any way that may assist candidates to answer the questions.

(v) Invigilators shall submit a report of the conduct of the examination immediately after the examination session is over.

(vii) Failure to invigilate properly and timely shall amount to relevant disciplinary action.

(viii) Failure to invigilate properly and timely shall amount to relevant disciplinary action.

(ix) In case of any examination irregularity, invigilators shall act accordingly.

13.3.7.2 Conduct of Internal Examiners

(i) The respective Academic Heads of Department shall appoint appropriate subject Instructors/Tutors who shall act as internal examiners.

(ii) Examiners are supposed to set standard examination and submit the sealed and signed examination paper and a marking scheme to the Academics Coordinator seven weeks before the commencement of examinations.

(iii) A standard marking scheme should be attached with marked scripts when being submitted to the external examiner.

(iv) The examiner should submit neat examination question papers.

(v) The examination question paper should show the code number with corresponding subject, instruction to be attempted, materials required, marks awarded for each question and any other requirements.

(vi) The examiner is required to observe high level of confidentiality of examination papers.

13.3.7.3 Conduct of External Examiners

External examiners shall be appointed on merit for the knowledge and experience appropriate to the course and normally shall be, recently have been engaged in the examining at the level of course concerned in the subject or subjects concerned.

(i) The Principal shall make appointment in collaboration with the respective Academic Heads of Department.
(ii) The terms of appointment of external examiners shall be as stipulated in the letter of contract.
(iii) External examiners shall be appointed for the examination to which he/she is an expert. The Principal and respective Heads of academic departments may terminate the services of an external examiner for failure to abide by the examiner's rules and regulations.
(iv) External examiners meeting a which the results of the examinations for all papers shall be table.
(v) In case of differences in awards for the candidate's script between the External and Internal Examiners, the following shall apply: Where the difference does not exceed 5 marks, the external examiner shall be paramount. For a difference of 6 to 10 marks, an average of the two shall be taken. Above 10 marks the two examiners should meet in the presence of the Head of Department for a compromise. Where a compromise is not secured, the matter shall be settled between the Internal Examiner, External Examiner and the Academics Coordinator.
(vi) External Examiners shall present their reports to the Registrar with respect to the syllabus, coverage of the syllabus and standard of examination.
(viii) External Examiners may discuss with the members of the examiners meeting any aspect of the examination proceedings.

13.3.7.4 Conduct of External Examiners

Examination irregularity is an inappropriate conduct by a student, which impairs academic integrity. Such examination irregularities can include, but not limited to:

(i) Viewing examination questions prior to sitting for the examination
(ii) Possession of an authorized material in the examination such as mobile phones pieces of written paper, etc.
(iii) Beginning the examination before being authorized.
(iv) Attempting to copy or making reference to unauthorized material in the examination room
(v) Reading another student's answers.
(vi) Distortion and violation of official arranged sitting plan in an examination room.
(vii) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator
(viii) Permitting another student to copy from or use one's script (paper)
(ix) Removing examination answer booklets/sheets from the examination room.

(x) Continuing the examination after being told to stop.
(xi) Failing to comply with any examination rules, regulations or directions given buy an invigilator.
(xii) Distracting other examinee's attention.
(xiii) Destroying evidence related to any suspected irregularity.
(xiv) Soliciting unfair advantages over other students from internal and/or external sources.
(xvii) Writing academic materials in the walls of the examination rooms, desks, garments, toilet walls and other related areas.

13.3.7.5 Handling Examination Irregularities:

If a student is suspected of an examination irregularity, the following procedures shall be followed:

(i) the invigilator)s) shall approach the student immediately.
(ii) All improper materials shall be confiscated and the student shall be stopped continuing with that examination and the following papers.
(iii) The student shall be required to sign on the invigilator's written facts on the irregularity issue on the material time and place in front invigilator(s). In other words the candidate and one or more Invigilators shall be required to sign an Examination Irregularity form which together with other signed exhibits, as the case may be, and the candidate's examination booklet shall be submitted to the office of the Registrar.
(iv) Failure to sign on the invigilator's Irregularity form or facts sheet shall mean accepting
(v) Commotion in the Examination room, which is tantamount to violation of examination regulations, and this, may lead to discontinuation from studies.
(vi) the Principal shall suspend the student pending recommendations of the Examination Committee.
(vii) the Academics Coordinator shall report the case before the Examination committee following routine sittings and not on ad-hoc conditions.
The examination Committee shall deliberate on the case as presented to them.
(ix) the Examination Committee will provide its recommendations to the Examination Board.
(x) If it is established that the student committed an irregularity, the Examination Board shall expel the student from studies at the College. If proved otherwise, the student shall be re-instated accordingly.
(xi) All materials for exhibition shall be fastened or printed with the withdrawn student's answer booklet.

13.4 Students Disciplinary Committee

a) The student's Disciplinary committee shall be composed of the following members :-
   1. One Head of academic department appointed by the Principal-Chairman
   2. Dean of students- Secretary
   3. One Senior staff from each of the academic departments nominated by the Principal-Member
   4. One Students Organization representative nominated by the President of the Students Organization- Member

b) The tenure of office for the students' disciplinary committee members shall be one year and three for academic staff members, provided that retiring staff may be re-appointed or re-elected as the case may be.

c) The committee shall meet at least once in a term provided that an emergency meeting may be called at any time whenever necessary.

d) Four of the members of the committee shall constitute a quorum for the meeting but must include the chairman and Dean of Students.

e) All issues at Students Disciplinary Committee shall be decided by a majority of the votes casted at the meeting by members who attended.

f) Save as approved under these rules, the decision of the students' disciplinary committee shall be final subject to the approval of the Principal.

13.5 Disciplinary Proceedings and Penalties

a) Save as provided for under these rules, breaches of any of these rules shall first be reported to the Dean of Students who shall have the powers to warn, reprimand or require any student(s) concerned to rectify such a breach after giving him an opportunity to be heard.

b) Non compliance with the Dean of Students directive to rectify the breach or repeated breaches of any of these rules by any student(s) as provided for under the proceeding rule shall be reported by the Dean of Students to the Students Disciplinary Committee.

c) Upon receiving the report from the Dean of Students, the Disciplinary Committee shall meet within a week to deliberate on such a breach. At such meetings the student concerned shall be entitled to be heard and the Disciplinary Committee shall have power to summon any person to give evidence or information or produce anything connected with such a breach in order to make it arrive at an impartial and just decision.

d) The Disciplinary Committee may adopt any code of procedure it may deem fit; provided that such rules are observing the principals of natural justice.

13.5.1 Possible Penalties

The disciplinary Committee may impose any of the following penalties:-

a) A severe warning with a direction to have it recorded in the personal file of the students concerned.

b) A fine not exceeding five thousand shillings

c) A suspension for a period not exceeding one month at a students own expenses.

d) A dismissal:-
   i) Where one has previously suffered a penalty specified in (c) above within the same academic year.
   ii) Where a student does not comply with the penalty specified under (c) by either remaining or being seen within the college premises.
   iii) Where a student commits and is convicted of a criminal offence.

iv) In any other case the gravity warrants summary dismissal

e) Notwithstanding the penalties as provided for under the preceding rule the Students Disciplinary Committee may require any student guilty of a disciplinary offense to pay compensation / both the loss and damage caused to the college s property or charges for the services of the college obtained illegally.

f) Where the circumstances demand, the Disciplinary Committee shall have the powers to alter previous decision, provided that such alteration shall not be one which would have adverse effects upon the student concerned.

13.5.2 Students Disciplinary Appeals Committee

a) The students Disciplinary Appeals Committee of Bandari College shall be composed of the following:-

i) Principal – Chairman

ii) Dean of Students –Secretary

vi) Heads of Academic Department-Member

vii) One student representative nominated by BACOSO President- Member

b) The term of the office of student committee member shall be one year and the term of academic representative shall be three years.

c) Four of the members of the Committee shall constitute a quorum for any meeting but must include the Principal or his representative.

13.5.3 Appeals Modalities

a) Any part aggrieved by the decision and penalty imposed by the Students Disciplinary Committee as provided for under these rules may appeal to the Students Disciplinary Appeal Committee within seven days from the from the date thee penalty was imposed. Any such appeal shall be in writing stating out the cause of appeal.

b) The students Disciplinary Appeals Committee within seven days following the receipt of an appeal.

c) When an appeal has been lodged with the Students Disciplinary Appeals Committee, execution of a penalty imposed by the Students Disciplinary Committee shall be delayed, pending determination of such an appeal.

d) At the hearing of an appeal by the Students Disciplinary Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense or representative capacity for the aggrieved party shall be allowed to appear before the Students Disciplinary Appeal Committee.

e) In determining any appeal the Students Disciplinary Appeals Committee shall have power to confirm, vary or set aside any decision reached or enhance, reduce or set-aside any penalty imposed by the Students Disciplinary Committee.

f) The decision of the Students Disciplinary Appeals Committee on any appeal against any penalty is final and conclusive under the following guidelines;-

iv) Where an appellant is dissatisfied with the decision of the Students

v) Disciplinary Appeals Committee in respect of an appeal against any penalty imposed under the above mentioned rules he/she shall be entitled to appeal to the Board of the College. Within ten (10) days from the date of determination of such an appeal by the Students Disciplinary Appeals Committee.

ii) Such an appeal shall be in writing setting out the grounds of appeal

vi) At the hearing of such an appeal the Board of the College may require the presence of any of the parties involved as it may deem necessary.

iv) The course decision of the Board of the College shall be final and conclusive.

13.5.4 Emergency cases

In any case of emergency however, the Principal may take any disciplinary action and refer the matter to the Students Disciplinary Committee within a period of two weeks

14.0 EXAMINATION RULES AND REGULATIONS

14.1 Introduction

Detailed herein are the procedures

14.1.1 EVALUATION/ ASSESSMENT SYSTEM

Assessment in all long course modules shall be by examination and continuous assessment. The semester examination shall have the weighting of 60% in the total assessment and the continuous assessment shall have the weighting of 40%. There shall be no compensation or transfer of marks from one examination paper to another for any purpose. Every subject will carry only one examination paper during the semester examination. A candidate will be declared to have passed if he/she scores;-

- 50% of the total marks for NTA level 4 and 5 (certificate) programmes
- 45% of the total marks for NTA level 6 (Diploma) programme.
- 40% of the continuous assessment total marks and 40% examination total marks.

NB. For all courses that follow NTA system, a student must pass continuous assessment before sitting for examinations.

14.1.2 Quizzes, Tests and Assignments

Quizzes shall be set at least once per semester to last at least ten to fifteen minutes while tests shall be set at least twice per semester to least for an hour up to two hours. Assignments shall be three (3) per semester.

14.1.3 Semester examinations

Questions for these examinations shall cover all topics taught during the whole semester as stipulated in the syllabus or course curriculum. The duration of each examination paper shall be three hours.

14.1.4 Research and Field attachment

14.1.5 Final Standard of Assessment of Modules

The overall total marks of each module is 100% awarded by combining continuous assessment and examination paper marks except for field work and research project reports.

14.1.6 NTA level 4 and 5 - Certificate Programmes

S/NO	Assessment component	Frequency	Marks @ submission	Total marks
1.	Home Work	2	@ 4	8
2.	Quizzes	2	@ 4	8
3.	Classroom tests	2	@ 8	16
4.	Group Assignment	1	@ 8	8
	Sub-Total			40
5.	Semester Examination	1	@ 60	60
6.	**Overall Total**			**100**

14.1.7 NTA level 6 – Diploma Programmes

S/NO	Assessment component	Frequency	Marks @ submission	Total marks
1.	Home Work	2	@ 4	8
2.	Quizzes	2	@ 2	4
3.	Classroom tests	3	@ 6	18
4.	Group Assignment	1	@ 10	10
	Sub-Total			40
5.	Semester Examination	1	@ 60	60
6.	**Overall Total**			**100**

15.0 Supplementary Examination, Examination of carried over Subjects/Modules and Discontinuation from studies.

15.1 Programmes which follow the NTA system (NTA level 4, 5 and 6)

A student who gets a Cumulative Grade Point Average (GPA) at the end of each level which is below 1.8 shall be discontinued from studies.

A student, who fails in some examinations and gets cumulative GPA of 1.8 or above, shall do supplementary examinations. A Certificate or Diploma student (NTA level 4, 5 and 6) who fails in not more than two (2) supplementary examinations shall carry over the modules in which he/she has failed the examination(s) provided that the examinations are not of core module(s). A student shall be required to do continuous assessment and shall re-sit the respective examination(s). A student who fails in a carried- over module shall do supplementary examination.

Failure in more than two (2) first sitting supplementary examinations and failure in a supplementary examination of a carried -over module shall lead to a discontinuation from studies.

Supplementary examination need not to go through the process of external examiners. Any supplementary examination carries a maximum of 50 marks i.e. 50% of the total 100%. Performance in continuous assessment shall not be taken into account in assessing performance in supplementary examinations, while performance it shall be taken into account while assessing performance of carried over modules. Examination of carried- over modules shall be

considered as first sitting and be accorded all of the rights provided for in the examination regulations.

15.2 Programmes which do not follow NTA system

All programs which do not follow the NTA system mainly comprising of short courses of less than a year up to more than two weeks shall be assessed without computing the GPA.

The total examination marks shall be computed basing on mid-term and final examinations at 1:1 ratio .The mid-term and final examination shall each carry 50% marks respectively. The average marks scored for the two mentioned examination papers will be computed to determine the marks scored by the candidate in the course. A student who fails to get an average of 35-49% in the examination shall sit for a supplementary examination while a student who gets below 35% marks shall be considered to have failed and shall not be allowed to sit for supplementary examination. A student who totally failed in the examination may be allowed to repeat the course upon processing **a** new application**.** Any supplementary examination carries a maximum of 50 marks i.e. 50% of the total 100% marks.

15.2.1 Grading of Diplomas and Certificates

15.2.2 Grading of awards for programmes which follow the NTA system.

a) i) The Diploma NTA level 6 is graded as follows:-

Class	G.P.A
First Class	4.4-5.0
Upper Second Class	3.5-4.3
Lower Second Class	2.7-3.4
Pass	2.0-2.6

ii) Certificates –Basic Technician Certificate NTA level 4 and Technician/Intermediate Certificate NTA level 5 are graded as follows:-

Class	G.P.A
First Class	3.5-4.0
Second Class	3.0-3.4
Pass	2.0-2.9

b) Range of Scores for different grades

	NTA Level 4-5	NTA level 6	
Grade	Score range	Grade	Score range
		A	75-100
A	80-100	B+	65-74
B	65-79	B	55-64
C	50-64	C	45-54
D	40-49	D	35-44
F	0-39	F	0-34

NB. Grading is based on Cumulative Grade Point Average

15.3 Declaration and Publication of Semester and overall Annual Examination Results.

i) The power to declare the semester and overall annual examination results is absolutely vested to the Board?

ii) The Principal shall publish provisional examination results after getting approval from the Chairman of the Board on behalf of the Board.

iii) The Principal or a member of academic staff appointed by him or her shall publish the examination results not later than one week following the approval of the Chairman of the Board.

15.4 Amendments.

Amendments shall be done from time to time as deemed necessary by the Examination Committee and shall be approved by the Board

16. 0 FACILITIES AVAILABLE AT BANDARI COLLEGE

16.1 Library services

The college has a library which accommodates a variety of books, journals, periodicals and other items such as newspapers and unpublished materials. Special discipline is demanded during the use of the library.

16.2 The Computer room.

The Computer room has up to date computer versions and is being connected to the internet for surfing.

16.3 Engineering workshops

The workshops provide facilities for practical training in Automobile, Electrical, and Civil systems and components repairs and maintenance. Graduates through the workshops are able to gain necessary practical skill to enable them to understand diagnosis, repairs and maintenance challenges associated with modern and contemporary machinery and equipments.

16.4 Audio visual and Publication center

This center is a media resource playing an important role of preparing and providing teaching and learning material for the college to subsequently improve efficiency of communication between trainers and trainees.

16.5 Students Welfare unit

The unit of student welfare has been recently introduced to cater for all activities pertaining to student's welfare. These include student's guidance and support, student counseling, effective and timely provision of learning and support, safety, sports, resolving student's conflict and other related matters. The unit is headed by the Student Organization whose President reports to the Dean of Students.

17.0 2010/2011 ACADEMIC CALENDAR

The academic calendar is for long duration courses for the Basic Technicians Certificate and Diploma Courses respectively.

17.1 DIPLOMA COURSES

EVENT	START	END
FIRST YEAR ORIENTATION WEEK	11th OCTOBER 2010	17th OCTOBER 2010
FIRST SEMESTER 1st Semester Examinations	18th OCTOBER 2010 24th JANUARY 2011	22nd JANUARY 2011 4th FEBRUARY 2011
SECOND SEMESTER 2nd Semester Examinations	28th FEBRUARY 2011 13th JUNE 2011	11th JUNE 2011 24th JUNE 2011
3rd SEMESTER Field work	11th JULY 2011	4th SEPTEMBER 2011
SUPPLEMENTARY EXAMINATIONS	26th SEPTEMBER 2011	7th OCTOBER 2011

17.2 BASIC TECHNICIANS COURSES

EVENT	START	END
ORIENTATION WEEK	21st MARCH 2011	27th MARCH 2011
FIRST SEMESTER 1st Semester Examinations	28th MARCH 2011 18th JULY 2011	31st JULY 2011 29th JULY 2011
SECOND SEMESTER 2nd Semester Examinations	22nd AUGUST 2011 9th JANUARY 2012	22nd JANUARY 2012 20th JANUARY 2012
3rd SEMESTER Field work	23rd JANUARY 2012	16th MARCH 2012
SUPPLEMENTARY EXAMINATIONS	16th FEBRUARY 2012	19th FEBRUARY 2012

17.0 THE 2010/2011 ALMANAC

MONTH	
SEPTEMBER 2010	
Friday 10th	**Public Holiday – Edd El-Fitr**.
Wednesday 22nd	Entry Examination for 2010/2010 Diploma Applicants.
Thursday 23rd	Supplementary Examination for 1st year Diploma Students.
Thursday 30th	Board of Governors Meeting.
OCTOBER 2010	
Friday 1st	Release of Selected Candidates for 2010/2011 Diploma Courses. End of 2009/2010 Academic year.
Monday 4th	New Academic year 2010/2010 begins.
Wednesday 6th	BACOSO Meeting.
Monday 11th	Orientation week for 2010/2010 Diploma Students begins.
Wednesday 13th	Academics Head of Staff Meeting.
Thursday 14th	**Public Holiday – Nyerere day**.
Sunday 17th	Orientation week for 2010/2011 Diploma ends.
Wednesday 20th	Staff Development Committee Meeting.

NOVEMBER 2010	
Wednesday 3rd	Release of Selected Candidates for a 10 weeks Certificate in Clearing and Freight Forwarding Course.
Monday 8th	10 weeks Certificate in Clearing and Freight Forwarding Course begins
Wednesday 10th	Students Disciplinary Committee Meeting.
Wednesday 17th	Examination Committee Meeting.
Friday 26th	Graduation Ceremony for Diploma.
DECEMBER 2010	
Thursday 8th and Friday 9th	Mid-Term Examination for Certificate in Clearing and Freight Forwarding Course.
Monday 20th	Short Break for Long Course Students.
Wednesday 22nd	Academic Head of Department Meeting.
Saturday 25th	**Public Holiday – Christmas Day**.
Tuesday 28th	Staff Development Committee Meeting.
Thursday 30th	Release of Selected Candidates for Operations Clerk '**A**' Course.
JANUARY 2011	
Saturday 1st	**New Year**.
Monday 3rd	10 Weeks Operations Clerk '**A**' Special Course begins.
Wednesday 5th	Release of Selected Candidates for Winch Operators Course. Release of Selected Candidates for Small Crafts Maintenance Course.
Monday 10th	Winch Operators Course begins. Small Crafts Maintenance Course begins.
Wednesday 12th	BACOSO Meeting.
Thursday 13th	Final Examination for Cert. in Clearing and Freight Forwarding Course. Board of Governors Meeting.
Friday 14th	Cert. in Clearing and Freight Forwarding Course ends.
Saturday 22nd	1st Semester for Diploma Course ends.
Monday 24th	1st Semester Examinations for Diploma begins.
FEBRUARY 2011	
Friday 4th	1st Semester Examinations for Diploma ends.
Tuesday 1st	Release of Selected Candidates for RTG Course.
Monday 7th	RTG Course begins.
Friday 11th	Small Crafts Maintenance Course ends.
Monday 14th	2nd Semester Examination for Basic Technician Certificate 2010/2011 intake begins.
Wednesday 16th	Students Disciplinary Committee Meeting.
Friday 18th	Winch Operators Course ends.
Monday 21st	Field Work for Operations Clerk a Special Course begins.
Wednesday 23rd	Examination Committee Meeting of the College.
Friday 15th	2nd Semester for Basic Technician Certificate 2009/2010 intake Ends. 2nd Semester Examination for Basic Technician Certificate 2009/2010 intake Ends.
Monday 28th	2nd Semester for Diploma begins. Field work for basic Technician Certificate intake begins.
MARCH 2010	
Tuesday 1st	Release of Selected Candidates for Supervisory Management Course. Release of Selected Candidates for a 10 weeks Certificate in Clearing and

	Freight Forwarding Course.
Saturday 5th	Field work for Operations Clerk 'A' Special Course ends.
Monday 7th	Supervisory Management Course starts.
	10 weeks Certificate in Clearing and Freight Forwarding Course start.
Tuesday 8th	Release of Selected Candidates for Foundation Course.
Monday 14th	Foundation Course begins.
Tuesday 15th	Release of Selected candidates for Gottward Operators Course.
Wednesday 16th	Academic Head of Department Meeting.
Thursday 17th	Final Examination for Operations Clerk 'A' Special Course.
Friday 18th	Operations Clerk 'A' Special ends.
Monday 21st	Orientation week for Basic Technician Certificate 2011/2012 intake begins.
	Gottwald Operators Course begins.
Tuesday 22nd	Staff Development Committee Meeting.
Thursday 24th	Final Examination for RTG Course.
Friday 25th	RTG Course ends.
Sunday 27th	Orientation week for Basic Technician Certificate 2011/2012 intake ends.
Monday 28th	1st Semester for Basic Technician Certificate 2011/2012 intake begins.
APRIL 2011	
Tuesday 5th	Release of Selected Candidates for Hydraulic and Pneumatic Course.
Wednesday 9th	BACOSO Meeting.
Monday 11th	Hydraulic and Pneumatic Course begins.
Thursday 14th	Supervisory Management Examination.
Friday 15th	Supervisory Management Course ends.
Thursday 21st	Midterm Examination for a 10 weeks C & F course begins.
	Supplementary Examinations for Basic Technician Certificate begins.
	Board of Governors meeting.
Sunday 24th	Field work for Basic Technician Certificate 2010/11 intake Ends.
Friday 29th	Gottward Operators Course ends.
	Submission of Field work report for Basic Technician Certificate 2010/11 intake.
MAY 2011	
Sunday 1st	May Day.
Tuesday 3rd	Release of selected candidates for Reach Stacker Operators course.
	Release of selected candidates for Flow Meter's course.
Friday 6th	Hydraulic and Pneumatic Course ends.
Monday 9th	Reach Stacker Operators Course begins.
	Flow Meter Control course begins.
MAY 2011	
Sunday 1st	May Day
Tuesday 3rd	Release of selected candidates for Reach Stacker Operators course
	Release of selected candidates for Flow Meter's course
Friday 6th	Hydraulic and Pneumatic Course ends
Monday 9th	Reach Stacker Operators Course begins
	Flow Meter Control course begins
Wednesday 11th	Examination Committee Meeting of the College
Monday 19th	Mid-semester Examinations for Basic Technicians Certificate 2011/12 intake begins

Monday 23rd	Recess for Basic Technicians Certificate begins
Thursday 26th	Midterm Examinations for Foundation Course,
JUNE 2011	
Monday 6th	1st semester for Basic Technicians Certificate 2011/12 intake continues.
Tuesday 7th	Release of selected candidates for Quality Service, Sales and Customer Care course
Friday 10th	Flow Meter Control course ends
Monday 13th	Quality Service, Sales and Customer Care course begins
	Release of selected candidates for Portal Crane Operators course
	2nd Semester Examinations for Diploma begins
Wednesday 15th	Academics Head of department meeting,
Friday 17th	Reach Stacker Operators Course ends
Monday 20th	Portal Crane Operators Course begins
Wednesday 22nd	Students Disciplinary Committee Meeting
Friday 24th	2nd Semester Examinations for Diploma ends
Wednesday 29th	Staff development committee meeting
JULY 2011	
Friday 1st	Release of selected candidates for a 10 weeks C& F course
Monday 11th	Field work for Diploma begins, 10 weeks C & F course begins
Wednesday 13th	BACOSO Meeting
Monday 18th	1st Semester Examinations for Basic Technicians Certificate begins
Friday 29th	Portal Crane Operators Course ends
	1st Semester Examinations for Basic Technicians Certificate ends
Sunday 31st	1st Semester for Basic Technicians Certificate ends
AUGUST 2011	
Monday 22nd	2nd Semester for Basic Technicians Certificate begins
Wednesday 23rd	Release of selected candidates for Industrial Safety course
Thursday 25th	Midterm examination for a 10 weeks C&F course
	Board of Governors meeting
SEPTEMBER 2011	
Friday 2nd	Quality Service, Sales and Customer Care coarse ends
Sunday 4th	Field work and 3rd semester for Diploma 2010/11 intake ends
Monday 5th	Industrial Safety course begins
Monday 12th	Examination Committee of the College
Wednesday 14th	Academics Head of Department meeting
Friday 16th	10 weeks C&F course ends
	Foundation Course ends
Thursday 22nd	Entry Examination for Diploma 2011/12 intake
Monday 26th	Supplementary Examination for Diploma begins
Wednesday 28th	Staff Development Committee meeting
OCTOBER 2011	
Wednesday 6th	Release of selected candidates for Diploma 2011/12 intake
Friday 7th	Supplementary Examination for Diploma ends
Monday 10th	Start of new academic year and orientation for Diploma 2011/12 Intake
Wednesday 15th	Students Disciplinary Committee Meeting
Wednesday 19th	BACOSO Meeting