

PASIANSI WILDLIFE TRAINING INSTITUTE



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ACRONYMS

ACC	- Accountant
AGW	- Assistant Game Warden
BO	- Budget Officer
BTCWLE	- Basic Technician Certificate in Wildlife Management and Law Enforcement
CA	- Continuous Assessment
CDO	- Curriculum Development Officer
CO	- Clinical Officer
DG	- Director General
DOS I	- Dean of Students
DOS II	- Deputy Dean of Students
DP - ARC	- Deputy Principal Academics, Research and Consultancy
DP- FA	- Deputy Principal Finance and Administration
DW	- Director of Wildlife
EO	- Examinations Officer
GPA	- Grade Point Average
IAB	- Institute Advisory Board
ITO	- Information Technology Officer
NCAA	- Ngorongoro Conservation Area Authority
NGO's	- Non-Government Organizations
NTA	- National Technical Award
PO	- Project Officer
P-PWTI	- Principal Pasiansi Wildlife Training Institute
PRO	- Public Relations Officer
PWTI	- Pasiansi Wildlife Training Institute
QAO	- Quality Assurance Officer
RAAWU	- Researchers, Academicians and Allied Workers Union
SC	- Short Course
SCRCC	- Short Course Research and Consultancy Coordinator
SCRCC II	- Assistant Short Course Research and Consultancy Coordinator
SO	- Supplies Officer
SUPP.	- Supplementary
TANAPA	- Tanzania National Parks
TAWA	- Tanzania Wildlife Authority
TCWLE	- Technician Certificate in Wildlife Management and Law Enforcement
TO	- Training Officer
TSSO I	- Training and Support Services Officer
TSSO II	- Assistant Training and Support Services Officer
WD	- Wildlife Division

Principal's Message

Pasiansi Wildlife Training Institute (PWTI) was established in 1966 under Section 96 of the Wildlife Conservation Act No. 5 of 2009 by then Fauna Conservation Ordinance of 1959 as a Natural Resources Institute (NRI). It was well renowned as a center for training game scouts/rangers. It is the only Institute offering paramilitary training in Wildlife Management for the majority of operational level staff in the wildlife sub-sector in Tanzania. Up to mid-1970's, the basic roles of game wardens helped improve wildlife habitat and undertake anti-poaching activities. During that time duration of the course was six months. Currently The Institute offers two programs under the National Technical Award (NTA) system recognized by the National Council for Technical Education (NACTE). The Institute recognizes the needs of new skills and knowledge required by game wardens and park rangers in addressing the conservation challenges by reviewing its curriculum as a basis for transferring relevant skills, techniques and knowledge to trainee game wardens and park rangers. Since 1966 to 2014 five major curriculum reviews has been conducted. We are very glad to mention that, this academic year (2016/2017) you will be taught through a new curriculum designed to address the emerging global conservation issues focusing on outcomes (competencies) that are linked to workforce needs.

The new curriculum is based on the PWTI's vision which is to be a centre of excellence in providing training in wildlife law enforcement while the mission is to produce quality wildlife rangers at operational level to the public institutions and individuals for protecting wildlife resources through offering paramilitary, wildlife management, law enforcement and security training as well as research and consultancy services.

The vision and mission of PWTI draw from the Arusha Manifesto stipulated in 1961 by the founding father of the Nation, His Excellency the Late Mwalimu Julius K. Nyerere.

In order for PWTI to implement its vision and mission, we call for collaboration between students and all stakeholders of wildlife at national, regional and international levels to join hands so as to fulfill this important task. It should be borne in mind that conservation of wildlife cannot be achieved if each segment will work in isolation.

The Institute celebrated 50 years of its existence in June 2016 since inception in June 1966. We therefore thank students, staff and all stakeholders who participated in marking this important event.

Lowaeli S. Damalu

PRINCIPAL

1.1 VISION:

To be a center of excellence in providing training in Wildlife Law Enforcement

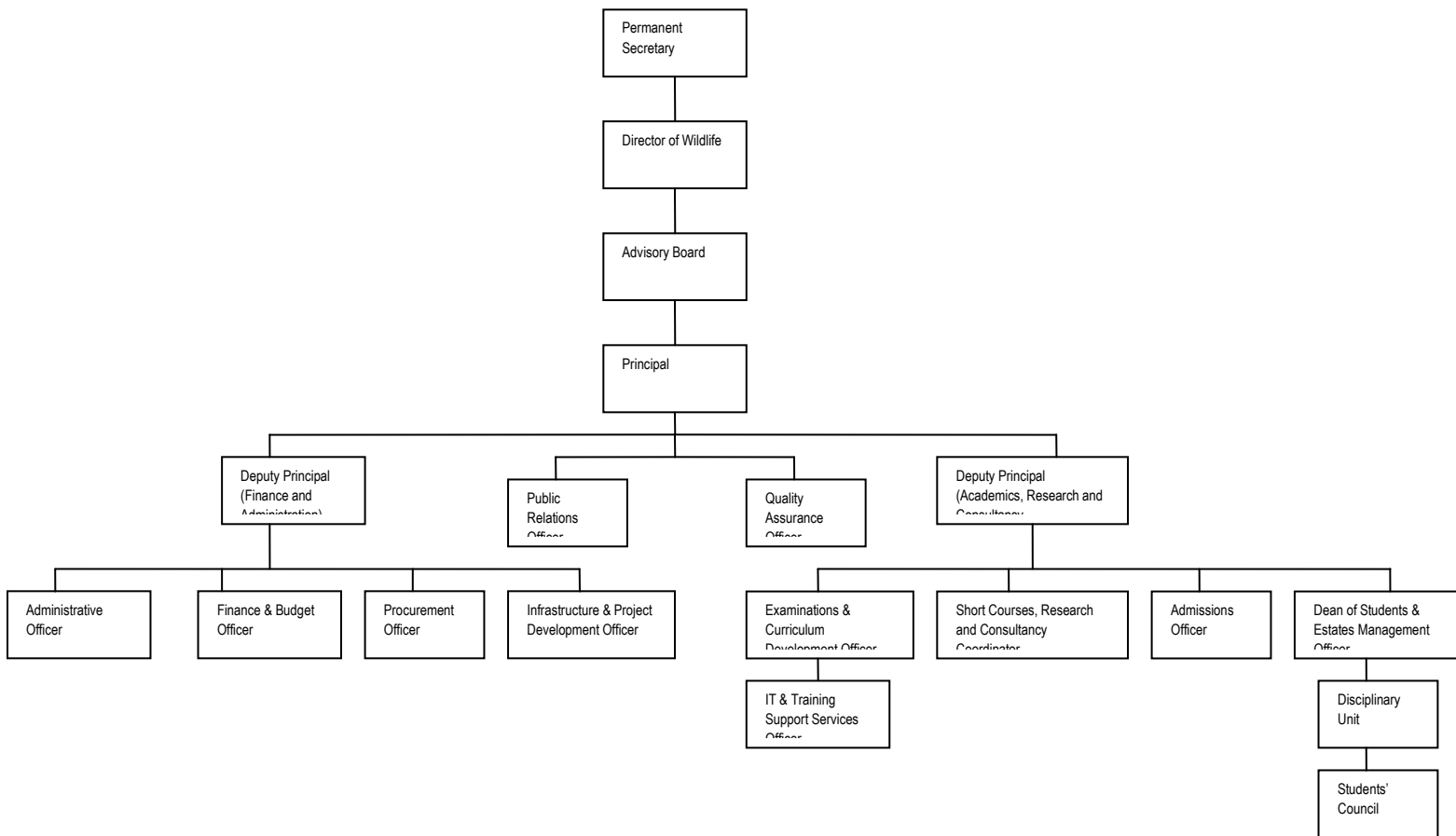
1.2 MISSION:

To produce quality wildlife rangers for protecting wildlife resources through offering paramilitary, wildlife management, law enforcement and security training as well as research and consultancy services.

1.3 CORE VALUES

- ❖ **Integrity and Accountability:** We assure the highest level of integrity in administrative, services, accountability, dissemination of skills and knowledge activities and pledge to maintain and report records accurately;
- ❖ **Affordability:** We cater for emerging school leavers at affordable costs without compromising the breakeven cost;
- ❖ **Financial Sustainability:** We strive to deliver a thoughtful strategic choice that ensures sufficient financial resources;
- ❖ **Responsiveness:** We endeavour to be responsive to customer demands and changing world scenarios;
- ❖ **Dedicated staff:** We strive to develop a stable, highly qualified and motivated workforce that actively delivers the institute's mission at the highest standards.
- ❖ **Commitment to sustainable wildlife conservation:** We. Are committed to sustainable wildlife conservation.
- ❖ **Collaborative innovation:** We strive to building strong social capital (partnership and networks)

1.4.1 ORGANIZATION STRUCTURE



1.4.2. MEMBERS OF ADVISORY BOARD OF THE INSTITUTE

S/No	Name	Title	Position
1.	Dr. Cuthbert Nahonyo	Senior lecturer and Head - Department of Zoology and Wildlife Conservation – University of Dar es Salaam	Chairman
2.	Ms. Lowaeli S. Damalu	Principal - PWTI	Secretary
3.	Dr. Nebbo Mwina	Assistant Director in charge of Research, Statistics and Training, Wildlife Division, Ministry of Natural Resources and Tourism	Member
4.	Mr. Allan J. H. Kijazi	Director General - Tanzania National Parks	Member
5.	Dr. Fred Manongi	Chief Conservator – Ngorongoro Conservation Area Authority	Member
6.	Prof. Vedasto Ndibalema	Head - Department of Wildlife Management. Sokoine University of Agriculture	Member
7.	Ms. Tabitha Maro	Advocate - ENSAfrica Tanzania	Member
8.	Mr. Severinus Magnus Hyera	Coordinator - Corporations Government (Africa Peer Review Mechanism)	Member
9.	Ms. Mary O. Shuma	Head of Program on Women Development, Children and Gender - Christian Council of Tanzania	Member
10.	Mr. William Oswald Ruta	Manager - Bukoba Cross Cultural Travel & Tours Ltd.	Member
11.	Mr. Simon Mrosso	Instructor and Chairman of RAAWU – PWTI	Member
12.		Student Commander – Students’ Council, PWTI	Member

1.4.3 MANAGEMENT COMMITTEE

No	Name	Title/Position	Responsibilities of the Committee
1.	Ms. Lowaeli S. Damalu	Principal, Chairperson	<ul style="list-style-type: none"> • To oversee the activities of other standing committees • To appoint members of various standing committees where applicable • To approve the Institute’s annual budget • To prepare policies for guiding the running of the Institute • To approve the calendar of
2.	Mr. Charles A. Ogweni	Deputy Principal - Academics, Research & Consultancy – Member	
3.	Mr. Nsagari D. Yunza	Deputy Principal - Finance and Administration - Member	
4.	Mr. Simon Mrosso	Quality Assurance Officer	

No	Name	Title/Position	Responsibilities of the Committee
5.	Mrs. Winfrida Nyari	Administrative Officer - Secretary	<ul style="list-style-type: none"> • events (almanac) • To approve the Institute's Examination Rules and Regulations • To review and approve the content of the Institute's prospectus • To review the teaching achievement and performance of the Institute's staff • To appoint the Graduation ceremony Chairperson and Secretary • To appoint the safari – in charge(s) for the field training safari • Approving the names of casual laborers • Convene monthly
6.	Oscar Lipiki	Admissions Officer - Member	
7.	Mr. Alfred Gobolo	Dean of Students and Estates Management Officer – Member	
8.	Sebastian Masanilo	Short Course Coordinator, Research and Consultancy - Member	
9.	Mr. Joseph Ndugai	Examination Officer - Member	
10.	Mr. James Maganga	Curriculum Development Officer - Member	
11.	Mr. Jeremiah Msigwa	Infrastructure and Project Development Officer - Member	
12.	Ms. Joyce Hezron	Procurement Officer Member -	
13.	Mr. Grivin Kimaro	Finance and Budget Officer - Member	

1.4.4 BACKGROUND INFORMATION OF THE INSTITUTE

The Institute is located on a plot of 10.6 hectares within Mwanza City. It is 5 km. from the city center along the road to Mwanza Airport.

The Institute was established in 1966 as a Game Scouts Training Center. By then, the name of the Institute was Natural Resources Institute (NRI). The overall objective of establishing NRI was to provide training to game scouts for the then Department of Game. Up to mid-1970's, the basic roles of game scouts were to control problem animals and undertake anti-poaching activities. The responsibilities of a game scout kept on changing in line with the changing objectives of wildlife conservation in Tanzania. This resulted in the adjustments of its curricula to keep pace with the changes. In general, the courses covered training in basics of wildlife conservation.

Up to 1973 the duration of the course was six months. Thereafter, the duration of the course was extended to nine months to allow for the increased need for more training. In 1987, the Institute made a major curriculum review. At the same time its name changed to Pasiansi Wildlife Training Institute (PWTI). Another curriculum review was done in 1996. During the review, skills, knowledge and attitudes necessary for game scouts to perform their tasks in the field effectively were identified. Accordingly, subjects that were required to be taught to cover the required skills, knowledge and attitudes were determined. Consequently, the academic requirements for its instructors were improved to a minimum of first degree with basic training in teaching methodology. In May 2014, another curriculum review was done in response to the needs of conservation stakeholders resulting to transformation of the courses from Technician Certificate in Wildlife Management (TCWM), and Basic Technician Certificate in Wildlife Management (BTCWM) to Technician Certificate in Wildlife Management and Law Enforcement (TCWLE), and Basic Technician Certificate in Wildlife Management and Law Enforcement (BTCWLE) respectively.

Currently, training is offered in one year modular courses. There are also Three-month, Two-month and One-month short courses. Trainees at the Institute draw from Wildlife Division (WD), Tanzania National Parks (TANAPA), Ngorongoro Conservation Area Authority (NCAA), District Councils, Village Governments, Private companies and individuals, and other agencies dealing in conservation of natural resources.

2.0 COURSES OFFERED

2.1 Technician Certificate in Wildlife Management and Law Enforcement (TCWLE).

This one year course begins on 22nd August 2016 and ends on 1st July 2017. It covers the following modules: -

First Semester

- i. WLT 04101 – Basic Ballistics Skills*
- ii. WLT 04107 – Paramilitary Techniques in Wildlife Protection I*
- iii. WLT 05105 – Wildlife Laws
- iv. WLT 05107 – Wildlife Data Management and Communication
- v. WLT 05109 – Animal Behaviour and Identification I
- vi. WLT 05110 – Habitat Conservation

***Pre-requisite modules for students without BTCWLE Course**

Second Semester

- i. WLT 04207 – Paramilitary Techniques in Wildlife Protection II
- ii. WLT 05201 – Leadership in Patrol Operations
- iii. WLT 05202 – Anti-poaching Operations
- iv. WLT 05203 – Intelligence in Wildlife Crimes
- v. WLT 05204 – Investigation of Wildlife Crimes
- vi. WLT 05206 – Wildlife Utilization
- vii. WLT 05208 – Wildlife Entrepreneurship
- viii. WLT 05209 – Animal Behaviour and Identification II

2.2 Basic Technician Certificate in Wildlife Management and Law Enforcement (BTCWLE).

This one year course begins on 22nd August 2016 and ends on 1st July 2017. It covers the following modules: -

First Semester:

- i. WLT 04101 – Basic Ballistics Skills
- ii. WLT 04102 – Landscape Navigation Skills
- iii. WLT 04107 – Paramilitary Techniques in Wildlife Protection
- iv. WLT 04108 – First Aid and Healthy Living
- v. WLT 04109 – Basics of Animal Biology I
- vi. WLT 04111 – Basic Plant Identification
- vii. WLT 04114 – Basic Computer Knowledge and Communication Skills

Second Semester:

- i. WLT 04203 – Introduction to Wildlife Data Collection and Record Keeping
- ii. WLT 04204 – Basic Criminal Investigation Procedures
- iii. WLT 04205 – Anti-poaching Patrols
- iv. WLT 04206 – Introduction to Wildlife Laws
- v. WLT 04209 – Basics of Animal Biology II
- vi. WLT 04210 – Basics of Ecosystem Management

- vii. WLT 04212 – Community Based Conservation and Wildlife Utilization
- viii. WLT 04213 – Life Skills in Occupational Operations

2.3 Special Courses:

One-month

This is a tailor-made elementary course in Wildlife Management. The course is intended to appraise the respective trainees on general knowledge in wildlife management

Two-month course

This is also a tailor-made elementary course in Wildlife Management and Law Enforcement but conducted for two months.

Three-month course

This is a short course in Basics of Wildlife Management and Law Enforcement intended for village game scouts. The contents of the course draw from courses in 2.2 above but with much reduced details.

3.0 ADMISSION REQUIREMENTS:

TCWLE course:

- 3.0.1 Candidates must have completed a Basic Technician in Wildlife Management and Law Enforcement (BTCWLE) or;
- 3.0.2 Candidates with Advanced Certificate in Secondary Education (A.C.S.E.E) with credits in Biology and Geography Subjects at O-Level or;
- 3.0.3 An appropriate equivalent Certificate/Diploma obtained from a college/Institute which is fully-registered by NACTE with Biology and Geography credits at O-Level.
- 3.0.4 Candidates should be certified physically fit by a recognized physician. This is due to the fact that the course entails paramilitary training.

BTCWLE course:

- 3.0.5 Candidates must have completed Certificate of Secondary Education Examinations (CSEE) with at least four (4) passes including passes in Biology and Geography or;
- 3.0.6 Possession of National Vocational Award Level III in relevant field from recognized institutions registered by VETA or equivalent Qualifications and;
- 3.0.7 Candidates should be certified physically fit by a recognized physician. This is due to the fact that the course entails paramilitary training.

Special courses:

Candidates with work experience in the Wildlife sector from WMAs, District Councils and NGOs.

3.1 PROCEDURES FOR APPLICATION AND ADMISSION:

TCWLE course

- 3.1.1 Applicants are required to submit filled application forms provided by the Institute with details of required qualifications to the Principal, attaching copies of relevant certificates. Applicants, who are employees of WD, District Council, TANAPA, NCAA, and NGOs, should submit their application forms through their employers.
- 3.1.2 Applicants will be selected according to priority based on their academic performance.

BTCWLE course

- 3.1.3 Applicants are required to submit filled application forms provided by the Institute with details of required qualifications to the Principal, attaching copies of relevant certificates. Applicants, who are employees of WD, District Council, TANAPA, NCAA, and NGOs, should submit their application forms through their employers.
- 3.1.4 Applicants with required entry qualifications will be notified to appear for interview at designated interview centres
- 3.1.5 Successful candidates for the above two courses will be notified through the public media
- 3.1.6 Selected candidates will be required to register within the first week of the course.
- 3.1.7 After registration, students will be required to obtain and read thoroughly the Institute regulations.
- 3.1.8 Candidates who will fail to report within the first week of the course shall not be registered.

Special Courses

- 3.1.9 Applicants are required to submit filled application forms provided by the Institute to the Principal. Applicants who are employees of government, GOs and NGOs, should submit their application forms through their employers.
- 3.1.10 Successful candidates will be notified directly or through their respective employers.
- 3.1.11 Selected candidates will be required to register within the first week of the course.
- 3.1.12 After registration, students will be required to obtain and read thoroughly the Institute regulations.
- 3.1.13 Candidates who will fail to report within the first week of the course shall not be registered.

3.2 FEES AND OTHER FINANCIAL REQUIREMENTS:

FEES

One year course:

Students shall pay half of the fee amount for the course within the two weeks of the course. Any student who fails to pay the fee as indicated above shall be discontinued from the course.

The fee structure for the one year courses is as follows:

- i. **TCWLE** – The fee for this course is Tsh. 3,035,000/=

ii. **BTCWLE** – The fee for this course is Tsh. 2,835,000/=

The fee paid for each of the courses covers cost for tuition, accommodation, meals, field training, uniforms, first aid, sports gear and graduation ceremony.

Short Courses: - The fee structure for short courses is as follows:

No	ITEM	DURATION AND FEES		
		ONE MONTH	TWO MONTHS	THREE MONTHS
1.	Meals	96,000/=	192,000/=	288,000/=
2.	Accommodation	30,000/=	60,000/=	90,000/=
3.	Medical Services	60,000/=	100,000/=	120,000/=
4.	Tuition fees	296,000/=	540,000/=	655,000/=
5.	Field Training	180,000/=	240,000/=	300,000/=
6.	Stationery	60,000/=	90,000/=	130,000/=
7.	Two pairs full combats, shorts, T-shirts	250,000/=	250,000/=	250,000/=
8.	Registration	10,000/=	10,000/=	10,000/=
9.	Graduation	18,000/=	18,000/=	18,000/=
TOTAL		1,000,000/=	1,500,000/=	1,861,000/=

Caution money:

Each student is required to pay Tshs. 20,000/= as caution money. This money will be used to cover for damages or losses that a student will cause to the Institute’s property. The balance of the money that will have not been spent will be recovered by the student. Where losses exceed Tshs. 20,000/=, the student will be obliged to pay the difference.

All payments shall be done through the Institute’s Bank Account No. 31101100029 at National Microfinance Bank (NMB) - Kenyatta Road Branch in Mwanza City.

Identity card:

Each student shall be given an identity card. Replacement of a lost identity card will be done after the student has submitted to the Institute a loss report from a police office.

On termination or completion of the course, the student shall surrender the identity card to the Principal of the Institute.

Membership to Students Baraza:

All students of the Institute automatically become members of the Students Baraza for free.

Students Accommodation:

Students are accommodated within the campus of the Institute. Students are required to bring with them

bedding and laundry facilities.

Meals:

Three meals (breakfast, lunch and dinner) are served to the students by the Institute.

4.0 EXAMINATION RULES AND REGULATIONS

4.1 General Examination Regulations

4.2 Introduction

Unless stated otherwise, these regulations shall apply to all Institutes' assignments, examinations; take home essay, practical examinations, tests, field assignments and reports.

4.2.1 The examination session shall be duly indicated in the Institute's almanac. The timetable for the examinations shall be released two weeks before the commencement of the examinations.

4.2.2 All end of semester examinations shall be centrally administered under the office of the Institute Examinations Officer.

4.2.3 Candidates are required to keep their returned assignments and test papers for further reference if need arise.

4.2.4 Respective instructors are obliged to keep proper students' examination records and copies of the same submitted to the Examinations Officer.

4.3 Registration for examinations:

4.3.1 Registration by a student for a course shall be a prerequisite in order to be allowed to sit for examinations in that particular course.

4.4 Eligibility for end of semester examinations:

A student shall be eligible to sit for the end of semester examination of a given module:

4.4.1 After having been registered for respective modules as required by Section 4.3.1 above.

4.4.2 After scoring 50% of each module's Continuous Assessment during the semester period

4.4.3 Instructors must ensure that all continuous assessments are ready and displayed before the end of semester examinations begin

4.4.4 After attending a minimum of 75% of each module's class sessions as indicated in Institute timetable

4.4.5 After settling all the Institute's fees and other dues

4.4.6 Candidates shall use registration numbers as examination numbers.

4.4.7 Every candidate shall be required to have his/her Institute's identity card when entering the examination room without which he/she shall NOT be allowed into the examination room.

4.5 Dates of end of semester examinations:

4.5.1 End of semester examinations for first and second semesters shall be conducted for two weeks immediately after the end of the semesters according to the dates which shall be indicated in the Institute's Almanac.

4.6 Absence from Examinations:

- 4.6.1 Any candidate, who fails to sit for end of semester examination due to any reason acceptable by the Institute, will be allowed to sit for the examination during the next relevant or similar examination session and all the rules pertaining to academic evaluation shall apply.
- 4.6.2 Any candidate who absents himself/herself from end of semester examination without compelling reasons shall be discontinued from the Institute. However, the candidate shall be awarded zero marks for tests and assignments he/she missed without compelling reasons.
- 4.6.3 Every candidate shall sign a memorandum that he/she shall not undertake any action susceptible to violation of examination regulations.

4.7 Examination setting, moderation and printing

- 4.7.1 All examinations of the Institute shall be set by instructors teaching the respective subjects/modules or such other persons appointed by the Academic Officer.
- 4.7.2 The instructor shall be required to submit the examination draft in soft and hard copies, and the relevant authorized syllabus used in teaching to the Examinations Officer one week before the Institute's examinations begin.
- 4.7.3 All examinations offered by the Institute shall bear instructions mentioning categorically which materials are authorized to be used in the examination. Such instructions shall be read together with instructions on the examination booklet or script.
- 4.7.4 All examinations set by internal examiners shall be submitted to the Examinations Officer for moderation by the Examinations Committee.
- 4.7.5 In case there is leakage of an examination(s), the Institute shall cancel the examination and require the students to sit for another examination as will be directed by the Principal.
- 4.7.6 Where there is a loss of scripts the Institute shall recall the affected candidates who shall be required to re-sit the examination at an agreed time by the Institute. Staff responsible for loss of script shall be held accountable and disciplinary action taken against him or her as per Staff Regulations and Standing Orders.
- 4.7.7 The processing of examinations shall be done under maximum confidentiality and integrity, and remain under the custody of the Examinations Officer.
- 4.7.8 Disclosure or leakage of examinations by staff shall lead one to be punished by the disciplinary authority i.e. the employer, according to the Staff Regulations and Standing Orders. Persons other than Institute staff involved in leakage of examinations shall be subjected to legal action.

4.8 Invigilation and Invigilator's Regulations

- 4.8.1 All examinations shall be invigilated by instructors appointed by the Examinations Committee
- 4.8.2 Invigilators shall be appointed in writing and the appointment shall remain confidential.
- 4.8.3 Each invigilator shall be given a specific number of answer booklets and shall sign a special form which he/she will have to sign again on returning the booklets at the end of the examination.
- 4.8.4 Before the examination day invigilators shall satisfy themselves that the number of candidates match the examination venue earmarked for each examination.
- 4.8.5 Invigilators shall ensure that they are present at the examination room at least half an hour before the examination begins.
- 4.8.6 The invigilator shall ensure that borrowing of working tools from another student in the examination room is prohibited.
- 4.8.7 Sitting arrangement shall be in such a way that each candidate occupies one desk whenever possible and that there is a reasonable distance between candidates.
- 4.8.8 The invigilator shall ensure that the examination room is clean, tidy and suitable for the examination.
- 4.8.9 No candidate should enter the examination room when the room is being prepared for examination. Candidates should only enter the examination room when the invigilator permits them to do so.
- 4.8.10 The invigilators should design the most appropriate method of identifying *bona fide* candidates through checking their Institute identity cards.
- 4.8.11 Once the candidates are seated the invigilator shall distribute the answer booklets to the students/candidates.
- 4.8.12 The invigilator shall open the examination envelope before the candidates. The invigilator shall check that the question paper from the envelope is the one in accordance with the examination timetable and withdraw it immediately in case a wrong examination paper has been placed in the envelope. The wrongly opened examination paper shall be declared to have leaked.
- 4.8.13 The invigilator shall distribute the question papers to candidates.
- 4.8.14 The invigilator shall instruct the candidates to carefully read the instructions on both the question papers and the answer booklets, during the first five minutes of the examination.
- 4.8.15 The invigilator shall instruct the candidates regarding commencement and finish time of the examination.

- 4.8.16 The invigilator shall instruct the candidates regarding their obligation to sign the attendance register; thereafter the invigilator shall take an attendance register on which each candidate shall sign against his/her name, examination number and answer booklet numbers.
- 4.8.17 The invigilator shall maintain maximum security in the examination room when the examination is in progress.
- 4.8.18 Announcements by invigilators should be kept to a minimum in order not to distract candidates.
- 4.8.19 No candidate shall be allowed to possess any object unauthorized by the examination regulations such as mobile phones, laptops, notes, books, handbags, purses, overcoats and any other material which one knows or reasonably believes or suspects that the same could be used to assist him/her in cheating in the examination.
- 4.8.20 Any candidate who contravenes regulation (4.8.19) above shall be discontinued from studies.
- 4.8.21 In regard to regulation (4.8.19) above, it shall not be a defense to argue that one did not intend to use the material.
- 4.8.22 The invigilator shall not allow a candidate into the examination room after the first half an hour from the start of the examination.
- i. The invigilator shall not allow a candidate to leave the examination room before half an hour has elapsed from the start of the examination unless it is deemed absolutely necessary as will be decided by the invigilator (e.g. in case of illness).
 - ii. A student shall sign out and sign in every time he/she is permitted to leave the examination room when the examination is in progress.
- 4.8.23 The invigilator shall ensure that at the end of the examination the candidate:
- i. Hands in his/her answer scripts
 - ii. Hands in all unused booklets
 - iii. Signs the attendance register for the second time
- 4.8.24 The invigilator shall immediately report in writing to the Examinations Officer any irregularity detected during that examination. The report must be detailed enough, explaining the irregularity in full. He/she shall attach any material, if available, that will help to clarify the incident. The invigilators report must be witnessed by at least one witness.
- 4.8.25 Each examination room shall have a minimum of two invigilators, and for large examination rooms more invigilators shall be assigned as determined by the Examinations Committee.
- 4.8.26 All invigilators shall fill in the invigilator's report and sign a special log book upon returning all examination materials used and unused, to the examinations officer.
- 4.8.27 All instructors whose subjects/modules are being written on a particular day must be physically

present at the time their examination begins and will remain within reasonable distances to answer any question and make any clarifications which may arise.

4.8.28 Non-teaching staff should not be used as invigilators of Institute examinations.

4.9 Examination irregularities:

4.9.1 No unauthorized material shall be allowed into the examination room. Any student who is found to have brought unauthorized material into the examination room shall be liable to discontinuation from studies.

4.9.2 Any student who will be found cheating, to have cheated or assisting someone to cheat in any part of the examination shall be liable to expulsion from the Institute.

4.9.3 Any staff who will be found assisting a student to cheat shall face disciplinary action according to the Staff Regulations and Standing Orders.

4.9.4 Any person other than student or staff who will be found assisting a student to cheat shall face legal action.

4.9.5 All cases of examination irregularity shall be handled as per procedures of handling cheating cases as stipulated in these Regulations.

4.9.6 Cases of examination irregularities should be promptly handled as stipulated under these regulations.

4.10 Forms of Examination Irregularities

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

4.10.1 Entering an examination room with unauthorized materials, copying the work of another candidate during the examination or test, copying notes, sheets or other materials during the examination or test, collaborating with another candidate during the examination or test and/or falsifying test results.

4.10.2 Eye shifting and peeping at another candidate's examination or test paper, impersonation, seeing, buying, stealing or any other way of obtaining examination or test questions prior to the sitting of the examination or test.

4.10.3 Unauthorized possession of academic materials, selling or purchasing of examinations or tests; taking another student's academic work without permission; possessing examinations or other tests not formally released by the Instructor and/or submitting the same paper for two different classes without specific permission.

4.10.4 :-

- i. Having access to examination questions prior to sitting for the examination
- ii. Possession of unauthorized material in the examination room such as mobile phones, pieces of written papers, written clothes, laptops, calculators, writings on parts of the body etc.

- iii. Beginning the examination before being authorized.
- iv. Continuing with the examination after being told to stop.
- v. Communicating with other candidates, either verbally or through other means during the examination.
- vi. Permitting another candidate to copy from, or use one's scripts or papers.
- vii. Removing without permission examination answer booklets/sheets from the examination room.
- viii. Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.
- ix. Distortion and/or violation of officially arranged sitting plan in an examination room.
- x. Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator.
- xi. Failure, by any candidate, to sign on a form or report linking him/her to an examination irregularity.
- xii. Destroying any evidence related to any suspected irregularity.

4.11 Procedures of Handling Examination Irregularities

If a candidate is suspected of an examination irregularity the following procedure shall be followed:

- 4.11.1 The invigilator shall approach the candidate immediately after suspicion/discovery of cheating.
- 4.11.2 All unauthorized materials shall be immediately confiscated.
- 4.11.3 The candidate shall be required to sign on the invigilator's written report and a prescribed form (QC FORM 4) filled by the invigilator regarding cheating on the material time and place, in front of the invigilator. Other nearby candidates may also be required by the invigilator(s) to sign as witnesses. The invigilator's report shall be witnessed in writing by at least one invigilator.
- 4.11.4 Failure or refusal by a candidate(s) caught cheating to sign on the invigilator's report shall mean accepting responsibility for examination irregularity. Causing commotion in the examination room is tantamount to violation of examination regulations and may lead to discontinuation from studies.
- 4.11.5 Candidate(s) caught committing examination irregularity shall be allowed to continue with the examination after completing the recording of the irregularity incidence.
- 4.11.6 Cases of examination irregularities shall be reported to the Examinations Officer who will then report to the Examinations Committee. The Examinations Committee shall call the affected student(s) to defend their cases in the course of their deliberations which should include cross examinations. The Examinations Committee shall submit its report to the Training Committee for final decision.
- 4.11.7 If it is established that the candidate committed an irregularity, the Examinations Committee shall nullify the results of that examination and recommend for the discontinuation of the candidate to the Training Committee. If proved otherwise, the candidate shall be reinstated accordingly.
- 4.11.8 The candidate who is caught cheating during an examination session shall be served with a written notice informing him/her that she has committed examination irregularity. The said notice shall be served to the candidate accused of cheating in examination within 24 hours after the commission of the offence.
- 4.11.9 All notices regarding cheating cases shall be done in writing and duly served in a form to be prescribed by the Examinations Officer.
- 4.11.10 A candidate, who refuses to collect his/her written notice from the Examinations Office after being required to do so, shall have violated these examination regulations.

4.12 Summary of Procedures and Appeals

- 4.12.1 Cases of Examination Irregularities shall be reported in writing to the Examinations Officer.
- 4.12.2 The Examinations Officer shall prepare a report of the same and submit to the Examinations Committee for deliberations.
- 4.12.3 The Examinations Committee shall deliberate on the case(s) and present its recommendation(s) to the Training Committee for final decision.
- 4.12.4 The decision of the Training Committee shall be communicated to the affected students within two days after the meeting of the Committee.
- 4.12.5 A student(s) not satisfied by the decision of the Training Committee may appeal to the Training Committee within 14 days after being notified of appeal against the decision. The appeal must be accompanied by additional evidence in favour of the appellant.
- 4.12.6 The Training Committee shall deliberate on the appeal(s) within seven days of receiving the appeal(s) and shall communicate their decision to the appellant(s) within two days of holding their meeting.
- 4.12.7 The student(s) still not satisfied with the decision of the Training Committee may appeal in writing to the Institute's Advisory Board within fourteen days from the date of receiving notification from the Institute. All the necessary documents shall be attached to support such appeal.
- 4.12.8 The Institute shall submit all paperwork and all relevant evidence in regard to the appeal(s) made by student(s) in the next Board meeting. The decision by the Board shall be final and conclusive. The decision of the Board shall be communicated to the student(s) within 14 days of the Board meeting.
- 4.12.9 In a situation where a student wins an appeal, he/she shall be allowed to continue with studies at an appropriate time and at his/her own expenses.
- 4.12.10 In a situation where a student(s) fails in his/her appeal, there shall be no refund of any expenses incurred.

4.13 Marking of Examinations

- 4.13.1 Module instructors shall submit relevant marking schemes of their respective modules to the Examinations Officer before commencement of marking.
- 4.13.2 Marking shall be centrally done by internal examiner(s) of the respective modules at a center away from the precincts of the Institute.
- 4.13.3 Marking shall be done within the time frame specified in the Institute's Almanac. Notwithstanding the generality of this regulation, marking shall commence two days after the last examination and whenever possible shall not take more than 15 days.
- 4.13.4 The marking timetable shall be issued stating commencement and ending of marking session.
- 4.13.5 Each marker shall fill in an examination marker report after completing marking and shall sign below each sheet and report.
- 4.13.6 The marker for each subject/module panel shall fill his/her summary of performance, update the marking scheme actually used and submit them together with the marked scripts to the Examinations Officer.
- 4.13.7 When marking, any anomalies noted by the internal examiner shall be reported to the Examinations Officer without fail.

- 4.13.8 It is a serious case of negligence and misconduct for any person to lose or misplace examination answer scripts during the examination handling process. The panel leaders thus shall sign on a special logbook every time they take and return scripts for marking.
- 4.13.9 Any staffs, who commit acts of negligence or misconduct in 4.13.8, shall be dealt with in accordance with Staff Regulations and Standing Orders.
- 4.13.10 No examiner shall leave the marking room with answer scripts/booklet without a written permission from the Examinations Officer.

4.14 External examiners

- 4.14.1 All end of semester examination questions and scripts of the Institute shall be verified by external examiners appointed by the Training Committee.
- 4.14.2 The Principal shall submit two names of potential external examiners together with their CVs to the Training Committee for approval.
- 4.14.3 The appointed external examiners shall serve for a period of three years. They may be reappointed after a break of at least one triennium in between.
- 4.14.5 The external examiners shall verify if the examinations have been marked in accordance with the respective marking schemes and that correct marks/grades are awarded by internal examiners.
- 4.14.6 External examiner's grade shall be final, if the gap between the internal examiner's mark and External Examiner's mark does not exceed 10 marks.
- 4.14.7 Where the gap between the internal examiner's mark and the External Examiner's mark exceed 10 marks, the Examination shall be remarked by another Examiner(s) and his/her marks shall be final.

4.15 Compilation of results

- 4.15.1 Compilation of results is the responsibility of the Examinations Committee.
- 4.15.2 Compilation should be properly supervised and in any case it should not take more than five days.
- 4.15.3 Compilation shall be based on marks/grades awarded by examiners only. Any arbitrary addition or reduction of marks shall be treated as a case of dishonesty.
- 4.15.4 Disciplinary action shall be taken against any person proven to have mishandled examination script(s) or examination results.

4.16 Releasing of Results

- 4.16.1 The Examinations Committee shall release provisional results to the Training Committee before results are released formally.
- 4.16.2 The Training Committee shall discuss the results and thereafter release them formally.
- 4.16.3 It shall be best practice for the results to be released in the following ways:
- i. To be posted on the Institute's notice boards.
 - ii. To be published electronically on the Institute website.

4.17 Appeals against Examination Results

- 4.17.1 All examination appeals shall be handled by the Training Committee.
- 4.17.2 Appeals shall be lodged with the Office of the Principal accompanied by relevant and substantive evidence documented and registered through a letter.

4.17.3 The appeal procedure shall be as follows:-

- i. As soon as the provisional results are released, any student who will not be satisfied by results may appeal against the decision and recommendation of the Examinations Committee. The appeal must be submitted to the Training Committee through the Principal within fourteen (14) days from the release of the provisional results.
- ii. All appeals must be accompanied by a non-refundable appeal fee of Tshs.20, 000/= per subject/module made to the Institute.

4.18 Processing of appeals

- 4.18.1 The Principal, in consultation with the Training Committee, shall appoint another instructor who is conversant with the module to do the remarking.
- 4.18.2 The third marker shall remark the relevant script(s) using the same marking scheme used by the Internal and External examiners.
- 4.18.3 The third marker shall produce a written report on the results of this third marking exercise so as to justify the third marker's award of marks which shall be paramount.
- 4.18.4 Where a technical error is detected by the third marker to provide a justified suggested remedy and award or remove any marks accordingly, the newly awarded or removed marks by the third marker shall be paramount. Where this remedy involves other candidate's scripts, the third marker shall adjust all other affected scripts accordingly.
- 4.18.5 The Training Committee shall deliberate and determine all appeals lodged before it.
- 4.18.6 The Academic Officer shall immediately after the determination of appeal, inform the appellant in writing on the decision of the Training Committee.

4.19 Grading system

- 4.19.1 Grading is based on modular credit system. Credits available for each course module are as listed in the official course curricula.
- 4.19.2 The grade awarded for any given course module is based on the final module mark, expressed as a percentage and calculated to two decimal places, awarded for that module. The grade awarded is based on the following standards:

Percentage equivalents to Grade

NTA Levels 4 and 5		
Grade	Definition	Score
A	Excellent	80 – 100
B	Good	65 – 79

C	Average	50 – 64
D	Poor	40 – 49
F	Fail	0 – 39

4.19.3 Grades awarded for each course module are then converted into grade points on the basis of the following standards:

A = 4; B = 3; C = 2; D = 1; F = 0

4.19.4 At the end of the course program each student's final grade point average (GPA) is calculated and a student is awarded a class/division on the following GPA range:

Class of Award	Cumulative GPA
First Class (I)	3.5 – 4.0
Second Class (II)	3.0 – 3.4
Pass (III)	2.0 – 2.9
Fail	0.0 – 1.9

4.20 Pass Mark:

4.20.1 The pass mark shall be 50% for continuous assessment and 50% for end of semester examinations of each module.

4.21 Special rules:

4.21.1 A student scoring a cumulative grade point average (GPA) of less than 2.0 for both first and second end of semester exams shall not be eligible for award of the respective certificate of the course.

4.21.2 A student with GPA of 2.0 and above but failed in one or more modules shall be required to sit for supplementary examination(s) in the respective module(s).

4.21.3 A student sitting supplementary examination(s) shall pay Tshs 50,000 for between one to three modules and Tshs. 100,000 for more than three modules.

4.21.4 A pass in a supplementary examination shall be recorded as 50%.

4.21.5 A student failing in supplementary examination in the first and/or second end of semester examination(s) shall be allowed to repeat the module's end of semester examination(s) when next offered. Such student shall write a letter of request for sitting for the examination(s) 60 days prior to the date of the examination(s) and shall pay in the Institute's Bank account an amount of Tshs. 100,000 for each module examination prior to registration.

If the student fails the examination(s) he/she will only be awarded a certificate of attendance which shall be different from the academic certificates awarded to qualified graduates.

4.21.6 Dates of supplementary exams shall be indicated in the Institute's almanac.

4.21.7 A student who for a grave reason was unable to sit for the end of semester examination may with special permission from the Principal be required to do a special examination or appear at a date and time fixed for supplementary examination.

4.21.8 Candidates wishing to postpone examination(s) shall write a letter to the Principal indicating reasons for such postponement.

4.22 Procedure to postpone tests and examinations

4.22.1 A student(s) may be allowed to postpone tests and examinations for reasons of proven ill health supported by a doctor's medical certificate, financial problems or for any other reason which, in the opinion of the Principal, is strong enough to prevent one from sitting for tests and examinations effectively.

4.22.2 Such student(s) shall write a letter of requesting for such postponement and address it to the Principal.

4.22.3 The Principal may approve or decline such request for postponement.

4.22.4 If the grounds for the postponement are genuine, the Principal shall approve of it and the student(s) shall be allowed to sit for the test(s) and/or examinations at an appropriate time.

4.22.5 If an approval is given for postponement of assignments and/or test(s), another assignment/test shall be given to the student(s) within the semester during which the module is offered depending on the period of permission from the Principal, or at another appropriate time.

4.22.6 A student who for a grave reason was unable to sit for the end of semester examination may with special permission from the Principal be required to do a special examination or appear at a date and time fixed for supplementary examination.

4.23 Course assessment:

4.23.1 Continuous assessment

- i. Timed tests conducted for a module during each semester shall account for 10% of the total marks for the module.
- ii. Assignments and Homework given for each module during each semester shall account for 15% of the total marks for the module.
- iii. Field practical shall account for 25% of the total marks for the module.

4.23.2 End of semester examination:

- i. Semester examination for modules with practical component shall account for 30% in practical and 20% in theory.
- ii. Semester examination for modules without practical component shall account for 50% of the total marks for the module.

4.24 Institute Awards

- 4.24.1 Depending on the NTA level, upon successful completion of a course the graduate will be awarded:
- a. Technician Certificate in Wildlife Management and Law Enforcement (TCWLE)
 - b. Basic Technician Certificate in Wildlife Management and Law Enforcement (BTCWLE)
 - c. Certificate of Attendance in Wildlife Management and Law Enforcement.

4.25 Issuing of Certificates and Transcripts

- 4.25.1 Final transcripts and academic certificates shall only be issued to successful candidates after thorough verification of results. Unsuccessful candidates shall be given a statement of results on request.
- 4.25.2 The Examinations Committee shall prepare a list of duly qualified candidates and submit it to the Academic Officer for preparation of transcripts and academic certificates.
- 4.25.3 The Academic Officer shall prepare the transcripts and certificates and submit them to the Principal who shall then sign them.
- 4.25.4 The Principal shall submit the duly prepared and signed academic certificates to the Director of Wildlife for countersigning.
- 4.25.5 A candidate wishing to collect his/her transcript/academic certificate shall write a letter requesting to collect the same. The letter shall be addressed to the Principal.
- 4.25.6 The Principal shall issue academic certificate to the student on confirmation that he/she:
- i. Has passed all examinations.
 - ii. Does not owe any fee/dues to the Institute.
- 4.25.7 A candidate collecting his/her transcript/statement of results shall pay Tsh. 5,000 in the Institute's bank account, and attach a copy of the pay-in slip to the letter he/she has written requesting for the transcript/statement of results.

4.26 Loss of Academic Certificates

4.26.1 In a case where an issued Certificate has been lost, it shall not be re-issued. Instead, the Institute may issue a testimonial at a fee for loss of an original certificate on condition that the applicant produces:

- i. A sworn affidavit
- ii. A police loss report

4.27 Destruction of student scripts

- 4.27.1 Marked students' scripts must be kept in a secure and safe place.
- 4.27.2 Proper records of the scripts should be maintained by the Examinations Officer
- 4.27.3 Students' scripts may be destroyed 24 months after the results were approved by the Training Committee. After such time no appeal for remarking from candidates shall be entertained
- 4.27.4 The Examinations Officer shall submit to the Training Committee a formal request to

destroy student scripts. Such request should indicate course module, year of study and number of scripts.

- 4.27.5 Upon receiving approval of the Training Committee to destroy the scripts the Examinations Officer shall supervise in person the destruction process of the scripts which shall be done in an appropriate manner to avoid loss of any scripts
- 4.27.6 The Examinations Officer shall prepare a written report and submit to the Training Committee explaining how the process of examination scripts destruction was conducted
- 4.27.7 The Institute may at its discretion select some of the exceptionally best student answer scripts and keep them in the Institute Library or archives.

4.28 Cognizance of regulations

Every student is supposed to take cognizance of, and have agreed to abide by these examination rules and regulations by signing an **Examination Regulations Adherence Form** during the first week of commencement of the course.

4.29 PRIZES

4.29.1 ACADEMIC PRIZES OFFERED BY THE INSTITUTE

The Institute has identified types of prizes to be awarded for academic and non-academic excellences as outlined below:

A). STAFF PRIZES

No	NAME OF PRIZE	DONATED BY	TSHS
1.	GOOD LEADERSHIP	PRINCIPAL, PWTI	500,000/=
2.	BEST INSTRUCTOR	PRINCIPAL, PWTI	500,000/=
3.	BEST IN RANGE SHOOTING	PRINCIPAL, PWTI	500,000/=

B). STUDENTS PRIZES FOR TCWLE & BTCWLE

No	NAME OF PRIZE	DONATED BY	AWARDED TO	VALUE IN TSHS
1.	1 ST ACADEMIC PERFORMANCE	DIRECTOR GENERAL TANAPA	1 ST STUDENT IN ACADEMIC PERFORMANCE	600,000/=
2.	2 ND ACADEMIC PERFORMANCE	DIRECTOR GENERAL, TANAPA	2 ND STUDENT IN ACADEMIC PERFORMANCE	400,000/=
3.	BEST ALL ROUND	DIRECTOR OF WILDLIFE	BEST OVERALL STUDENTS	500,000/=
4.	BEST IN THE FIELD	CHIEF CONSERVATOR,	BEST STUDENT IN FIELD WORK	250,000/=

	PRACTICAL	NCAA		
5.	BEST IMPROVED IN ACADEMICS	PRINCIPAL PWTI	BEST IMPROVED STUDENT IN ACADEMICS	250,000/=
6.	GOOD LEADERSHIP	DIRECTOR, FZS	BEST STUDENT IN LEADERSHIP	250,000/=
7.	BEST IN DISCIPLINE	DIRECTOR, FZS	BEST STUDENT IN DISCIPLINE	250,000/=
8.	BEST IN RANGE SHOOTING	CHIEF CONSERVATOR, NCAA	BEST STUDENT IN RANGE SHOOTING	250,000/=
9.	BEST IN INSTITUTE SERVICES	PRINCIPAL, PWTI	BEST STUDENT IN INSTITUTE SERVICES	250,000/=
10.	BEST IN PARADE	DIRECTOR, FZS	BEST STUDENT IN PHYSICAL TRAINING	250,000/=
11	BEST IN GAMES AND SPORTS	DIRECTOR, FZS	BEST STUDENT IN GAMES AND SPORTS PERFORMANCE	250,000/=

Apart from the prizes awarded, certificates of recognition are also given.

5.0 GENERAL INFORMATION:

5.1 Library Services:

The Institute has a Library with a collection of books in the field of natural resources conservation/management. The Library has the capacity to hold a collection of 20,000 books but currently there are 631 books which include 185 books on natural sciences, 159 on Wildlife management, 88 on Tourism and 40 books on general studies. There is a Number of volume of scientific journals as well as a collection of pamphlets and newspapers. The Library building has space to accommodate 50 readers in one sitting. Plans are underway to equip the Library with up to date books and journals and to install internet services.

5.2 Museum:

The museum has a number of stuffed and non-stuffed trophies.

5.3 Medical Services:

The Institute has a dispensary for provision of first aid to students.

Students who are government employees are treated at the district and regional hospitals in Mwanza under the government Health Insurance scheme.

On the other hand, students who are employees of the Tanzania National parks and Ngorongoro

Conservation Area Authority are treated at the district, regional and private hospitals and the costs are shouldered by their employers.

Private students at the Institute are treated at any hospital on their own expenses.

5.4 Student Social Welfare:

The Students' baraza has several committees that take care of various students' welfare matters.

There are six committees that include the following:

- i. Food committee,
- ii. Academic committee,
- iii. Disciplinary committee,
- iv. Sanitation committee and
- v. Recreational committee.

5.5 Sports:

The Institute has the following facilities for sports:

- i. Parade ground,
- ii. Football pitch and
- iii. Netball pitch.

**6.0 ALMANAC FOR THE ACADEMIC YEAR 2016/2017
FIRST SEMESTER**

DATE	EVENT	RESPONSIBLE PERSON (S)
22 – 26 Aug, 2016	Registration and orientation of BTCWLE and TCWLE students	RAO, DOS, ACC & SO
22 – 26 Aug, 2016	Curriculum review	Curriculum Steering Committee
25 August, 2016	Submission of Assessment Plans	CDO
29 Aug, 2016	Official opening of BTCWLE & TCWLE course	Principal
30 Aug, 2016	Commencement of studies/classes	BTCWLE & TCWLE
30 Aug - 14 Oct, 2016	Field Training Safari	BTCWLE – 1 st Group
	Theory classes	BTCWLE – 2 nd Group & TCWLE
14 Oct – 28 Nov, 2016	Field Training Safari	BTCWLE – 2 nd Group
	Field Training Safari	TCWLE
	Theory classes	BTCWLE – 1 st Group
20 Sept, 2016	Quality Control and Assurance Committee (QCAC) meeting	Members of QCAC
23 Sept, 2016	Workers Council meeting	Members
29-30 Sept, 2016	69 th -1 st Advisory Board meeting	IAB members
29 Nov – 12 Dec 2016	Preparation for exams	Students
05 Dec, 2016	Submission of CA	EO
13 – 22 Dec, 2016	Semester I Exams	Students and instructors
22 Dec 2016– 7 Jan 2017	Holiday recess	Students
23 Dec 2016 – 3 Jan 2017	Holiday Recess	Staff
04 – 13 Jan, 2017	Marking of exams	Instructors
7 Jan, 2017	Arrival and registration	DOS & ACC
08 – 29 Jan, 2017	Military training	Students and disciplinarians
16 – 17 Jan 2017	Review of marked Semester I scripts	External Examiners
	Compilation of 1 st Semester Exams Results	Examinations Committee
18 Jan 2017	Release of 1 st Sem Exams Results	Principal
19 – 22 Jan, 2017	Preparation for Supplementary exams	Supplementary Students
23 – 27 Jan, 2017	Supplementary Exams	Supplementary Students and instructors
28 – 29 Jan, 2017	Marking of Supplementary Exams	Instructors
30 Jan 2017	Training Committee meeting	Instructors
	Release of Provisional Supplementary exams results	Principal
SECOND SEMESTER		
30 Jan 2017	Commencement of studies	Students and instructors
30 Jan – 17 March	Field Training Safari	BTCWLE students – 1 st group

DATE	EVENT	RESPONSIBLE PERSON (S)
2017	Field Training Safari	TCWLE students
	Theory classes	BTCWLE students – 2 nd group
17 March – 02 May 2017	Field Training Safari	BTCWLE students – 2 nd group
	Theory classes	BTCWLE students – 1 st group
	Theory classes	TCWLE students
31 Jan, 2017	Quality Control and Assurance Committee Meeting (QCAC)	Members
02 Feb, 2017	Workers Council Meeting	Members
09 – 10 Feb, 2017	69 th -2 nd Advisory Board meeting	Members
11 Feb 2017	Release of final semester I exam results	Principal
02 April, 2017*	Easter holiday	All
26 April, 2017	Union day	All
01 May, 2017	Labour day	All
02 May 2017	Management Committee meeting	Members
03 – 14 May, 2017	Preparation for exams	Students
10 May, 2017	Submission of CA results	EO
12 May 2017	Training Committee meeting	Instructors
15 – 24 May, 2017	End of semester II exams	Students and instructors
25 May – 06 June, 2017	Marking of semester II exams	Instructors
25 May – 30 June, 2017	Pass out parade rehearsal	Students and Disciplinarians
07 – 08 June 2017	Review of marked Semester II scripts	External examiners
	Compilation of semester II exam results	Examinations Committee
09 June 2017	Training Committee meeting	Instructors
	Release of Semester II provisional exam results	Principal
12 – 16 June, 2017	Semester II Supplementary exams	Students and instructors
19 – 20 June, 2017	Marking of Supplementary exams	Instructors
21 - 23 June, 2017	Compilation of 1 st & 2 nd semester exam results	Examination Committee
26 June, 2017	Training Committee meeting	Instructors
	Release of overall provisional exam results	Principal
27 June, 2017	Quality Control and Assurance Committee Meeting	QCAC Members
28 June 2017	Workers Council Meeting	Members
29 - 30 June, 2017	69 th -3 rd Advisory Board meeting	IAB Members
01 July, 2017	52 nd Graduation Ceremony	All
12 – 13 July, 2017	Interview for new intake for Academic year 2017/2018	Instructors
14 – 18 July, 2017	Marking of Interview exams	Instructors
	Review of marked interview scripts	External Examiners
19 – 20 July, 2017	Compilation of Interview Results	Interview Committee
	Release of Interview exam results	Principal
21 July, 2017	Selection of applicants for new intake	Training Committee

DATE	EVENT	RESPONSIBLE PERSON (S)
24 - 30 July 2017	Admission of selected students into NACTE institution panel	DP-ARC & RAO
31 July – 18 August, 2017	Study tour/refresher course season	Teaching Staff
21 August, 2017	Beginning of Academic year 2017/2018	All

7.0 TRAINING COMMITTEE MEMBERS

No.	Name	Title/Position	Qualifications
1.	Ms. Lowaeli S. Damalu	Principal, PWTI	M.Sc. in Natural Resources – Virginia Tech, Post Grad. Diploma in Wildlife Mgt. – CAWM, B.Sc. in Wildlife Science & Conservation – UDSM, Dip. in Wildlife Mgt. – CAWM, Certificate in Wildlife Mgt. – CAWM, Basic Certificate in Wildlife Mgt. – Pasiansi.
2.	Mr. Nsagari D. Yunza	DP- FA	PGDE (UDSM), B.Sc. in Wildlife Science and Conservation (UDSM), Regional Rural Border Patrol (Manyani), Teaching Methodology - ADEM
3.	Mr. Charles A. Ogwen	DP- ARC	B.Sc. in Wildlife Mgt. – Moi University, Teaching Methodology - ADEM
4.	Mr. James B. Maganga	CDO	MBA (SAUT), BA. Cultural Anthropology and Tourism (Iringa University), F.T.C in Electrical Engineering (DIT), Certificate in Wildlife Mgt. - CAWM, Basic Certificate in Wildlife Mgt. – Pasiansi, Teaching Methodology - ADEM
5.	Mr. Joseph Ndugai	EO	M.Sc. Project Planning and Mgt – Mzumbe University, Bachelor of Environmental Planning and Mgt. – IRDP, Wildlife Investigation – Botswana, SMART conservation – South Africa, Prosecution of Wildlife Cases – Olmotonyi Arusha, Teaching Methodology - ADEM.
6.	Mr. Simon S. Mrosso	QAO	M.Sc. Educ. For Sustainability-London South Bank University, B.Sc. in Wildlife. Mgt. – SUA, Teaching Methodology - ADEM
7.	Mr. Oscar Lipiki	Admissions Officer I	B.Sc. in Wildlife Science & Conservation – UDSM
8.	Mr. Yohana Laurent Mzori	PRO I	B.Sc. In Wildlife Science & Conservation – UDSM, Dip. in Wildlife Mgt. – CAWM, Certificate in Wildlife Mgt. – CAWM, Basic Certificate in Wildlife Mgt. – Pasiansi, Teaching Methodology - ADEM

9.	Mr. Alfred Gobolo	DOS I	M.Sc. Environmental Biology and Management – Curtin University, B.Sc. in Wildlife Mgt. – SUA, Wildlife Investigation – Botswana, Teaching Methodology - ADEM
10.	Mr. Jeremiah Msigwa	IPDO	M.Sc. Environmental Management – Charles Darwin University, B.Sc. in Wildlife Mgt. – SUA, Wildlife Investigation – Botswana, Teaching Methodology - ADEM
11.	Mr. Peter Mwaibofu	EMO	BA. Cultural Anthropology and Tourism (Iringa University), Certificate in Wildlife Mgt. - CAWM, Basic Certificate in Wildlife Mgt. – (PWTI)
12.	Mr. Mosi A. Migezo	DOS III	B.Sc. in Wildlife Mgt. – SUA, Teaching Methodology - ADEM
13.	Mr. John Makunga	PRO II	M.Sc. Climate Change and Sustainable Development – UDSM; B.A (Hons). Environmental Disasters Management – UDOM, Tech. Certificate in Wildlife Mngt – Mweka, Basic, Tech. Cert in Wildlife Mngt-PWTI
14.	Mr. Sebastian Masanilo	SCRCC I	B.Sc. in Wildlife Mgt. – SUA, Dip. in Wildlife Mgt – CAWM, Tech. Certificate in Wildlife Mgt – CAWM, Basic Certificate in Wildlife Mgt – Pasiansi, Wildlife Investigation – Botswana
15.	Ms. Vissa Ngalima	SCRCC II	B.Sc. Tourism Mngt-SUA, Dipl. Wildlife Mngt, Cert. Wildlife Mngt CAWM, Basic. Tech Wildlife Mngt-PWTI
16.	Ms. Ester Mtamenywa	SRC II	B.Sc. Aquatic Environmental Science and Conservation - UDSM
17.	Mr. Egidius Rwebuga	Instructor	M.Sc. Biology (OUT), B.Sc. Wildlife Science and Conservation - UDSM
18.	Mr. Phillip Mambo	ITO	B.Sc. in Environmental Science & Management (ESM) – Ardhi University, Basic Certificate in Wildlife Mgt – Pasiansi,

8.0 SUPPORT STAFF

S/n	Name	Title	Qualifications
1.	Ms. Winfrida Nyari	Administrative Officer	B.A. in Sociology - UDSM
2.	Mr. Grivin Kimaro	Accountant I	CPA (on-going); PGD in Accountancy (Institute of Accountancy - Arusha); Advanced Dip in Accountancy (CBE); Ordinary Dip in Accountancy (CBE)
3.	Ms. Catherine Lyimo	Accountant II	Accounting Technician - NBAA
4.	Ms. Joyce Hezron	Procurement Officer	Adv. Diploma in Procurement and Logistics Mgt (SAUT), Certificate in

			National Storekeeping (TIA), Higher Std Stores Mgt SAUT)
5.	Mr. Tajiri A. Mbwana	Principal Clinical Officer	Diploma in Clinical Medicine – Maswa Medical Assistant Training College
6.	Mr. Deogratius J. Temba	Clinical Officer	Diploma in Clinical Medicine – Mtwara Clinical Officer Training Centre
7.	Ms. Glory Shoo	Clinical Officer	Diploma in Clinical Medicine – Mtwara Clinical Officer Training Centre
8.	Mr. Nelson Mkunte	AGW	Basic Certificate in Wild. Mngt (PWTI)
9.	Emma J. Ulikaye	Personal Secretary I (PS I)	Ordinary Diploma in Secretarial Studies, Management Development for Executive Assistant level I and II & Certificate in Secretarial Studies
10.	Ms. Chausiku J. Kiddoh	AGW	Basic Certificate in Wild. Mngt (PWTI), Diploma in Computer
11.	Mr. Simon D. Zungwa	AGW	Basic Certificate in Wild. Mngt (PWTI)
12.	Mr. Songella Wejja	AGW	Technician Certificate in Wild. Mngt (PWTI)
13.	Mr. Yahaya Omary	AGW	Basic Certificate in Wild. Mngt (PWTI)
14.	Mr. Joachim Kifarua	Driver I	Certificate of Driving, NIT - DSM
15.	Mr. Mohamed A. Kijumbe	AGW	Basic Certificate in Wild. Mngt (PWTI)
16.	Mr. Ally J. Mmena	AGW	Basic Certificate in Wild. Mngt (PWTI)
17.	Ms. Maryanne A. Issaya	AGW	Certificate in Typing – Musoma Conference Centre
18.	Abdallah Okoth Okumu	Driver	PSV Certificate, VIP II
19.	Hashim Juma	AGW	Basic Certificate in Wild. Mngt (PWTI)

9.0 STANDING COMMITTEE AS PER NACTE REQUIREMENTS

9.1 EXAMINATIONS COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Academic Officer - Chairman	Mr. Charles A. Ogweno	i. Prepare Institute's examination policy rules and regulations for smooth running of Examinations/Tests. ii. Examination moderation. iii. Scrutinize and evaluate students' marks and performance and submit them to the Training committee for approval. iv. To select students who deserve to be prized as per examination policy/prospectus and submit the names to the training committee. v. To give verdict guided by end of
Examination Officer - Secretary	Mr. Joseph Ndugai	
Short Course, Research and Consultancy Coordinator - Member	Mr. S. Masanilo	
Quality Assurance Officer	Mr. Simon Mrosso	

		semester/supplementary examination results on the continuation, supplement, repeat or success of a candidate and submit them to the Training committee. vi. Convened before semester examinations and after marking of semester examinations.
Curriculum Development Officer - Member	James Maganga	

9.2 QUALITY CONTROL AND ASSURANCE COMMITTEE (QACC)

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
DP - ARC – Chairperson	Mr. Charles A. Ogwen	i. To ensure that quality policies and objectives are set, implemented and evaluated. ii. Answerable to the advisory Board for the quality of different institute equipment's and facilities. iii. To receive and make evaluation on status of different institute equipment and facilities. iv. Check and approve quality of constructed buildings and/or repaired ones. v. Check and approve the quality of purchased equipment vi. To ensure the institute provide the necessary inputs to enhance provision of quality education. vii. Convened three times a year or when need arises
Quality Assurance Officer- Secretary	Mr. Simon Mrosso	
Procurement Officer – Member	Ms. Joyce Hezron	
Examination Officer – Member	Mr. Joseph Ndugai	
Curriculum Development Officer - Member	Mr. James Maganga	
Infrastructure Management and Project Development Officer – Member	Mr. Jeremiah Msigwa	
Administrative Officer - Member	Ms. Winfrida Nyari	
Dean of Students - Member	Mr. Alfred Gobolo	
Students' representatives, Two members from Advisory Board or other Personnel appointed by the Principal.	RSM/Student Commander	

9.3. TRAINING COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Principal – Chairperson	Ms. Lowaeli Damalu	<ul style="list-style-type: none"> To prepare reports concerning different awards and academic issues in general to the institute's advisory board and NACTE. To review the courses offered and propose the increase of new courses of different level to the Advisory board and NACTE. To make standardization/ correction of semester/supplementary examinations wherever the need arises. To release the semester/supplementary
Deputy Principal (Academics, Research & Consultancy) – Secretary	Mr. Charles A. Ogwen	
All instructors –	1. Mr. Egidius Rwebuga	

members	2. Mr. James Maganga 3. Mr. Jeremiah Msigwa 4. Mr. Alfred Gobolo 5. Mr. Mosi Azori 6. Mr. Simon Mrosso 7. Mr. Nsagari Yunza 8. Mr. Joseph Ndugai 9. Mr. Laurent Yohana 10. Mr. John Makunga 11. Ms. Vissa Ngalima 12. Ms. Ester Mtamenywa 13. Mr. Sebastian Masanilo 14. Mr. Peter Mwaibofu 15. Mr. Oscar Lipiki 16. Mr. Phillip Mambo	examination results. <ul style="list-style-type: none"> • To select/approve students to be given prizes as per institute prospectus. • To advice on academic improvement. • To allocate subjects to instructors as per timetable. • To propose the technique of doing curricula and syllabus review. • Reviewing and approval of institute’s curricula and syllabus. • To discuss academic issues. • The committee shall convened monthly and when need arises. • To receive and determine students appeal against the punishment he/she received.
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9.4 SECURITY COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Deputy Principal Finance & Administration - Chairman	Mr. Nsagari Yunza	<ul style="list-style-type: none"> • To plan and coordinate security schedules to members of Institute Community. • To coordinate security activities and monitor their implementation • To evaluate security problems and take appropriate actions. • Arrange daily roster for guards and their respective locations within the Institute. • Convene monthly
Administrative Officer- Secretary	Ms. Winfrida Nyari	
Disciplinarian – Secretary	Sgt (rtd). Hamisi Sabulele	
Infrastructure Management and Projects Development Officer – Member	Mr. Jeremiah Msigwa	
Armorer – Member	Mr. Nelson Mkunte/Mr. Kengele Magegebu	
Two student representatives – Member	RSM/SSGT/Student Commander	

9.5 ESTATE AND HOUSING COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Administrative Officer - Chairperson	Ms. Winfrida Nyari	<ul style="list-style-type: none"> • Scrutinize application for houses and allocate houses to staff. • Frequent checking for general cleanliness of the institute's campus. • Convene after every three months
Infrastructure Management and Projects Development Officer - Secretary	Mr. Jeremiah Msigwa	
Environmental Management Officer – Member	Mr. Peter Mwaibofu	
Institute Community ten cell leader - Member	Mr. Yahaya Omary	
One member from support staff	Ms. Glory Shoo	

9.6 PURCHASING COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
DP Finance and Administration – Chairman	Mr. Yunza Nsagari	<ul style="list-style-type: none"> • To scrutinize price quotations and instruct the purchasing personnel on appropriate acquisition of institute equipment and facilities. • To approve purchases from Government stores, tenders and private shops according to public procurement Act and the Public Finance Act. • Convene once after three months or when a need arises. • Preparation of Procurement plan. • Ensure Institute's purchases obey the National Procurement Act and other laws and regulations govern government procurement processes.
Procurement Officer – Secretary	Ms. Joyce Hezron	
Infrastructure and Project Development Officer – Member	Mr. Jeremiah Msigwa	
Dean of Students– Member	Mr. Alfred Gobolo	
Finance and Budget Officer - Member	Mr. Grivin Kimaro	
Office Supervisor - Member	Ms. Maryanne Andrew	

9.7 SOCIAL WELFARE COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Deputy Finance and Administration- Chairman	Mr. Nsagari Yunza	<ul style="list-style-type: none"> • To programme Institute Social Events • To supervise social functions • Arrange and advice on the costing of social events • To collect contribution from workers • To coordinate funeral & burial functions. • To monitor supervise funeral fund collection from workers • To prepare quarterly reports on collection and expenditure. • The committee shall convene twice per year or when the need arises
Administrative Officer – Secretary	Ms. Winfrida Nyari	
Public Relations Officer - Member	Mr. Laurent Yohana	
Sports Master - Member	Mr. Tajiri Mbwana	
Dean of Students – Member	Mr. Alfred Gobolo	
Two support staff - Members	Ms. Glory Shoo Ms. Chausiku Kiddoh	

9.8 STUDENT DISCIPLINARY COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Deputy Principal (Academics, Research & Consultancy) Chairman	Mr. Charles A. Ogweno	<ul style="list-style-type: none"> • To receive complains of the breach of Institute’s Laws and Regulations • To assess students conduct based on Institute Rules and Regulations. • To interview culprits. • To advise the Principal on punishment/warning to be taken depending on the nature and gravity of the breach/offence committed by the student. • The committee shall convene when the need arises
Dean of Students– Secretary	Mr. Alfred Gobolo	
DOS II & Institute’s Matron – Member	Ms. Ester Mtamenywa	
Student’s representatives – RSM/Student Commander and Student matron	RSM and Student Commander	
Disciplinarian -	Sgt (rtd) Hamisi Sabulele	

Member		
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9.9 STUDENT DISCIPLINARY APPEAL COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Principal - Chairperson	Ms. Lowaeli Damalu	<ul style="list-style-type: none"> • To receive and determine students appeal against the punishment he/she received. • To receive and discuss the report from the Disciplinary committee and the punishment imparted to the culprit student. • To give final ruling to the appeal. • To inform the advisory board on stern disciplinary action decided or acquittal • The committee shall convene whenever the need arises
Administrative Officer - Secretary	Ms. Winfrida Nyari	
All instructors - members	<ol style="list-style-type: none"> 1. Mr. Charles A. Ogwen 2. Mr. Nsagari Yunza 3. Mr. James Maganga 4. Mr. Egidius Rwebuga 5. Mr. Jeremiah Msigwa 6. Mr. Alfred Gobolo 7. Mr. Mosi Azori 8. Mr. Simon Mrosso 9. Mr. Joseph Ndugai 10. Mr. Laurent Yohana 11. Mr. John Makunga 12. Ms. Vissa Ngalima 13. Ms. Ester Mtamenywa 14. Mr. Sebastian Masanilo 15. Mr. Peter Mwaibofu 16. Mr. Oscar Lipiki 17. Mr. Phillip Mambo 	
Principal Clinical Officer - Member	Mr. Tajiri Mbwana	
	Student Commander and RSM	

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Student's Representative - Member		

9.10 WORKERS' COUNCIL

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Principal - Chairperson	Ms. Lowaeli Damalu	<ul style="list-style-type: none"> • To evaluate and assess achievements and problems facing the Institute and the way forward. • Review and approval Institute budget before is submitted to the Advisory Board • To advise on staff development. • Meeting shall be held four times per year (once after three months).
DP – ARC - Secretary	Mr. Charles A. Ogweno	
DOS II - Assistant Secretary	Ester Mtamenywa	
Members	Winfrida Nyari	
	Joyce Ezron	
	Girvin Kimaro	
	Peter Mwaibofu	
	Nsagari Yunza	
	Vissa Ngalima	
	Joseph Ndugai	
	Simon Mrosso	
	Maryanne Andrew	
	Glory Shoo	
	Sebastian Masanilo	
	RAAWU Zonal Representative	

9.11 RAAWU COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
RAAWU Chairman	Mr. Simon Mrosso	As per RAAWU constitution
Secretary - RAAWU	Mr. Azori Migezo	
Other Members	Ms. Vissa Ngalima	
	Mr. Sebastian Masanilo	
	Ms. Glory Shoo	
	Mr. Philipo Mambo	

9.12 BUDGET COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE

Deputy Finance and Administration- Chairman	Mr. Nsagari Yunza	To prepare draft budget and submit it to the Management Committee
Finance and Budget Officer – Secretary	Mr. Grivin Kimaro	
Dean of Students - Member	Mr. Alfred Gobolo	
Assurance Unit - Member	Mr. Simon Mrosso	
Procurement Officer – Member	Ms. Joyce Hezron	
Infrastructure Management and Project Development Officer – Member	Mr. Jeremiah Msigwa	

9.13 CONSTRUCTION COMMITTEE

MEMBERS	NAMES	RESPONSIBILITIES OF THE COMMITTEE
Deputy Principal Finance & Administration - Chairman	Mr. Nsagari Yunza	<ul style="list-style-type: none"> • Report to Principal • Check and approve the quality of constructed buildings and/or repaired ones. • Check and approve the quality of purchased construction materials. • Preparation of the construction plan and drawing. • Approve the Bill of Quantities (BOQ) • Ensure Institute’s construction obeys the Tanzania Building Agency Standards. • To approve the construction according to public procurement Act and the Public Finance Act. • Convene when a need arises
Infrastructure Management and Project Development Officer – Secretary	Mr. Jeremiah Msigwa	
Finance and Budget Officer - Member	Mr. Grivin Kimaro	
Procurement Officer – Member	Ms. Joyce Hezron	
Representative from TBA or Engineer Member		

SHERIA ZA TAASISI

FUNGU “A” SHERIA KUU

Hizi ni sheria ambazo kuvunjwa kwake kutamfanya mkurufunzi kufukuzwa Taasisi

Ni marufuku kwa mkurufunzi yeyote:

1. Kutoka nje ya eneo la Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi bila idhini ya Mkuu wa Taasisi
 2. Kulala nje ya Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi bila idhini ya mkuu wa Taasisi. Mkurufunzi atahesabika kuwa amelala nje ya taasisi iwapo hatakuwepo eneo la Taasisi baada ya saa sita kamili usiku.
 3. Kusafiri kwenda nje ya Jiji la Mwanza bila kibali kutoka kwa Mkuu wa Taasisi
 4. Kumkaribisha mgeni yeyote bwenini au eneo lolote la mafunzo la Taasisi nje ya Taasisi
 5. Mkurufunzi wa kiume kuingia katika bweni la wakurufunzi wa kike au mkurufunzi wa kike kuingia katika bweni la wakurufunzi wa kiume bila idhini ya Mkuu wa Taasisi
 6. Kukataa adhabu aliyopewa na Mkufunzi
 7. Kukataa maagizo kuhusu mafunzo aliyopewa na mkufunzi
 8. Kufanya mapenzi ndani ya eneo la Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi
 9. Mkurufunzi wa kike kuwa na ujauzito, kuwa na mtoto anayenyonya ndani ya eneo la chuo katika mwaka wa masomo husika
 10. Kutumia aina yoyote ya kilevi (pombe, madawa ya kulevya, bangi na vinavyofanana na hivyo) na/au kukutwa umelewa ndani ya eneo la Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi
 11. Kukutwa na pombe au madawa ya kulevya akiwa ndani ya eneo la Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi
 12. Kuiba au kukutwa na mali ya wizi
 13. Kupigana au kumpiga mtu yeyote ndani ya eneo la Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi.
 14. Kuripoti/kutoa malalamiko yoyote polisi bila idhini ya Mkuu wa Taasisi iwapo chanzo cha malalamiko hayo kimetokea ndani ya Taasisi.
- a) **Mkurufunzi yeyote atakayefukuzwa kwa makosa ya Fungu “A” ana nafasi ya kukata rufaa kwa Mwenyekiti wa Bodi ya Ushauri ya Taasisi kwa kuandika barua kwa mkono wake mkurufunzi mwenyewe na wala si mtu mwingine**

- b) Mkurufunzi aliyefukuzwa atakata rufaa iwapo hajaridhika na maamuzi ya kufukuzwa, na rufaa isiwe kama kuomba msamaha.**

FUNGU “B” SHERIA ZA KATI

Hizi ni Sheria ambazo kuvunjwa kwake kutamfanya mhusika kusimamishwa masomo kwa muda (suspension) usiopungua wiki mbili na usiozidi wiki nne.

Ni marufuku kwa mkurufunzi yeyote:

1. Kwenda katika maeneo ya nyumba za wafanyakazi wa Taasisi bila idhini ya mkuu wa Taasisi
2. Kutofuata ratiba ya mafunzo.
3. Kutumia chombo/kifaa chochote cha Taasisi bila idhini ya Mkuu wa Taasisi
4. Kubadilisha, kuhamisha au kuunda mfumo wowote wa umeme, maji au vifaa vinavyohusiana na miundo mbinu ya Taasisi.
5. Kubadilisha mshono wa sare za Taasisi
6. Kuvuta sigara ndani ya eneo la Taasisi au eneo lolote la mafunzo la Taasisi nje ya Taasisi
7. Aliyepewa ruhusa kuchelewa kurudi muda aliopangiwa bila sababu maalumu
 - i. Atakayerudia kutenda kosa/makosa ya Fungu “B” atapata adhabu ya makosa ya fungu A.
 - ii. Mkurufunzi atakayepata adhabu ya kusimamishwa masomo (suspension) na ukafanyika mtihani, jaribio au kazikimu akiwa hayupo, atapatiwa alama ya sifuri.
 - iii. Iwapo mkurufunzi atasimamishwa masomo kwa wiki nne mfululizo hataruhusiwa kuendelea na masomo kwa mwaka husika isipokuwa atatakiwa kurudia mwaka kwa gharama zake (kulipa ada upya)
 - iv. Mkurufunzi atakayeshitakiwa mahakamani na kuthibitika kuwa ana kesi ya kujibu atasimamishwa masomo na kuamriwa kuondoka eneo la Taasisi.

FUNGU “C” SHERIA NDOGO

Hizi ni sheria ambazo atakayezivunja atapewa adhabu ndogo

Ni marufuku kwa mkurufunzi yeyote:

1. Kuwa mchafu, kufuga nywele, ndevu na kutovaa sare ya Taasisi wakati wa vipindi vya masomo na kazi (fatigue).
2. Kutokutandika kitanda chake, kutosafisha chumba anacholala, na au eneo alilopangiwa kufanya usafi.
3. Kutoa chakula nje ya bwalo la chakula bila idhini ya Mkuu wa Taasisi.

4. Kuingia jikoni isipokuwa wajumbe wa kamati ya chakula waliochaguliwa na Halmashauri ya wakurufunzi.
5. Kumwaga mabaki ya chakula au kutupa taka sehemu zisizoruhusiwa
6. Kufungua redio, luninga au chombo chochote cha muziki kwa sauti ya juu au kupiga kelele.
7. Kupiga au kupokea simu wakati wa vipindi vya masomo ndani na nje ya darasa.
8. Kuchelewa katika vipindi vya masomo na kazi.
9. Kuchanganya sare ya Taasisi na vazi lingine.

Atakayerudia kutenda kosa/makosa ya Fungu “C” atapata adhabu ya makosa ya fungu B.

FUNGU “D” KANUNI

1. Wakurufunzi wataruhusiwa kutoka nje ya eneo la Taasisi siku za Jumamosi, Jumapili na siku za sikukuu kuanzia saa 2 asubuhi hadi saa 11.45 jioni baada ya wiki sita za mwanzo wa mwaka wa masomo.
2. Wageni wataruhusiwa kuwatembelea wakurufunzi kuanzia saa 2.00 asubuhi, mpaka saa 11.45 jioni kwa siku za Jumamosi, Jumapili na siku za sikukuu baada ya wiki sita za mwanzo wa mwaka wa masomo.
3. Ni wajibu wa mkurufunzi yeyote kama raia wa Jamhuri ya Muungano wa Tanzania kuzingatia Katiba ya Nchi.

Sheria na kanuni hizi zinaweza kubadilishwa wakati wowote iwapo uongozi wa Taasisi utaona inafaa kufanya hivyo. Wakurufunzi wote watafahamishwa kuhusu mabadiliko mara yatakapofanyika.

Nimesoma, nimeelewa na ninakubaliana na Sheria hizi.

.....,

Jina na Saini ya Mkurufunzi

Tarehe.....

.....

Mkuu wa Taasisi

Tarehe.....