

ZANGO COLLEGE OF HEALTH AND ALLIED SCIENCES



PROSPECTUS

*A Manual that Documents Policies, Procedures and Guidelines for the students
Moderating Behavior while at ZANGO College of Health and Allied Sciences*

APPROVED BY THE COLLEGE BOARD CHAIRPERS

ON MARCH 2021

**DATE OF COMMENCEMENT:
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1.0 BACKGROUND

ZANGO College of Health and Allied Sciences is a private College which started its operations in 2021. It is located in TEMEKE Municipality in Chamazi -Mbagala, Dar es Salaam region, Tanzania

1. The college is committed to play a key role in implementing of the Ministry of Health community development, gender, children elderly Mission and Vision by offering training in Pharmaceutical Sciences and other related health programs. The programmes at the college has been developed to suit the needs of the health sector, the Labour market demands, legal and professional needs that exist in our country. It is one of the initiatives by the Government to modernize qualifications within the health sector and optimize transferability within and across sectors and disciplines.

Establishment of this college is geared towards increasing number of health providers, addressing skills gaps and shortages in workplaces, providing a climbing ladder for higher skills opportunities and achieving more responsive education and training system, aligned with health sector employment needs

This student manual embodies the Terms and Conditions to be observed while in ZANGO College of Health and Allied Sciences and shall apply to all students of the College except where they are at variance with the laws of united republic of Tanzania or otherwise provided in this manual.

The College management reserves the right to amend this student Manual or any part there of as may be deemed necessary. Any issues arising out of the interpretation or application of this Manual shall be referred to the Principal whose decision shall be final.

1.1 Mandate of the College

The mandate of ZANGO College of Health and Allied Sciences is as:

- (a) The provision of Tertiary education, promotion of research and advancement of learning.
- (b) Dissemination of knowledge and giving opportunity of acquiring higher education to all persons including persons with disabilities wishing to do so regardless of race, political opinion, color, or sex and
- (c) The provision of accessible physical facilities to the users of the Public College.

1.2 Vision

Is to be excellence college of medical and health knowledge advancement that are responsive to the needs to students and empower them to meet and exceed Challenges as active professional in shaping the future of Tanzania and beyond

1.3 Mission

Is to create the next generation of globally minded health science professionals, through interdisciplinary research, creation, presentation, innovative curricula, collaboration, policies, utilization of health knowledge and practices that improve population health in communities while fostering diversity and inclusion.

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1. Motto

‘Excellence And Qualitative Education Under God’s Glory’

1.5 Core Values

ZACOHAS’ core values were developed with input from the college’s professional, staff and other constituents. These values guide our education, service and research activities, and we strive to impart them to our students.

1. Accountability
2. Diversity
3. Respect
4. Responsibility
5. Truth

Goal I.

To provide place in Tanzania of learning, education research in health and allied science and through these provide service of quality required and expected of a college institution of highest standard and maintain the respect for scholarship and for academic freedom.

Objectives

- i) Enroll a strong and diverse student body
- ii) Recruit and retain outstanding diverse faculty

- iii) Maintain and enhance excellent academic programs that emphasize current knowledge, discovery and practice
- iv) Prepare students who, upon graduation, are competitive in the public health and health professions employment markets

Goal II:

To prepare students through regular and profession course in the field of health and allied health science for diplomas, certificates and other awards of ZANGO college of health and allied science

Objectives

- i) Compete successfully for research funding, thus contributing to greater national prominence
- ii) Promote collaborative research within the college and across the university
- iii) Produce and disseminate new knowledge that contributes to the health of communities and individuals

Goal III:

To contribute to the intellectual life of Tanzania, to act as a focal point for its cultural development and to be a center for studies, service and research pertaining to the interest of people of Tanzania and beyond.

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Objectives

- i) Provide professional service to the community
- ii) Provide professional service to the college and the university
- iii) Provide educational programs that meet workforce development needs

2.0. ADMISSION REQUIREMENTS

Admission to the Programme will be open to candidates who have a Certificate of Secondary Education Examination (CSEE). For Pharmaceutical sciences student should have “D” and above in chemistry and Biology and any other two “D” but not a religious subject.

2.1 PROGRAMME STRUCTURE AND DURATION

The Programme shall be offered following the National Technical Awards (NTA) levels including NTA4, NTA5, and NTA6. Where at each level, the Programme has a total of 40+ depending with a level and program weeks of study in one academic year, which are divided in two semesters: Semester one and two.

3.0 APPLICATION FOR ADMISSIONS

All applications for admission to any course should be sent direct to the College and the application process shall follow that of the National Council for Technical Education (NACTE)

All students, if accepted, are expected to conform entirely to college Rules and Regulations.

Irrespective of creed, race and religious

3.1 REGISTRATION

1. A prospective student must submit a completed joining instruction form accompanied with to the academic registrar
2. Furnishing a Medical Examination form on the fitness of the candidate to pursue college programmes.
3. The deadline for registration for first year students shall be four weeks from the first day of the beginning of classes.
4. Students shall not be allowed to change courses after the second week after the beginning of the semester. A student who wants to change a Programme other than the Programme applied for, shall have to consult the head of department.
5. Students shall not be allowed to change their names other than the names they had registered and should be those which appears on their secondary school certificates
6. A student shall be allowed to postpone studies with written approval from the principal, or if the student fails to pay fees or any other reasons that shall be

approved by the Board. Request for postponement must be in writing. Postponement of the studies shall be for a period not exceeding one academic years or two semesters. This should be four weeks after beginning of semester classes.

7. Unregistered students, who attempt to attend classes, reside in the dormitories, and/or access any other college services are subject to immediate expulsion from campus and can be deferred or discontinued from their studies.
8. Registration must be completed within the first two weeks of class for a semester, or the student must defer his/ her studies until a succeeding semester.
9. The college management has the right to make changes in the policies without prior consent.

3.2 STUDENTS WITH SPECIAL NEEDS

Physically handicapped candidates are also accepted for studies at ZANGO College of Health and Allied Sciences. Special facilities are installed to cater for students with special needs.

3.3 POSSESSION OF IDENTITY CARD (ID)

The possession of an Identity Card is prerequisite for accessing various college services and participating in academic and administrative services. Students shall keep the ID at all times while at the institute premises. The ID shall be demanded on:-

- i) Entering and using the Library, in borrowing books and other library services.
- ii) Entering the computer room and using the computers lab facilities.
- iii) Entering an examination room and sitting for final examinations.
- iv) Entering the College premises.

4.0 ACADEMIC POLICIES OF ZANGO COLLEGE OF HEALTH AND ALLIED SCIENCES

4.1 Academic Calendar

The academic calendar is organized into semesters. Courses are coded by level of academic progression and are assigned credits following NACTE procedures. Each course is examined at the end of the semester.

4.2. Daily Class Schedule

Classes start from 08.00 hours to 17.00 hours from Monday to Friday and weekend classes may also be available and 8.00 hours to 14.00 hours on Saturdays and public holidays shall be conducted unless it is agreed between class members and the Course Instructor/Tutor.

5.0 ACADEMIC INTEGRITY

The academic community of ZANGO College of Health and Allied Sciences believes that one of the goals of higher education is to strengthen academic integrity and responsibility among its members. To this end, the College emphasizes the importance of sound judgment and a personal sense of responsibility in each student. All members of the academic community are expected to respect the highest standards of academic integrity. Academic dishonesty is a serious offence at the college because it undermines the bonds of trust and personal responsibility between and among students and departments, weakens the credibility of the academic enterprise, and defeats those who believe in the value of academic integrity. Academic dishonesty can take several forms:-

- (a) **Cheating** – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (test, exercise, etc.)
- (b) **Fabrication** – Intentional and unintentional
- (c) **Falsification** or intention of falsification of any information or citation in an academic exercise.
- (d) **facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another student commit a breach of academic integrity

6.0: EXAMINATION ASSESSMENT AND PROMOTION TO NEXT ACADEMIC YEAR

Continuous assessment and End of module/Semester examination. End of module examination shall be conducted during the end of semester. This examination shall be conducted for duration not exceeding three (3) hours (excluding practical examinations), but not less than two (2) hours. It will be done under supervision. The examination shall include questions from all modules covered during the semester.

Continuous assessment shall contribute to 60% and semester examination 40% to final grade.

Weighting of individual assignment shall reflect the relative difference in their importance or level of difficulty;

6.1 Eligibility to enter semester 2

- Any student who has not completed a module in a semester, the results will be withheld and GPA will be computed after he/she has attempted that/those particular module(s)
- Any candidate who has a semester GPA of 2.0 or above shall be allowed to continue to semester 2. If he/she has failed any module will continue to semester 2 and do the supplementary examinations while in the second semester. The repeat of the failed module(s) must be done 4 weeks from the time of declaration of examination results. If failed again will be allowed to repeat for the whole semester/module. If he/she fails the second supplementary attempt will be discontinued from studies.
- All the supplementary examinations for semester I and II, shall be set and conducted by the respective schools.
- GPA shall recalculate for any student who sat for reset examination after she/he has attempted the modules and cumulative result will be the criteria to award.

6.2 Eligibility to sit for End of Semester examination;

- It is mandatory that every student must sit for end of semester examination failure to do so he or she will be disqualified from the course.
- Before a candidate is allowed to appear for end of semester examination must have:
 - A minimum of 75% attendance to taught classes and assignments per module.
 - A minimum of 50% pass of continuous assessment for each module

- A candidate who fails to meet a minimum of 75% attendance shall be allowed to repeat a semester or year if was absent on acceptable grounds. In the case of unacceptable grounds he/she shall be discontinued from the course.
- A candidate who fails to meet a minimum of 50% of continuous assessments shall be allowed to repeat the module continuous assessments before semester examination. Failure to do so, a candidate shall be allowed to sit for semester examination in a supplementary examination after repeating continuous assessments and attain 50% passes.
- All the supplementary examinations shall be set and conducted by the respective school, **except** for semester 2 supplementary examinations of which shall be set by the Ministry of Health and Social Welfare and conducted by the respective schools six (6) weeks after declaration and approval of results.

6.3 Examination regulations

- A candidate who falls seriously sick just before or during end of semester examinations and is hospitalized, will be allowed to write and or perform the examinations when next offered if his/her health has stabilized.
- A candidate raise a genuine reason for postponing examinations just before or during end of semester examination should be allowed to sit for special examination within four weeks after declaration of end semester examination.

6.4 Examination irregularities;

- Any detected examination irregularities during the conduct of Continuous Assessment and end of semester examination shall be immediately reported in writing by the examiner/invigilator to the head of department/principal who shall determine the appropriate course of action to be taken according to the circumstances and established rules and regulations.

7.0: DISCONTINUATION FROM STUDIES

Students will be discontinued from any course Programme because of the following:

- Failure to attend scheduled examinations, unless caused by extenuating circumstances.
- Failure to pass scheduled examinations due to,
 - ✓ Examination irregularities.
 - ✓ Failure to pay student Tuition fees, deposits, and charges.
- Disciplinary offence as described in College by Laws.

- Health problem as recommended by a competent medical Practitioner and approved by the College
- Students who have been discontinued from a Programme on the grounds of inadequate academic performance:
- Participation in demonstration of any sort without the permission of the principal;
- Involvement in any illegal issue which is against the law of the united republic of Tanzania.

8.0 SCORE RANGES AND GRADING SYSTEM

Marks will be awarded out of 100 percent. The marks so obtained from different assessment components will be clustered and graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	80 - 100	A	Excellent
2	65 - 79	B	Good
3	50 - 64	C	Satisfactory
4	40 - 49	D	Poor
5	0 - 39	F	Failure
6	-	I	Incomplete
7	0	Q	Disqualification

Grade Points for Module Performance

Grades for the different score ranges are assigned points as follows:

- A – 4
- B – 3
- C – 2
- D – 1
- F – 0

8.1 AWARD CLASSIFICATION

Following completion of all modules in a given semester the performance shall be computed to obtain Grade Points Average (GPA) achieved by the respective candidate. GPA shall be calculated at the end of each semester and when the candidate is liable for offer of award a cumulative GPA will be computed and awarded accordingly.

8.2 SEMESTER AND CUMULATIVE GPA CALCULATION

GPA shall be computed from grades achieved by students in each semester by combining results of CA and ES examinations.

Divide the total of number of grade points earned by the student for that module times credits assigned to the module by the total number of credits for module examined. For example

- **Semester GPA for each candidate is calculated as follows:**

$$\text{Semester GPA} = \frac{\text{Sum (P x N)}}{\text{Sum of N}}$$

P - Grade point assigned to a letter grade scored by the student in a module

N – Number of credits associated with the module in a semester

- **Cumulative GPA for each candidate is calculated as follows:**

$$\text{Cumulative GPA} = \frac{\text{Sum of (P}_1 \times \text{N}_1) + (\text{P}_2 \times \text{N}_2)}{\text{Sum of N}_1 + \text{N}_2}$$

P - Grade point assigned to a letter grade scored by the student in a module

N - Number of credits associated with the module (**N**₁ and **N**₂) number of credits for semester 1 and 2 respectively

8.3 CLASS OF AWARDS

The Grade Point Average (GPA) computed from credits and grade weights shall be classified as shown below:

CLASS OF AWARD	CUMMULATIVE GPA
First class	3.5 - 4.0
Second class	3.0 - 3.4
Pass	2.0 - 2.9

9.0 EXAMINATION RULES AND REGULATIONS

9.1 Eligibility for Examinations

- i) All students should adhere to attendance policy of the college. It is important that a student attend classes both physically and mentally. Studying the texts and the lecture/presentations/practical/tutorials are the keys to success.
- ii) Students must have attended a minimum of Ninety percent (90 percent) of their scheduled class period for each course and have completed all course requirements.
- iii) A candidate shall be barred from doing the examinations if the department Dean or course instructor is not satisfied with the attendance of that candidate or the candidate has not passed the Course Work by getting a mark of not less than 50 percent of the course work.
- iv) If a candidate who has been barred because of unsatisfactory attendance enters the examination room and sits for the paper, her/his results shall be invalidated or nullified.
- v) Students shall be allowed to sit for examinations only after payment in full of all fees.
- vi) Any student who would not sit for the examination without any reason shall be discontinued from studies.

9.2 Conducting of Examinations

A. Notes to Candidates/Students

- i) Candidates shall have tutorial, take home assignments, and tests marks to make up the coursework.
- ii) Candidates shall be allowed to sit for examinations only after payment of all fees.
- iii) Candidates shall be allowed to sit for examinations only if he/she has done coursework
- iv) Every candidate shall make sure that he/she is issued with an examination number before the beginning of the examinations.
- v) Each candidate shall be responsible for noting any changes taking place in the examination timetable.
- vi) The candidates shall be at the examination room 30 minutes before starting the examination.
- vii) No candidate shall enter an examination room before identification and permission to enter
- viii) No candidate shall be allowed to enter the examination room 30 minutes after the starting time.
- ix) No candidate shall be allowed to leave the examination room 10 minutes before the ending of examination session.
- x) No candidate shall be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
- xi) All candidates shall be required to sign the attendance register.
- xii) Candidates shall be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
- xiii) Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.
- xiv) The duration of the question papers, shall be the time shown on the paper shall have to be followed where contradictions arise.
- xv) No candidate shall be allowed to bring unauthorized material into the examination room. In this regulation; “Unauthorized material” includes:
 - Any hand written or printed material
 - Crib notes (answers)
 - Cellular or mobile phones
 - Radios
 - Radio cassette or other types of cassette players
 - CD players

- VCD/DVD
 - Computers
 - Alcoholic drinks, drugs
 - Purses, bags
 - Jackets, coats, all forms of clothes assisting in hiding unauthorized materials
 - Programmable calculators
 - Any other materials as may be specified by the College authorities from time to time
- xvi) No candidate **shall** be allowed to borrow examination tools/materials such as pens, calculator, correction fluid, rubber, ruler, etc. from another candidate during the examination. **Borrowing from others is interpreted as cheating and is therefore NOT allowed.** Where borrowing is necessary, the candidate **shall** strictly communicate with the invigilator.
- xvii) Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations.
- xviii) Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly

9.2 Examination Irregularities

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

- i) Viewing examination questions prior to sitting for the exams
- ii) Possessing of unauthorized material in the examination room.
- iii) Beginning the exam before being authorized.
- iv) Attempting to copy or referring to unauthorized materials in the examination room.
- v) Reading another student's answers.
- vi) Communication with other students verbally or through other means, during the examination without permission from the invigilator.
- vii) Permitting another student to copy from or use one's paper.
- viii) Obtaining, or endeavoring to obtain, assistance from any other student directly or indirectly or endeavoring to give assistance to any other student.
- ix) Removing examination answer books/sheets from the examination room.
- x) Continuing the exam after being ordered to stop.

- xi) Failing to comply with examination rules, regulations or directions given by an invigilator.
- xii) Destroying or attempting to destroy evidence relating to any suspected irregularity.
- xiii) Any other action which might be noted by invigilators

If an invigilator suspects a student of examination irregularities, the following steps should be taken.

- i) The student to be approached immediately.
- ii) All improper materials to be confiscated and the student not to be allowed to continue with the examination.
- iii) The student shall submit a written statement to the department head/principal within twenty-four hours, not later than the following day
- iv) The Chief invigilator and the examination officer should present a filled form and written report of the incident to the principal who shall forward the matter to academic committee. The form should be fully signed by the candidate.
- v) The Examination report together with the student's written statement and examination Irregularities Allegations Form shall be considered by the investigation committee of the Academic Board. The recommendations from the Investigation committee shall be forwarded to the Academic Board which shall report to the Senate.

Action

If it is established by the Academic Board/committee and approved that a student committed an irregularity, then the student shall be expelled from the college

9.3 PROCEDURE FOR APPEAL

All appeals must be presented to the principal by filling examination appeal forms. All appeals should be channeled through the respective head of department by filling in the appeal form. Academic appeals shall be considered only on matters of procedure, competency and/or prejudice Principal shall submit the appeals to the Academic Board, who shall appoint a competent sub-committee to handle any appeals received during that semester. The findings and recommendations of the sub-committee shall be forwarded to the Academic Board, which shall give a provisional decision.

10.0 STUDENTS' LIFE AT THE COLLEGE

10.1 ORIENTATION FOR NEW STUDENTS

This is held in the week before the first semester begins. Activities include addresses by the College Authorities and meetings with Heads of Departments. Students are also exposed to existing rules and regulations in force at the college

10.2 STUDENTS' ORGANIZATION

There is a central government of the student's body which promotes and safeguards the interests of all students. This organization is the major link between the college administration and the students. It has a parliament with an elected speaker, and ministers as well as deputy ministers in selected areas under the President, Vice-President, Prime Minister and General Secretary.

10.3 Student Policies

10.3.1. Residence.

Students may be offered accommodation in the College hostels of residence on application and at a fee prescribed by the management, which shall be paid on semester basis at the beginning of academic year. Hostels are available on-campus with luxurious rooms. Where on-campus residence is not available, students shall live off-campus. It is the student's responsibility to find and pay for on- and off-campus accommodation. For any need of accommodation on-campus request shall be directed to the principal. All first-year students are supposed to stay in college hostels.

10.3.2 Demonstration and Strikes

Students can only demonstrate after the principal and law enforcers grant permission to do so. Strikes of any kind are prohibited, and involvement of a student in any kind of strike might lead to the discontinuation of the student from studies at the College.

10.3.4 Smoking and Use of Drugs

Smoking and the use of drugs, such as Marijuana, Cocaine, etc. is strictly prohibited.

10.3.5. Alcoholic Beverage

No alcoholic beverage is permitted within the college Campus.

10.3.6. Cooking in the On-Campus Hostels

Cooking is strictly prohibited within the residence halls at any time, as these activities cause fire and other safety hazards to students 'living areas. Any student found cooking in hostels shall be expelled from the hostel

10.3.7. Electricity

Use of electrical appliances with heating elements is strictly prohibited on the campus at any time. Students, visitors, or any other unauthorized personnel must never tamper with, modify, or attempt to repair any of the electrical systems in the residential halls or elsewhere on campus. Any student found with electrical appliances with heating elements will be expelled from the hostel.

10.3.8. Furniture

College furniture must not be taken from other area of campus to be used in the residence halls without written permission by the principal. Any student found with college furniture will be expelled from the college and taken to court.

10.3.9. Concerns

Students should report to the Warden or Dean of Students any concerns relating to College life.

10.3.10. Visitation and Quiet Hours

On-Campus halls of residence visitation hours are from 8:00 a.m. through 10:00 p.m. (For members of the opposite gender), and halls of residence, quiet hours of 10:00 p.m. through 8:00 a.m. should be respected by all residents and visitors.

10.3.11. Campus Security

Unauthorized persons in or near the halls of residence or present on campus or (any other dangerous conditions) should be reported immediately to campus security officers.

10.3.12. Visitors

Students and their guests shall respect the privacy and other reasonable concerns of fellow room residents. It is necessary to get advance written permission from the warden for any overnight visitors on campus, and for any visitors taking meals at the College.

10.3.13. Dressing

ZANGO College of Health and Allied Sciences is a professional training institution. In terms of dressing, it means that decent and modest dressing shall be adhered to. Immoral and inappropriate dressing by students shall lead into disciplinary actions, ranging from suspension to dismissal from the College. Dressing in uniform of any political party is strictly prohibited.

10.3.14. Gender Violence and Sexual Harassment

Gender violence and sexual harassment is against the human rights of a person. Hence, any student who will be involved in such inhuman activities of any sort shall not be tolerated. Strict disciplinary measures shall be undertaken against the student.

10.3.15. Violation of Policies

Violation of these or any other College policies can result in disciplinary actions, including expulsion from the residence rooms as well as from the College. The student on disciplinary penalty should not hold or run for any elected or appointed position.

10.3.16 Abiding to Students' By-Laws

All students are advised to be acquainted and to abide with Students' By-Laws made as per the Constitution (By-laws) governing students' general disciplinary proceedings and penalties.

10.3.17 Cases to court and Political issues

Once a student is having a case or suspected to have committed a crime shall be suspended from studies at the College until the issue is settled by the parties concerned.

10.3.18 Disciplinary Probation

Any student on disciplinary probation shall not hold or run for any elected appointment positions.

10.3.19. Cooperation with Law Enforcement

Institutions on Students Cases Violation of college rules and regulations which are also violation of law of the united republic of Tanzania shall be reported to appropriate law enforcement institutions.

10.3.20. Participation in Politics

A. ZANGO College of Health and Allied Sciences Students may participate in the following political activities; a. Becoming a member of a political party of his/her choice.

- i) Voting at party election and president, parliamentary and local government elections.
- ii) Attending lawful political rallies outside campus as an observer and
- iii) Paying contributions to a political party while outside the campus or to solicit payment of party contributions from other people. e. Contrary to that, disciplinary action shall be taken, which may be either suspension or dismissal from studies.

B) A student shall NOT:

- i) Engage in political activities on campus or while on campus,
- ii) Wear uniforms of any political party on campus or while on campus, by words or acts, bring the College or the Government into dispute based on his/her political belief or affiliation.
- iii) Contest for elections in any political party while studying at the college
- iv) Use the name of the College for any document without official permission.

10.3.21 Spokesperson of the College

The Principal is the only spokesperson who can allow the media on campus. A person who calls a media or report on the College issues without the consent of the principal shall be subject to disciplinary action. The disciplinary action shall be either suspension or dismissal from studies.

10.3.21 Channeling of Issues by Students

Students ought to channel their issues through student representative organs, which are under the leadership of President

11.0 FINANCIAL MATTERS

11.1. Policy on Payment of Tuition Fees

- i) Each student must complete the fee payment agreement and file it with the Bursar.
- ii) A student is not allowed into any lecture or tutorial session without being registered with the college
- iii) Any student attempting to attend classes or access any other College facility without paying fees, is subject to expulsion.
- iv) Any student who shall indulge in forgery of college payments shall be dismissed from the college.
- v) Tuition fees once paid are not refundable unless otherwise.
- vi) All those requiring refund should keep their receipt.

12.0 COLLEGE SERVICES

The College provides various facilities and services to students and the community at large. Facilities and services are organized under different organs of the College like units and directorates.

8.1. College Library Facilities and Services

The College shall have fully finished library. The library has a large collection of books on all subject areas of social sciences, education, languages, mathematics, ICT, economics, arts etc. Subscribed journals also form part of the library collection. Computers have been networked and are internet connected; printing, photocopying, and binding services are available. In order to accomplish efficient services of all these library resources and facilities, library users are requested to abide to the set rules and

regulations. Library users are also looked upon to make suggestion to any amendments they think could improve library services for communal good.

Opening Hours Day Duration

Monday to Friday 08:30 - 22.00 hours Saturdays 09:00 - 18:00 hours Sundays 14:00 - 18:00 hours

The Library is closed on all public holidays and during the College recess, the Library will be in operation on working days only from 08:30 hours to 18:00 hours.

Lending Rules

- i) Borrowers are required to produce identity card and library tickets when borrowing library materials.
- ii) Library materials borrowed must be returned on or before the due date.
- iii) No book or any other library material may be taken out of the library unless it has been officially issued to the borrower at the issue desk.
- iv) Normal loan period for students is 2 weeks; academic staff is one month; and 2 hours for Special reserve materials during the normal working hours. An issue may be renewed for a further period if the document is not reserved for other readers.
- v) Library materials borrowed for overnight or weekend use must be returned at 9:00 am when the library opens.
- vi) The Librarian has the right to recall any book before the date on which it is due.
- vii) All borrowers must be at the end of each semester settle any overdue loans before they are permitted to borrow library materials again in the following semester.
- viii) Any student holding overdue library materials shall not be allowed to borrow books until the library materials are returned and overdue fines have been paid.
- ix) All books must be returned when stocktaking is taking place.

Library Regulations

- i) Smoking, eating and drinking are not allowed in the library.
- ii) No bags, umbrellas, parcels etc., except files and books may be brought into the library.
- iii) Idle conversation, loud laughter, and other unnecessary noise disturbing library users must be avoided. Discussions are strictly forbidden in the library. All those who want to discuss must go to the noise-free area.
- iv) Silence must strictly be observed in the library. Mobile phones, pagers and watch alarms should be Switched off or put in silence mode before entering the library.

- v) Failure to observe silence will result into expulsion from the library and other disciplinary measures taken.
- vi) Library books and other materials are to be handled with care. Mutilation and damage of library material by marking, or tearing should be avoided.
- vii) Theft and mutilation of library materials are criminal offences. Anyone caught attempting to steal, stealing or to have stolen library materials shall be reported to relevant security (including the police) and
- viii) disciplinary organs for further actions that may include prosecution, banned from using the library and/or suspension from studies.
- ix) Abusive language or gestures, harassing or threatening behavior to the library staff and/or users are not acceptable.
- x) On leaving the library, all users are required to produce for inspection all books and other items out of the library.
- xi) Reservation of seats is not permitted.
- xii) Users must be decently dressed and conduct themselves properly in the library. Noisy shoes should not be worn in the library.
- xiii) Library membership cards are not transferable.
- xiv) The library will not accept responsibility for loss or misplaced personal belongings.
- xv) Any loss of borrowing tickets must be reported immediately to the library staff. The lost ticket may be replaced by new ticket
- xvi) Library staff on duty have the right to request a user to leave the premise if found violating any of the library rules and regulations.

Fine and Penalties

Library materials must be returned by the due date or earlier. Failure to do so will be treated as a serious offence. The borrower will be required to pay fine for overdue.

Loss and Damage

A borrower will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the librarian and the borrower is required to pay one and a half (1.5) of the damaged or lost material.

(b) Theft The penalty for any act of book theft shall be suspension from using library services for the whole semester. Repetition of the same mistake shall be denial to access the library, accompanied by a warning letter copied to the Heads of the Department.

Information and Communication Technology (ICT) Facilities and Services

The College is well equipped with modern computer facilities and services. There are computer labs and all are internet connected. All members of the College community can enjoy the internet services. One lab is for training purposes and another is for the purposes of language training.

Stationery and Secretary Services

Stationery and secretary services are available in the bookshop and in the College library.

13.0 INSTRUCTION AND LEARNING METHOD AT THE COLLEGE

- Lecture method
- Case studies
- practical's
- student-led seminar presentations
- Group discussions
- Field attachment
- Tutorials