



St. Joseph University in Tanzania

STUDENT'S HANDBOOK

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St. Joseph University in Tanzania

STUDENT'S HANDBOOK

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FOREWORD

My Dear Student,

You are now a proud member of the DMI-St. Joseph Community. We are happy to welcome you and have you as one of us. Our relationship is akin to that of a parent and child, everlasting and inviolable. Once a DMI-ite always a DMI-ite. We are really proud about the positions our students are occupying and the good jobs they are getting in the job market. I will confidently claim the achievement is partly on account of their academic excellence, and the positive attitude. The positive attitude comes from their training and discipline. Thanks to our rules, regulations, and transparent student management. We want to carry this relationship to greater levels even when you leave these premises as a student and when you bloom to be ALUMNI. The enduring relationship is built on the premise of mutual understanding, our care for your welfare, your respect for your alma mater and our collective allegiance to the spirit of the regulations, the code of conduct and the by-laws.

Over the last 7 years of our experience, we had learned many a thing about Africa and incorporated that learning's here in this book.

This Handbook is a comprehensive compilation of all the elements that go into the making of the framework of our Academic Administration. It tells you what DMI expects of its student members and what its dispensations under normal and deviant circumstances are. DMI fervently hopes that you fall within the lines and will not give a cause for a situation of unpleasant consequences to both you and DMI. It is a desire of DMI to groom you into a well-disciplined and hardworking technocrat who will make a mighty contribution to the development of this nation. May God be with you.

You will see that the Handbook has been organized into three major parts as follows:

Part I - REGULATION OF THE CURRICULUM

Part II – CODE OF CONDUCT

Part III – BY-LAWS

These should serve as a reference in all matters pertaining to regulatory and disciplinary issues in the campuses of DMI –St. Joseph Group of Institutions. In the event of disputes in interpretation and implementation, the decision of the Governing Council is final.

With Love,

Dr.T.X.A Ananth.

President of the University Council & Director of International Operations

PART I

REGULATION OF THE CURRICULUM

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1. REVISION AND REGULATION OF CURRICULUM

The Institution shall revise from time to time, amend or change the Regulations, scheme of examinations and syllabus if found necessary.

2. STRUCTURE OF PROGRAMME

2.1 Every Programme will have a curriculum with a syllabus consisting of theory and practical such as:

2.1.1. General courses comprising Mathematics, Basic Sciences, Engineering Sciences, Information Technology, Arts, philosophy of education and curriculum development.

2.1.2. Core courses related to Programme outcome.

2.1.3. Elective courses for specialization in related fields.

2.1.4. Workshop practice, Computer practice, Engineering graphics, laboratory work, industrial training, teaching practice, seminar presentation, project work, educational tours, fieldwork etc.

2.1.5. Extra-curricular and Co-Curricular activities for character development.

2.2 Each course is normally assigned a certain number of credits.

2.3 Each semester curriculum shall normally have a blend of up to 6 theory papers and up to 3 practical papers.

2.4 For the award of the degree, a student has to earn a certain minimum total number of credits specified in the curriculum of the relevant branch of study.

2.5 The medium of instruction, Examinations and project report will be only in English.

3. DURATION OF THE PROGRAMME

3.1 A student is normally expected to complete their Bachelor Degree course by the following points mentioned below

3.1.1. The B.E. / B.Tech. Programme in 8 semesters of four academic years but in any case not more than 7 years from the time of enrolment.

3.1.2. The B.Sc. education Programme in 6 semesters of three academic year but in any case not more than 6 years from the time of enrolment.

3.1.3. The B.Sc. education five year integrated Programme of five academic year but in any case not more than 8 years from the time of enrolment.

3.2 Diploma in 6 semesters of three academic years but not more than 6 years from the time of enrolment.

3.3. Certificate course will be for one academic year without any extension.

3.4. Masters in 4 semesters of two academic year but not more than 5 years from the time of enrolment

The academic board or senate can stipulate any other regulations from time to time.

4. REQUIREMENT FOR COMPLETION OF A SEMESTER

4.1. Only those candidates who fulfill the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

4.1.1. He / She shall secure not less than 85% of overall attendance in a semester taking into account of the total number of periods in all courses put together attended by the candidate as against the total number of periods in all courses offered during the particular semester.

4.1.2. However, with special permission, a candidate with less than 85% but not below 75% of attendance shall be deemed to have satisfied the conditions of attendance in a semester, on medical or academic grounds, subject to the approval of the College/*Institution* Academic Board or Faculty Board.

4.1.3. He / She should earn a progress certificate from the Head of the institution for having satisfactorily fulfilled all the conditions of courses pertaining to a particular semester, as prescribed from time to time.

4.1.4. A student who has no fee default shall be deemed as eligible to obtain the progress certificate

4.1.5. His / Her conduct should have been good and out of reproach. The Head of the institution should duly certify the conduct.

5. CONDITIONS FOR APPEARING FOR END SEMESTER EXAMINATIONS

A candidate shall be permitted to appear for the end semester examination of the current semester only if he / she satisfies the semester completion requirements and registers his / her name for examination in all modules of that semester including supplementary modules if any.

6. EXAMINATIONS

The End Semester Examinations shall normally be conducted at the end of each semester.

7. CONDITIONS FOR PASSING SEMESTER EXAMINATIONS

- 7.1 For Diploma Programme, a candidate who passes in the internal assessment and secures not less than 35% of total marks in Theory module and 50% of total marks in Practical module (including Project Work) at the end semester examinations will be declared as “Passed” in that particular module.
- 7.2 For Degree Programme, a candidate who passes in the Internal assessment and secures not less than 40% of total marks in Theory module and 50% of total marks in Practical module (including Project work) at the end semester examinations, will be declared as “Passed” in that particular module
- 7.3 The Internal assessment of a course module will remain unchanged for all the subsequent attempts of the same module. The candidates who do not meet the minimum required marks in the internal assessment test in any module will not be permitted to appear for its end examination, and such module is declared as “**INELIGIBLE MODULE**”. The candidates who are ineligible in certain module(s) shall redo the assessment process in the next higher semester to make the modules eligible.

8.0 SEMESTER TO SEMESTER PROGRESS

- 8.1 Candidates who are either full-time or part-time students are required to appear for at least one module in the end-semester examinations before proceeding to the following semester of study
- 8.2 Except with special permission of the Senate upon the recommendations of the University / College / Institution Academic Board, or Faculty Board, no candidate shall be allowed to proceed to the next semester of study on medical or academic grounds, if he / she fails to appear for a single module in the End-Semester Examinations.

9. STAFF ADVISER

In order to assist students in planning their courses of study and for general counseling on the academic Programme, the Head of the Department

concerned will allot a certain number of students to a teacher (tutor) of the Department who shall be the Staff Adviser for that set of students throughout that particular year. The Staff Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students assigned to him / her and counsel them periodically. If necessary, the Staff Adviser may also discuss with or inform the parents / guardians / sponsors about the progress of the students.

10. CLASS COMMITTEE

- 10.0 A class committee consists of class adviser of the class concerned, student representatives of the concerned class and a chairperson who is not teaching the class who is appointed by the Head of the department. It functions like a 'Quality Circle' (more commonly used in industries) with the ultimate goal of improving the teaching/learning process. The functions of the class committee include,**
- 10.0.1 Identifying the problems faced by students in the classrooms and in the laboratories and putting forward for action.
 - 10.0.2 Clarifying the regulations of the degree / diploma Programme and the details of rules therein.
 - 10.0.3 Keeping all the students and the representatives informed of the academic schedule including dates of assessments and the syllabus to be covered for each assessment.
 - 10.0.4 Explaining to the student representatives the details of the Regulations regarding the weightage used for each assessment.
 - 10.0.5 In the case of practical courses (laboratory/ drawing/ project work/ seminar/ IPTR/teaching practice/ Fieldwork etc.), the break-up of marks for each experiment/ exercise/ module of work, shall be discussed in detail in the class committee meetings and the results be informed to the students.
 - 10.0.6 Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
 - 10.0.7 Identifying the slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.

11. COURSE COMMITTEE

A course committee consists of the student representatives and a chairperson who is the Class Teacher / Head of the Department of the class concerned. It quantifies the attainment of the learning outcomes of the course / courses at the end of the semester. The functions of the class committee include,

- 11.0 Analyzing the completion of the syllabus of the course / courses in the particular semester.
- 11.1 Identifying the difficulties in attaining the course outcomes in a particular semester.
- 11.2 Analyzing the overall performance of the students through results of the CATs and model examinations.
- 11.3 Analyzing the overall attendance of every student and shortage of attendance, if any.
- 11.4 Summarizing the overall feedback of the course / courses of the particular semester.

12 .PROCEDURE FOR AWARDING MARKS FOR INTERNAL / EXTERNAL ASSESSMENT

(This scheme mentioned below holds good for all the courses, programmes, University/College/Institutions and universities, unless and until the respective institutions announce a separate scoring scheme)

12.1 Attendance and Assessment records:

Every teacher will maintain an “Attendance and Assessment Record” which consists of

- 12.1.1 The attendance marked for each lecture or practical session or project work class,
- 12.1.2 The student’s CAT marks and Assignments marks and
- 12.2.2 Record of class work.

12.2 Continuous Assessment:

A minimum of three continuous assessment tests and a model exam, each continuous assessment test carries 50 marks and the model exam carries 100 marks. The total marks obtained in the best two of the three continuous assessment tests and the model examination, put together out of 200, and shall be calculated for 20 marks and rounded off to the nearest integer (This implies equal weightage to all the three tests).

12.3 Practical Courses:

Every practical exercise / experiment shall be evaluated based on the performances of the students during the practical sessions and records maintained. There shall be at least one model examination.

12.4 Record Work:

Every student should possess an observation and record note for his/her practical subject and maintain a record of all the laboratory experiments. No student will be allowed to appear for his/her practical examinations without the record note. The sum of all the marks obtained by a student for all the laboratory experiments is aggregated into a maximum of 35 marks. Similarly, the marks for the model practical examination will be converted into a maximum of 15 marks. The total of these two marks (max. of 50 marks) will be taken as the internal assessment for the practical subject.

12.5 Theory cum practical module:

For the Theory cum practical modules the sum of all the marks obtained by a student for all the laboratory works done by him/her, divided by the number of experiments done under a particular module will be reduced proportionately to a maximum of 5 marks. Similarly, the marks for the model practical examination will be reduced to a maximum of 5 marks. The total of these two will be taken as the internal assessment for the practical cum theory subject. The average marks of the ten assignments will be reduced proportionately to a maximum of 10. (For continuous assessment, refer 12.2)

12.6 Project Report:

Each student shall submit a minimum of two copies of the project work report to the Examiner in the prescribed format given to him/her on time. The examiner will go through the project and evaluate it.

12.7 Assignments:

Ten assignments will be given to the students at two per unit. The students are expected to submit the assignments within the stipulated period. The assignments will be duly evaluated and added to the internal marks. The

average marks of the ten assignments will be reduced proportionately to a maximum of 20. In case of absence or non-submission of any Assignment, the marks will be taken as zero for the particular student for the particular assignment.

12.8 End-Semester Examinations:

There will be a final examination after the completion of each Module. The student shall write the examination covering the whole module for duration of three hours.

12.9 End-Practical Examinations:

Students will choose the experiment at random from the lot given by the examiner. Each student shall do the experiment or laboratory work independently without any assistance. This examination is for three hours duration.

12.10 Viva Voce:

Every student shall appear for the viva voce, and depending upon the student's performance, marks will be awarded. The questions will be related to the experiment carried out, module covered, fieldwork / teaching practice done, or to the project. The student is also expected to explain the procedure, observations and results obtained.

12.11 Project Evaluation:

Every student shall submit the project for evaluation to the examiner. Marks will be awarded based upon the presentation of the project and its performance.

12.12 Industrial Practical training / Teaching Practice/ Village stay Programme:

Each student shall undergo Industrial Practical Training (IPTR) / Teaching Practice / Village stay Programme at the second and third year of study. The total period of training is 18 weeks for Engineering Degree and 16 weeks for Non-engineering Degree, Diploma, Education programmes. This is done in two equal blocks, after completing the third and fifth semesters.

Detailed instructions are issued separately in ‘Industrial Practical Training/Teaching Practice Manual’. For five years, integrated course the teaching practice will be conducted on third and fifth year.

12.13 a) Marks Allotment: For Degree: B.E., B.Tech, B.Sc., BCS, BBA, B.Com.

S.No.	Subject	Internal / External Marks	Assessment Criteria	Max Marks	Min Pass Marks	Min Pass Marks in Subject	Total Marks
1.	Theory Subjects	Internals 40	Continuous Assessment	20	6	40	100
			Assignments	20	10		
		Externals 60	Examination	60	24		
2.	Practical Subjects	Internal 50	Record Work	50	25	50	100
		Externals 50	Viva Voce	10	5		
			Practical	40	20		
3.	Project Work	Internals 50	Project Report	50	25	50	100
		Externals 50	Viva Voce	10	5		
			Project Evaluation	40	20		
4.	Industrial Training	Internals 60	Report	40	20	50	100
			Viva Voce	20	10		
		Externals 40	Evaluation	40	20		

b) Marks Allotment for Diploma:

S.No.	Subject	Internal / External Marks	Assessment Criteria	Max Marks	Min Pass Marks	Min Pass Marks in Subject	Total Marks
1.	Theory Subjects	Internals 40	Continuous Assessment	20	7	35	100
			Assignments	20	7		
		Externals 60	Examination	60	21		
2.	Practical Subjects	Internal 50	Record Work	50	25	50	100
		Externals 50	Viva Voce	10	5		
			Practical	40	20		
3.	Project Work	Internals 50	Project Report	50	25	50	100
		Externals 50	Viva Voce	10	5		
			Project Evaluation	40	20		
4.	Industrial Training	Internals 60	Report	40	20	50	100
			Viva Voce	20	10		
		Externals 40	Evaluation	40	20		

c) Marks Allotment – Degree: B.Sc.Ed.

S/N	Modules	Assessment Criteria		Max Marks	Min Marks	Min Pass Marks in Subject	Total Marks
1	Theory	Internal	CAT's	20	6	40	100
			Assignment	20	10		
		External	End exam	60	24		
2	Theory cum Practical	Internal	CAT's	20	6	40	100
			Assignment	10	5		
			Practical	10	5		
		External	End Exam	60	24		
3	Practical	Internal	Record work	50	25	50	100
		External	Demonstration	40	20		
			Viva voce	10	5		
4	Teaching Practice	Internal	Performance Report	40	20	50	100
		External	Evaluation	40	20		
			Viva voce	20	10		
5	Project Work	Internal	Project Report	50	25	50	100
		External	Evaluation	40	20		
			Viva voce	10	5		

12.14 Eligibility for the Award of Degree / Diploma.

A student will be declared eligible for the award of the Degree/ Diploma provided the student have:

12.14.1 Successfully completed the course requirements and passed all the prescribed examinations

a. The Masters in a maximum period of 5 years.

- b. The Engineering in 8 semesters (6 semesters for lateral entry) of four academic years, within a maximum period of 7 years (6 years for lateral entry).
- c. The B.Sc. Education in 6 semesters of three academic years, but in any case not more than 6 years.
- d. The B.Sc. Education five year integrated program of five academic years, but in any case not more than 8 years from the time of enrollment.
- e. For non-engineering bachelor degree courses in six semesters of three academic years but in any case not more than 6 years from the time of enrolment.
- f. The Diploma in 6 semesters (4 semesters for lateral entry) within a maximum period of 6 years (5 years for lateral entry).

The above mentioned is reckoned from the commencement of the first semester to which the candidate was admitted.

12.14.2. Completed the extra-curricular and co-curricular requirements.

12.14.3. Duly obtained a 'No Dues Certificate' from the principal of the college.

12.14.4. Not been involved in any incident, which calls for disciplinary action against him/her.

12.14.5. The Syndicate/Board/Senate of the Institution must have approved the award of Degree and Diploma.

12.15 Revaluation and Photocopy for Semester Examination:

12.15.1. A candidate who feels aggrieved can apply and ask for a photocopy of the answer script within 1 week / prescribed period from the date of declaration of results. The above can be obtained on payment of the prescribed fee in the prescribed application form to the Controller of Examinations through the Head of Department / Head of the Institution concerned.

12.15.2. A candidate can apply for revaluation of his/her theory modules in End semester examination within 2 weeks / prescribed period from the date of declaration of results, on payment of a prescribed fee in the prescribed application form to the Controller of Examinations through the Head of Department / Head of the Institution concerned. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institution. Revaluation or Photocopy will not be permitted in the case of practical courses, project work, Industrial Practical training, village stay Programme and Teaching practice.

12.16 Provision for Withdrawal from Examination:

12.16.1. A candidate may, for valid reasons, be granted permission to withdraw from appearing for examination in any course or courses in only one semester examination during the entire degree/diploma Programme. Also only one such application for withdrawal is permitted with regard to any particular semester examination.

12.16.2. Withdrawal of application will be deemed valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination in that course or courses and also recommended by the Head of the Department and the Head of the Institution. Such a withdrawal will not be a bar for the candidate's eligibility to qualify himself / herself for First Class with Honors' / Distinction.

13. INDUSTRIAL VISIT / PROFESSIONAL BODIES

Every student will be required to undertake Industrial visit in every semester of the Programme. However, the Head of the department can waive this on certain conditions.

14. TRAINING AND PLACEMENT CELL

The institution will have a Training and Placement cell headed by an Officer who will be responsible for establishing a rapport between the institution and industry/corporate bodies. The officer in charge will evaluate the job potential of students passing from the different branches and arrange for an in-campus interview. The officer will also guide all the students and supervise their Industrial Practical Training/village stay program/teaching practice, in conjunction with the respective staff advisor.

15. BREAK IN STUDY

15.1 TEMPORARY VOLUNTARY BREAK IN STUDY FROM A PROGRAMME:

- 15.1.1. A student is not normally permitted to have any temporary break of study. However, if a candidate intends to discontinue the program temporarily in the middle for valid reasons (such as an accident or hospitalization due to prolonged ill- health or social and economic grounds) and to rejoin the program in a later semester. He / she shall apply to the Head of the Institution well in advance, at least 30 days before commencement of the concerned semester, through the Head of the Department stating the reasons therefore.
- 15.1.2. Any student who is permitted to rejoin the program after a break shall be governed by the curriculum, rules, and regulations in force at the time of rejoining.
- 15.1.3. The total period for the completion of the program reckoned from the commencement of the first semester in which the student is admitted, shall not exceed the maximum period specified irrespective of the period of break in study in order that he/she may be eligible for the award of Degree or Diploma. (Refer 12.14)
- 15.1.4. If any student is detained for want of requisite attendance, progress or good conduct, the period spent in that semester shall not be considered as permitted 'break in study'.
- 15.1.5. However the student will be allowed to progress to the next semester and not further higher semester, until he completes all the papers of the semesters.

15.2 FORCED BREAK ON ACCOUNT OF STUDENTS FAILURE

- 15.2.1. A student, who fails to secure the pass mark in the IPTR/teaching practice/ Village stay program module at the first attempt, shall not be given a chance for second attempt and subsequently falls under the **BREAK IN STUDY**. He/she need not repeat the theory modules in the same semester, whereas he/she is expected to redo and complete such IPTR module/teaching practice/ Village stay program with the consent of the Head of the Department to enable himself/herself to continue the studies in the next higher semester along with the junior batch.

- 15.2.2. A student, who fails in Theory / Practical modules, at the first attempt, shall be permitted to continue the next higher semester and be given a second opportunity there itself to clear the supplementary modules through proper registration. A student who fails to secure the pass mark at the second attempt of a Theory / Practical module shall be declared as **INELIGIBLE** and hence, he/she falls under the **BREAK IN STUDY**.
- 15.2.3. A student, who falls under the **BREAK IN STUDY** is expected to clear the required supplementary modules through the routine regular / supplementary examinations only, to enable himself/herself to continue the studies in the next higher semester along with the junior batch.
- 15.2.4. A student, who comes under the **BREAK IN STUDY**, shall not be given an opportunity to appear for any special supplementary examination.

16. PERSONALITY AND CHARACTER DEVELOPMENT

- 16.1 All the students shall enroll, on admission, in any one of the personality and character development programmes. The training will include classes on Hygiene and Health, Awareness and Training in First Aid.
- 16.2 Training activities will normally be held during weekends, while camps will be organized during the vacation periods.
- 16.3 Every student shall put in a minimum of 85% attendance in the training Programme, camp or a major extra-curricular or co-curricular activities in order to earn the required credit.

PART - II

CODE OF CONDUCT

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1. GENERAL RULES AND REGULATIONS FOR STUDENTS

- 1.1.** Every student shall put in regular and punctual attendance in theory, practical, field work/teaching practice and class test etc., in order to become eligible to appear for the examination. In the case of continuous negligence of work, repeated failures at examinations or unreasonable delay in presenting oneself for such examinations, a student may be required to withdraw from the Institution.
- 1.2.** When a student is absent due to illness or any other genuine cause, a written application with medical certificate from a doctor in recognized hospital and shall be sent immediately to the Head of the Department/Staff Advisor. However this does not mean that he/she will be given attendance for, the days lost. (refer 4.1.2 PART-1)
- 1.3.** Students are required to replace or repair an apparatus or any other property destroyed or damaged due to their fault individually or collectively.
- 1.4.** All fees and privileges (scholarships) shall be forfeited if a student is punished, dismissed for bad conduct or any other such reasons.
- 1.5.** The Vice Chancellor/ Principal/ Vice Principal reserve the right to remove the name of any student from the rolls on the following grounds:
 - 1.5.1.** Failure to pay University /College / Institution fee in time,
 - 1.5.2.** Unsatisfactory conduct
 - 1.5.3.** For any other reason wherein it is felt that his /her presence will bring bad name to the Institution or will endanger the life /or property of the Institution or public.
- 1.6.** Any student will be liable for rustication for behaving in a manner subversive to discipline or for any grave misconduct like taking part in any kind of hooliganism either inside or outside the University/ College/ Institution and/or hostel premises, intimidating any one belonging to the University/ College/ Institution. Unauthorized absence from classes, taking part in any un-academic and anti-social activity, any act of similar nature or conviction in a court of law for any criminal offence.
- 1.7.** The Vice Chancellor/Principal/ Vice Principal reserves the right to refuse admission/registration at his /her own discretion to any student at the beginning of any academic semester, for reason of the

student behaving in a manner subversive to discipline of the University/College/Institution. For any other grave misconduct, which in the opinion of the Principal may not be conducive to the maintenance of discipline in the University/College/Institution.

- 1.8. Every student shall check the percentage of his/her attendance from time to time. Parents/guardians/sponsors also should keep a vigilant watch with regard to the percentage of attendance of their sons/daughters/wards and progress in studies. As per the existing norms, every student shall put in at least 85% of attendance to become eligible to appear for the End Semester Examination. The University/College/Institution will not intimate the shortage of attendance to the student, unless requested for.

2. RULES AND REGULATIONS ON DRESS CODE

All students shall come to the University/College/Institution, observing the following proper dress code:

2.1. COMMON DRESS CODE:

- 2.1.1. Students should always wear their ID card when in the campus except in their hostel rooms.
- 2.1.2. Special Coats, White and Blue, are Common for both gender for Lab work.
- 2.1.3. White over coat is exclusively meant for Computer, Electrical, Electronics, Medical, Biology, Chemistry, Physics Labs, and Agricultural Labs while Blue over coats shall be worn for Workshops and Civil Labs.
- 2.1.4. Formal Shoes are compulsory for Boys and girls on all working days.
- 2.1.5. Undesirable dresses carrying political, abusive, obscene, Commercial and religious slogans; dresses designed in a provocative or vulgar mode; dresses carrying suggestive pictures, photographs and invitations for mischief are strictly prohibited and liable for strong disciplinary action
- 2.1.6. Hats/Caps shall not be worn inside the campus.

2.2. DRESS CODE FOR GIRLS:

- 2.2.1. Girl students shall wear only neat, decent and dignified formal dresses on all working days. Formal dresses consist of skirts flowing well below knees, jeans without holes, shirts or tops with full or half sleeves and T-shirts with collar or round necks.
- 2.2.2. Girl's trousers shall always reach and remain on the upper waist.
- 2.2.3. Girls should not cover the face inside the campus.
- 2.2.4. The list of prohibited girls wear includes the following:
Deep cut necks, V-necks T-shirts, strings tops, bare backs, sleeveless tops, tight tops and trousers, hijabs, stockings, half trousers, three-fourth trousers, transparent wear, low cuts/ hipsters, high-heeled footwear and stilettos.

Any violation of the code deemed as punishable offence, and will attract the same degree of punishment like 4.12 of college BY-LAWS.

2.3. DRESS CODE FOR BOYS

- 2.3.1 Boys shall wear only neat, decent and dignified formal dresses on all working days. Formal dresses consist of jeans without any holes, t-shirts with collar, T-shirts and shirts with full or half sleeves.
- 2.3.2 Boy students shall be always clean-shaven, well groomed.
- 2.3.3 Boy students shall always tuck-in T-shirts and shirts in the pants.
- 2.3.4 Boys' trousers shall always reach and remain on the upper waist.
- 2.3.5 The list of prohibited boys wear include the following:
Track suits, gowns, shorts, half trousers, three-fourth trousers transparent wear, sleeveless, round necks and tight trousers.

Any violation of the code will be deemed as a disciplinary offence and will attract the same degree of punishment like 4.12 of college BY-LAWS

- 2.4. Students shall be present in the University/College/Institution at least five minutes before the first bell. Punctuality is essential at all times.
- 2.5. Students will not be allowed to leave the University/ College/ Institution premises / campus during working University/ College/ Institution hours without the Principal / HOD's permission.
- 2.6. Every student returning to the University/ College/ Institution, having suffered from an infectious/ contagious disease shall produce a Fitness Certificate from a qualified doctor.
- 2.7. No leave of absence will be granted to a student except on prior written application endorsed by parents/guardians/staff advisor. Leave of absence will be granted only under exceptional

circumstances. Only the University / College / Institution authorities will determine such “exceptional circumstances”.

- 2.8.** Students shall be solely responsible for the safety of their books and other personal belongings.
- 2.9.** No unauthorized books, comics, periodicals, pictures, electronic Storage devices or newspapers, except those allowed by the University/College/Institution shall be brought to the University/College/Institution nor circulated without the permission of the Principal / HOD.
- 2.10.** No borrowing or lending of money or exchanging of articles is allowed within the University/College/Institution.
- 2.11.** No visitors in the guise of ex-students, friends etc. will be allowed in the University/College/Institution / canteen /classrooms during working hours of University/College/Institution.
- 2.12.** The University/College/Institution expects the students to be honest and sincere in all their activities. Polite behavior and gentleness in speech and manners shall be practiced at all times.
- 2.13.** Students shall attend extra- curricular and co-curricular activities outside lecture hours whenever required to do so. Participation in such events will be deemed necessary by the University/ College/ Institution authorities.
- 2.14.** No student is allowed to use cell phone/ IPOD/Walkman during Lectures / Tutorials / Practical / Seminars / Examinations etc., hours. Students will not be allowed to receive / make telephone calls unless allowed by the concerned authority.
- 2.15.** Ragging of any kind and magnitude inside/ outside the University/ College/Institution campus is strictly forbidden.
- 2.16.** Any kind of noisy and disturbing behavior /wild celebration inside campus is strictly prohibited.
- 2.17.** Smoking in the campus is strictly forbidden.
- 2.18.** Tampering with the content or misuse of the University/ College/ Institution identity card, library reader ticket(s), bus identity card, passes, tickets and tokens is liable for serious punishment.
- 2.19.** Writing on the walls and furniture's, tampering with official notice on the notice boards are strictly prohibited.
- 2.20.** Standing in unauthorized places and chatting during class hours are strictly forbidden.

Failure to abide the above-mentioned rules will attract disciplinary action,

3. DISCIPLINE

DMI-St. Joseph Group of institution believes that university education is strongly a period where the character of any individual is formed. Hence, a lot of emphasis is placed on this. The experience of the practice had proved successful where in it was widely appreciated by all stakeholders and even loved by the student himself or herself.

3.1 POLICIES AND PREMISE

- 3.1.1 The Vice Chancellor /Principal / Vice Principal is the Head of the University/College/Institution and is responsible for the over-all discipline in the University/College/Institution enjoying/ensuring the assistance of all the teaching ,non-teaching members of staff and student representatives.
- 3.1.2 At DMI-St. Joseph Universities/College/Institution, strict discipline is insisted upon for the smooth running of the institution. Punctuality, regular attendance, decent manner of dressing, courtesy, consideration for others and a spirit of co-operation are expected from each and everyone associated with it.
- 3.1.3 We encourage initiative and positive expression of creative energy. Our aim is to inculcate self-discipline and make it a habit with each student of this University/College/Institution, thus transforming him/her into an exemplary citizen of the country.
- 3.1.4 It is the responsibility of each student to:
 - a) Be aware of all rules and regulations
 - b) Readily volunteer information in all matters relating to health, safety, and welfare of the University/College/Institution community and the Protection of University/College/Institution property
 - c) Assist the University/College/Institution in its smooth functioning
 - d) Exercise proper care while making use of its facilities and equipment.
 - e) Show courtesy and desist from using indecent or obscene language
- 3.1.5 **Behaviors that could result in suspension or dismissal include, but are not limited to the following:**
 - (a) Possession, manufacture, sale, use, or distribution of alcohol, unauthorized beverages, illegal substance, illicit drugs, tobacco, or any other potentially harmful substances or products.

- (b) Vandalism or negligent disregard of University/College/Institution property or the property of others.
- (c) Hazardous activities, including causing a fire, falsely reporting or signaling a fire alarm or making a bomb threat.
- (d) Possession of firearms, knives or other weapons or explosives.
- (f) Stealing, Cheating and Bribery
- (g) Involving in any political activity or strike, outside or inside the University/College/Institution premises.
- (h) Smoking in the campus
- (i) Teasing or harassment, whether physical, verbal, non-verbal, gesture or written, electronic media.
- (j) Sexual misconduct
- (k) Leaving University/College/Institution campus during regular University/College/Institution hours without permission
- (l) Leaving a University/College/Institution group during an off-campus experience
- (m) Evidence of violent behavior, physical assault or harming another individual

3.2 Discipline during Class Hours

- 3.2.1. Students shall remain in their assigned seats throughout the class period unless directed otherwise by the Lecturers.
- 3.2.2. Chewing gum, use of drugs & alcohol and smoking are not allowed in the classroom.
- 3.2.3. Hats/Caps shall not be worn inside the campus.
- 3.2.4. Students shall respect fellow students, Lecturers, authorities, visitors, neighbors and themselves.
- 3.2.5. Shall never use any foul language
- 3.2.6. Shall come to class prepared making sure that everyone has a pen, his/her book, notes and study materials such as calculator, mini drafter and instruments box.
- 3.2.7. Prepared to work, participate in all classroom activities, and show a willingness to learn.
- 3.2.8. Shall not leave the class without a hall pass or permission, failing which, is liable to face grade deduction and possible suspension. Shall not scribble / jot / mark / write / in the desk or board.
- 3.2.9. Student Visitors are not allowed to enter the class.

3.3 Discipline in Laboratories

- 3.3.1. Students should follow the lab regulation and safety measures for the respective laboratories before proceeding with the experiments.
- 3.3.2. Students shall not carry food, chewing / bubble gum, alcohol and, drugs into the Lab.
- 3.3.3. Shall wear laboratory coats during all laboratory periods.
- 3.3.4. Shall not perform unauthorized experiments.
- 3.3.5. Shall record their observations on the spot, before leaving the lab.
- 3.3.6. Shall obtain the lecturer's signature in their record books before the next lab class.
- 3.3.7. Shall come prepared to lab with a pen, observation note, study materials and other aids such as mini drafter, instrument box, calculator etc.,
- 3.3.8. Shall observe strict silence inside the laboratory.
- 3.3.9. Shall maintain the Record books and Observation notes neatly.
- 3.3.10. Shall not switch on the power, before getting the circuit verified and signed by the instructor.
- 3.3.11. Shall report any breakage to the lab assistants immediately.
- 3.3.12. Shall disconnect all circuit connections and clean their tables before leaving the laboratory.
- 3.3.13. Shall be totally responsible for all damages to University/ College/Institution materials, equipment etc. destroyed by them.
- 3.3.14. Shall bear collective responsibility and pay a common fine, in case of any loss or damage of the material or larceny. .
- 3.3.15. Shall not taste any chemical or solution unless specified, as several laboratory chemicals are poisonous.
- 3.3.16. Shall read the label carefully before removing a chemical from its container.
- 3.3.17. Shall get prior permission from the instructor or lab in charge, while using floppy disk or compact disk.
- 3.3.18. Shall not attempt to access prohibited website.
- 3.3.19. Shall keep the place as well as themselves neat and tidy and be liable for punishment for any untidy activity.

- 3.3.20. Shall be punctual at all times, and no appeal for delay will be entertained.
- 3.3.21. Shall totally refrain themselves from roaming around the Laboratory / Workshop during practical hours.

3.4 Discipline in Library

- 3.4.1 Library is a place strictly meant for reading with a serious purpose. Hence, **absolute silence must be maintained in and around the Library.** Loud consultations, animated conversations etc., are strictly prohibited.
- 3.4.2 Library will remain open between 8a.m and 7 p.m. on all working days and between 8.30a.m and 1p.m on Saturdays. However, books will be issued only during working hours of the institutions.
- 3.4.3 **Students will be allowed to enter into the library only on production of their Student Identity Card.**
- 3.4.4 Each student will be issued with two Library Borrowing Tickets on a purely personal basis. Such tickets are not transferable. **Loss of such tickets to be reported to the Librarian without delay. Any loss of books borrowed after the loss of the ticket by the student before intimation to the librarian is at the cost of the student.**
- 3.4.5 **No student can make use of someone else's ticket while borrowing any book. Any violation in this regard will lead to the cancellation of the Library Borrowing Tickets of both the students, namely, the owner of the Ticket as well as the who attempts to borrow a book.**
- 3.4.6 Student's entry into the Stack Room is prohibited.
- 3.4.7 Reference books are purely meant for using within the Library. Under no circumstances, they can be borrowed.
- 3.4.8 Tearing–or removal, highlighting of any part of a library book, periodical or magazine will be viewed as a serious punishable offence. **In case of circumstances of suspicion, relating to the damage or loss of a book, any user can be subjected to a personal check-up by the same gender.**
- 3.4.9 Tampering with digital library / records will be deemed as punishable offence.

- 3.4.10 With **regard to any case of loss or damage of a library book, the borrower will have to pay five times the cost of the book cited in the Library Access Register.**
- 3.4.11 Students must promptly leave the reference books in person to the Librarian before leaving the library.
- 3.4.12 A book can be borrowed for a period of **7 days** and renewed for another **7 days**. Put together, **no book can be borrowed by any student for more than a maximum period of 14 days.**
- 3.4.13 **Failure** to return the books on time will attract **a fine of Tsh. 500 per each day of default.**
- 3.4.14 **Mobile phones must be switched off in the library. Even SMS texting, i-pod and laptop music are strictly banned.**
- 3.4.15 Laptops, which are powered by battery, are allowed in the library for taking short notes. Charging the laptops inside the library is prohibited only in charging bay.
- 3.4.16 Laptops should not be used for browsing nets, mailing, playing games or misuse of any other kind.
- 3.4.17 Laptop bags should be kept outside.
- 3.4.18 Only plain sheets of paper are permitted for making notes within the Library. **No kind of belongings like notebooks, books, files and other personal properties like Lab Coats and bags will be allowed inside the library.**
- 3.4.19 crowding for any reason at the counter of issue of books should be avoided.
- 3.4.20 Use of Cameras inside the library is prohibited, however, under exceptional circumstances, photography for academic purposes like photographing diagrams etc. from books is permissible with the written permission of the Librarian.
- 3.4.21 The dress code prescribed by the University/College/Institution for working days should be strictly adhered to even on Saturdays/holidays.
- 3.4.22 **Students should return all borrowed books and Library Borrower's Tickets before the issue of Hall Tickets for End- Semester Examinations**

Any violation of the above rules will be deemed as a serious punishable offence and will result in the proper disciplinary action and /or confiscation of the Student Identity card as well as the Library Borrower's Ticket.

4. RESPONSIBILITY FOR MATERIALS

- 4.1 Every student shall accept responsibility for the safekeeping and maintaining of materials, supplied by the University/College/ Institution, like mini-drafter, instrument box, and sports material etc., issued from time to time.
- 4.2 Parents shall assist students/wards in reinforcing the habit of managing and maintaining such materials and returning them intact to the University/ College/ Institution, whenever demanded by University/ College/ Institution
- 4.3 A student shall be held totally responsible for the loss or damage of any such material.

5. FEE REGULATIONS

- 5.1 Every student shall be liable to pay the whole fee for each year as long as his/her name is on the rolls of the University/College/ Institution.
- 5.2 The fees shall be paid on or before the date indicated in the University/College/Institution Calendar or commencement of the academic year.
- 5.3 A student of University/College/Institution shall not have any right to claim remission of any portion of the semester fees, if he/she leaves the University/College/Institution during the semester.
- 5.4 Students, who do not pay the fees on or before the last date indicated, shall pay a fine as may be imposed by the Principal.
- 5.5 The names of students who do not pay the prescribed fees on or before the last date will be struck off the rolls. If re-admitted with the junior batch, they shall pay a readmission fee in addition to the regular fee and fine.

6. LEAVE

- 6.1. Students shall apply for leave to the Head of the Department, only through his/her Staff Adviser.
- 6.2. The leave must be sanctioned by the HOD.

- 6.3. Parents/Guardians shall submit the leave application along with a medical certificate on or before the third day of illness if leave is asked for reasons of illness for more than 7 working days continuously.
- 6.4. The student shall submit a Medical Fitness Certificate as well as all related documents from the qualified doctor who had treated him/her, at the time of his/her return to the University/College/Institution.
- 6.5. Leave letters submitted after the time limit will not be accepted.
- 6.6. The student's name will be removed from the rolls if he/she is absent continuously for more than 10 working days without written intimation to the University/College/Institution.

N.B: Submission of leave application with/without medical certificate does not entitle a student to earn attendance automatically for the days of his/her absence.

7. GLOBAL INSTITUTIONAL LEARNING AND TRAINING PROGRAMME (GILT)

- 7.1. The Vice Chancellor/ Principal / Head of the Institution reserve the right to permit any student for the GILT Programme. In the event of disqualification, no explanation shall be given and no appeal can be permitted.
- 7.2. All the rules, regulations, code of contacts and By-laws applicable in any DMI group of institutions campus in Africa will be applicable in GILT Campus also.
- 7.3. The LAW of the land at GILT campus prevails over any other law or by-law.
- 7.4. The Principal/Vice Principle/Dean Education students in charge of GILT will be the sole authority for implementing the By-laws.
- 7.5. The Vice Principal will also function as the deputy warden of the hostel where the students of GILT will be accommodated.
- 7.6. The Principal/Vice Principal/Dean Education in his capacity as the deputy warden of the hostel will be the sole authority to decide on issues relating to the accommodation, which will be provided on a sharing basis.
- 7.7. The Principal/Vice Principal/Dean Education students in charge of GILT in the campus will determine the schedule of working hours for the students opting for GILT.
- 7.8. Every student of GILT shall strictly adhere to the dress code that is mentioned in Bylaws of the parent institution or the GILT Campus throughout his/her period of study under GILT.

- 7.9. Every student shall follow the dress code that will preserve the dignity and decorum of the Institution to which he/she belongs, during/beyond working hours, inside/outside the GILT venue.
- 7.10. Revealing and vulgar mode of dressing, calling for attention and adverse remarks from public, are strictly forbidden inside/outside the GILT campus, during/beyond working hours, since this may bring bad name to the nation to which they belongs.
- 7.11. Every student of GILT shall make his/her own arrangements for procuring hardware items, like tool kits, etc. for his/her final semester project if it is not covered in the GILT Plan.
- 7.12. Every student of GILT shall be appearing for the end semester exams in the country of GILT itself and **not** in the country to which his/her institution belongs, According to the time schedule fixed by GILT Venue in consultation with the parent institution of the respective student. And the same can be carried out at parent institution and the same is at the discretion of the principal/ academic board.
- 7.13. Every student shall pay for any training other than the normal classes, which are organized for him or her.
- 7.14. Whether or not a student does an individual project / group project, he/she shall pay the project fee in full on an individual basis and **not** on a sharing basis.
- 7.15. Every student shall undertake the project work in the place prescribed by the Principal/Vice Principal/Dean Education students in charge of GILT.
- 7.16. Any fee/amount collected toward any account head is non-transferable, even if it is for reimbursement purpose.
- 7.17. Audio/Video gadgets like Cell phones, i-pods, Walkman etc., are strictly banned in the College Campus/Project Venues / Sites of industrial Visits during the entire period of GILT.
- 7.18. Any fee collected in Dollar or local currency of the country of origin will be paid back to them at GILT campus country currency only.
- 7.19. The exchange rate prevailing at the time of money transfer to the GILT country will be considered for future money distributions. No consideration will be given in the event of any depreciation or appreciation.
- 7.20. Students shall not indulge in any kind of political activities, strikes, boycotts or agitations during the entire period of GILT.
- 7.21. Students shall not cause any damage to any of the properties of the GILT College Campus, the hostel of residents, the sites of industrial visits or the project Venues. In case of any such loss/damage, compensation will be levied on the student(s) involved along with a

- severe penalty, which will be decided by the Principal/Vice Principle/Dean Education students' in-charge of the GILT.
- 7.22. The College will not assume any responsibility for any loss or damage to the life and property of the student(s) during the travel, by any means, either within the country of GILT venue or outside it.
- 7.23. The University/College/Institution/Authority/Industry/GILT Campus will not assume any responsibility for any loss or damage to the life and property of the student of GILT, during the course of his/her study or Industrial visit.
- 7.24. If any student is seen/found indulging in misbehavior or misconduct or involved in any illegal activities, his/her traineeship will be terminated forthwith and he/she will be deported to the country of the institution he/she belongs to at his/her own cost, and subsequently be subjected to disciplinary action by the same institution.
- 7.25. The University/College/Institution does not undertake to provide any insurance against any accident, illness, theft, or any other damages whatsoever that may befall the student, and that, all the expenses towards such incidents shall be borne by the student concerned. However, the Management can assist any student who is interested in buying such insurance at his or her own cost.
- 7.26. Every student shall take at his own will, insurance policies to cover his/her travel, health, theft and accidents during the entire GILT including his/her travel to and from the country of the GILT venue.
- 7.27. As an inmate of the hostel, hotel or guesthouse where he/she may be accommodated during GILT, the student shall totally abide by all the rules and regulations of the place. And, in the event of his/her not complying with the same, is liable for immediate expulsion from the place and deportation to the country to which his/her institution belongs, and subsequent dismissal from the University/College/Institution too.
- 7.28. Every student shall undertake his/her final year study in the country of the GILT Programme only with the explicit consent of his/her Parents / Guardians.
- 7.29. Every student will be required to adapt himself/herself to the kind of food obtained in the country of the GILT venue throughout GILT or can cook his/her own food.
- 7.30. Every student shall abide by any ad hoc rules & regulations deemed necessary by the Principal/Vice Principal/Dean Education students of GILT, which will be promulgated from time to time during the course of GILT.

- 7.31. Failure to comply with the bylaws will result in rendering the student ineligible for receiving his / her degree.
- 7.32. No student shall stay outside the GILT Hostel even for a single day, throughout the period, or for any duration.
- 7.33. All students should return to the campus at the stipulated time or before 21:00 hrs. Whichever does the management communicate?
- 7.34. Every student shall attend all Industrial visits organized by the GILT administration without fail.
- 7.35. All GILT students shall choose the electives subjects before embarking on GILT trip; no change is permitted during the GILT.
- 7.36. No concession, refund, or discount shall be given to any single or group of student for not participating in any industrial visit/ Programme / common party or any group event, which was planned.
- 7.37. All regulations governing hostel are applicable in GILT campus.
- 7.38. Students will not be allowed to attend or organize any meeting inside the GILT campus without any prior permission.
- 7.39. Students are allowed to take short-term course or project work outside the GILT campus subject to the prior permission of the GILT administration, and if it does not clash with any other GILT Programme. Failure will be treated as major disciplinary offence.
- 7.40. Anyone seeking medical treatment or undergoing medical attention should inform the GILT administration in advance without fail.
- 7.41. Anyone undergoing any medical treatment at parent country should inform and seek permission before leaving the country.
- 7.42. All supporting documents for any supplementary should be carried in hand to the GILT campus. Any violation will lead to disqualification from appearing the same exam.

8. WITHDRAWAL

- 8.1 The **University /College/ Institution** reserves the right to ask a student to leave the University /College/ Institution if his/her conduct /studies/ attendance is below the required standard and /or harmful to other students of the University/ College/ Institution.
- 8.2 It is necessary to give one month written notice before the student withdraws from the University/College/Institution or has to pay a semester's fee in lieu of the notice.
- 8.3 No certificate / letters will be issued to a student at the time of his/ her withdrawal or leaving unless all his/ her fee payable for the remaining semester and clearing any other dues. Such student have to return any

scholarship, stipend or financial assistant given by the University / College / Institution.

9. REQUEST TO PARENTS/GUADIANS/SPONSORS.

Parents are earnestly requested to:

- 9.1. Clarify the University / College / Institution Rules and Regulations to their children / wards if needed.
- 9.2. Take an active and sustained interest in the classes taken, the texts and materials used, the lessons studied, the assignments given, and the results of tests.
- 9.3. Maintain good communication with the University / College / Institution.
- 9.4. Encourage their children's / wards' participation in a wide range of activities in the University / College / Institution.
- 9.5. Cooperate with the University / College / Institution authorities in the latter's efforts towards the formation of good character, instilling a sense of discipline and maintaining regularity in attendance and progress in studies of their children / wards.
- 9.6. Check in person with the Principal / HOD regarding the attendance of their children / wards, whenever they receive letters, informing them of the irregularity of attendance of their children / wards.

PART – III

BY-LAWS

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0.0 PREAMBLE

DMI-St. Joseph University/College/Institutions are Catholic Institutions, belonging to the Catholic Sisters of DMI. The institutions are founded with a well- laid out mission that focuses on

Capacity building of Children of Africa to meet the emerging challenges happening in the world, by imparting quality Employable Education with discipline which leads to self-enlightenment and development of the Nation.

The Group University / College / Institution believes that by instilling the noble values specified in the mission in its students, it can produce graduates of high caliber, conversant with modern, high technology, well grounded in Ethics as well as Human values. Hence, all the members, bodies and activities should lead to the fulfillment of the same.

AND

Whereas, the University / College / Institutions' goal can be achieved only if its members can perform peacefully without any fear, and have the proper freedom of thought and expression within the frame work, and also respect the rights of every individual members and the society.

NOW THEREFORE

This code of conducts is promulgated and made to maintain these conditions to protect the University / College / Institution from actions, which could damage its academic reputation or the standing of the University / College / Institution and its members. This code of conduct is subject to amendments at any time by the University / College / Institution as the time demands.

PART I

1.0 PRELIMINARY

- 1.1. These rules shall be cited as the DMI-St. Joseph University/ College/Institutions, Student By-Laws 2009 (Guidance and Conduct, Disciplinary Offences, Disciplinary Proceedings, and Penalties) hereafter referred to as the "By-Laws" and shall come into force on such a date as the University/ College/ Institution Council may approve.
- 1.2. These regulations are laid down by the Council to facilitate the Guidance, Control, Governance and Administration of the University/ College/ Institution.

2.0 DEFINITIONS

The definitions of the terms and jargons in this By-Law are stated for greater clarification. In the event of any ambiguity or dispute, the decision of the Principal is final.

"Baraza" stands for and includes campus Baraza as well as University/College/Institution Student Baraza, constituted by all students at the relevant campus of the University/ College/ Institution as well as those at the University/ College/ Institution, as a whole.

"Campus" stands for the academic, training blocks, auditorium, open grounds, hostels for students and staff quarters of any institutions coming under DMI-St. Joseph Group.

"College/University/Institution" stands for the group institutions of DMI-St. Joseph group in various parts of the world.

"Common Breakage" means any damage or loss in full or in part, or any irreparable damage which renders it useless and the loss cannot be attributed to any single individual and which needs to be shared by the users of the facilities.

"Competent Authority" shall have the same meaning as "Competent Organ".

"Competent Organ" includes such a Board, Panel, Committee, Office or Officer of the University /College /Institution vested with express or implied legal powers to do or to disallow or to order the execution or disallowance of such an act / acts as is / are referred to in any of the respective provisions of these By-Laws.

"Council" means the University /College /Institution Council of any group institutions.

"Dean" means the Dean of Students and Assistant Deans of Students.

"Director" means the Director Operations of the Trust of Daughters of Mary Immaculate and Collaborators.

"Disciplinary Panel" means a Panel or the Authority established under Part III of these By-Laws.

"Disciplinary Offence" shall have the meaning ascribed to it when different sections of these By-Laws as well as the other code of conduct in force at different Departments and campuses of the University /College /Institution are violated.

"Fees" means the tuition fee, accommodation fee and or any other fees prescribed by the University /College /Institution, related to providing education, residence, books and stationery, training, industrial visits and tours, academic associations /clubs, societies and assessments ,examinations or any other services related to the University /College /Institution.

"Inmate" means any bonafide student of the University /College /Institution who is a resident of the Hostel and is applicable only to the particular Hostel where he /she is admitted.

"Key Holder" means the student to whom the key(s) of the room or any other facility is given and entrusted with;

"Member of the University/College/Institution" refers to any member of the staff of the University /College /Institution or any bonafide student of the University /College /Institution.

“Natural Justice” shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law alleged to have been violated; use the right to tender defense and the right to appeal.

“Presiding Officer – election” means the officer appointed by the Principal of the University /College/Institution to conduct various elections of students for different organs.

“Officer” means any member of the University /College / Institution, holding an independent position or authority within the University /College / Institution or any member of the Head Office or any member of the other institutions visiting to discharge an official duty or on a social call.

“Presiding Officer – Disciplinary Panel” means the Head of Disciplinary Panel or the Officer assigned to preside over disciplinary proceedings, by the competent authority.

“Scholarship or Sponsorship” means the support for studies or for the residence offered by the management of the University /College / Institution to students to promote education.

“Sexual Misconduct” means any physical sexual relation between any two members of the opposite sex and or members of same sex, where in those two members are not legally married as per the Special Marriage Act of United Republic of Tanzania or its equivalent.

“Staff” refers to any member of the DMI-St. Joseph Group of institutions, viz., nuns, provost, teaching members, nonteaching members or the family of the members.

“Students Appeal Panel” means the Appeals Committee established under this By- Law to provide an opportunity for the students to appeal against the verdict by the Disciplinary Panel.

“Student” means any person admitted to the University /College / Institution as a candidate for a degree, diploma, certificate or any other award of the University /College / Institution.

“The Student Government” means the students Government or Students Governments of St. Joseph University /College / Institution

bears the same meaning as that ascribed to it as per the policy on students government of the University/College/Institution management.

“Vehicle” refers to motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

“Visitor” stands for any person who is not a member of the University/College/Institution.

“Weapons and Firearm” refers to any instrument, which is defined as a weapon and firearm by the law of the land.

Wherever it appears in these By-laws, a masculine pronoun shall include the feminine and a singular noun shall include a plural form and vice-versa.

3.0 ACCEPTANCE OF THE BY-LAW

Acceptance of By-Law as a Conditions for Admissions

- 3.1. Every student, on enrollment shall be supplied with a copy of this By-Law, and/ part of the University/College/Institution regulations inforce for the time being. Acceptance of a place in the university/College/Institution depends on condition, or upon agreement, by the student to abide by the By-Laws.
- 3.2. The operation and application of the By-Laws is without prejudice to the Constitution and the General Laws of the of the Host Nation, the guidelines given by the National Council for Technical Education, Ministry of Higher Education and or relevant ministries under which jurisdiction the institution falls..
- 3.3. Payment of the prescribed fees shall be a condition for registration to pursue and/ or to continue with studies at the University/College/Institution; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the University/College/Institution Prospectus for the relevant year. For clarity, “prescribed fees” shall be such fees as are mentioned in the prospectus.

PART - II

4.0 DISCIPLINARY OFFENCES

For the purpose of these By-Laws, General Disciplinary Offences shall include the following:

- 4.1. Conduct which is or is likely to amount to vandalism and which causes damage, defacement or violence to any member of the University/College/Institution or any person or property within the University/College/Institution campus and or any such activity outside the campus, on account of any University/College/Institution- related issues.
- 4.2. Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic, administrative , cultural, promotional activity(ies) or all such activities authorized by the University/College/Institution, whether the obstruction happens either inside the University/College/Institution campus or outside.
- 4.3. Using force or offering violence against or assaulting or pretending to assault a fellow student, an officer or any member of the University/College/Institution community provided that such violence occurs in the University/College/Institution campus or even outside the University/College/Institution campus but with a malafide intention which is related to University/College/Institution affairs.
- 4.4. Maliciously damaging, defacing or destroying a wall, gate, fence, post, vehicle or any other item of property of the University/College/Institution or which the University/College/Institution has taken on lease, rent or hire and also includes the same of any member.
- 4.5. Maliciously damaging, defacing or destroying a wall, gate, fence, post, vehicle or any other item of property of the University/College/Institution whether or not such property is leased to any other third party by the college.

- 4.6. Unauthorized use of, or interference with, any mechanical, technical, electrical or other service or installation of the University/College/Institution;
- 4.7. Where a student is charged with the offence of theft under the law;
- 4.8. Where a student is charged with any offence which contravenes the law of the United republic of Tanzania and a police complaint is registered against him/her, he/she will be summarily suspended pending the verdict and on conviction will be dismissed.
- 4.9. Unauthorized possession of a key to University/ College/ Institution property;
- 4.10. Cheating in any form;
- 4.11. Offering bribes to any members of the University/ College/ Institution for benefit of any kind;
- 4.12. Refusal or failure to comply with a lawful order or directive given by any officer of the University/College/Institution acting on his/her behalf or under an order from any competent organ or officer of the University/College/ Institution;
- 4.13. Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person on his behalf;
- 4.14. Use of slanderous abusive, obscene or threatening language by any student against any other student or students or against any officer or Member of the University/College/Institution in the course of performance of such officer's or member's duties or any individual or organization to which the University/ College/ Institution has delegated the work or service;
- 4.15. Use of slanderous, abusive, obscene or threatening language by any student against any officer or officer's family even outside the University/College/Institution campus, on account of the affairs of the University/ College/ Institution;
- 4.16. Forging a document or uttering a false information or supplying false information to seek admission, or any benefit or favour from the University/ College/ Institution.

- 4.17. Forging a document or uttering a false information or perpetrating forgery with an intent to cause loss to any person, University/College/Institution, member or any other institution whether in cash or otherwise;
- 4.18. Knowingly inviting or entertaining a student or students in the University/College/Institution, whose name or names appear on the University/College/Institution Notice board as having been barred or otherwise known to have been barred from the University/College/Institution premises by a competent authority.
- 4.19. Refusal or failure to obey any lawful order issued under the University/College/Institution Regulations or Rules promulgated by a competent organ of the University/College/Institution;
- 4.20. Failure or refusal to attend a meeting called or authorized by the Presiding Officer of the Disciplinary Panel or any other competent organ of the University/College/Institution when summoned to do so by a proper written notice.
- 4.21. Willful obstruction of the work or proceedings conducted by the Presiding Officer of the Electoral Committee, Disciplinary Panel, Appeals Committee or any other competent organ of the University/College/Institution, or interference with witnesses in disciplinary proceeding/s conducted under these By-Laws.
- 4.22. Refusal or failure to abide by the ruling, decision and /or penalty made or imposed by the Presiding Officer of the Disciplinary Panel or any other competent authority of the University/College/Institution;
- 4.23. Inviting outsiders as guest speakers and/or social entertainers or religious speakers without the permission of the relevant organs of the University/College/Institution, namely Principal, Dean of Students and HOD.
- 4.24. Forming and or establishing unauthorized students' groups based on religion, ethnic, geographical or political or which are

- likely to cause disunity and disorder at the University/ College/Institution or in the wider Community;
- 4.25. Without derogating the right to freedom of expression, willful writing of defamatory literature and uttering insults or Obscene language by any student or group of students against any other student or group of students or any employee/member of the University/College/Institution, or against the University/ College/Institution, Government or any Civil or Religious Leader.
- 4.26. Hazing or harassment , whether mental, physical, verbal or written;
- 4.27. Sexual misconduct inside the University/College/Institution campus or even outside when on training or fieldwork, even with mutual consent.
- 4.28. Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment may be physical and/ or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal or physical sexual advances including gestures made with the same intent; or sexually explicit derogatory statements or sexually discriminatory remarks made by a student of the University/College/Institution which are offensive or may be reasonably interpreted as offensive to a fellow student (victim) involved; or which make the student (victim) feel threatened, humiliated, patronized (in a restricting, possessive fashion) or harassed or which interfere with the student's (victim's) smooth and peaceful pursuance or his/her studies or which undermine the latter's general feeling of security or creates a threatening or intimidating study environment;
- 4.29. Eve- teasing of any kind;
- 4.30. Rape or indecent physical assault;
- 4.31. Unauthorized holding of University/College/Institution and/or campus Barraza or general meeting or any Political/ religious meeting;

- 4.32. Mismanagement and / or embezzlement of student organization funds and /or of any other recognized bodies and associations.
- 4.33. Collecting or charging money from any student or student groups without prior permission of the University/ College/Institution organs; namely, the Principal, Dean of Students or HOD.
- 4.34. Unauthorized possession, carrying or use of lethal weapons or chemicals or firearms or any inflammable/ flammable material within the campus which is likely to jeopardize security and peace;
- 4.35. To possess or bring any licensed weapons or firearms inside the University/College/ Institution campus.
- 4.36. To bring or entertain any unauthorized person/s inside the campus.
- 4.37. Unauthorized/ Illegal entry of the opposite sex into the Hostel or Mess.
- 4.38. Illegal entry into another students' room;
- 4.39. Instigating or inciting students to boycott classes.
- 4.40. Leaving the University/College/Institution premises or training premises or field work premises during working hours without prior written permission;
- 4.41. Hazardous activities like causing a fire, falsely reporting or signaling a fire alarm or making a bomb threat or creating any form of havoc;
- 4.42. Possession of any alcohol or alcoholic drinks or any drugs inside the University /College/ Institution or Hostel campus ;
- 4.43. Being under the influence of any alcohol or drugs anytime during the University/College/Institution, inside the University / College/ Institution campus or hostels.
- 4.44. Smoking inside the University/College/Institution campus or inside the classes.
- 4.45. Using chewing gums or any other similar stuff or munching any eatable inside the class, training, workshop, assessment halls, labs or in library.

- 4.46. Using of mobile phones/pagers or any other communication device and/ or keeping them in switch- on mode, during the working and assessment hours of the University/ College/ Institution inside the University/ College/ Institution campus except the residential blocks.
- 4.47. Using radio or any form of music or audio/video instrument, inside the University/College/Institution campus other than residential blocks.

4.48 MALPRACTICE

The following acts are considered as malpractice in the examinations:

- 4.48.1. Possessing hand written / printed /photocopied material, in the form of book or loose sheets, pertaining/ not pertaining to the subject in the hall ticket, scale, calculator covers, hand books, dresses, parts of body, question paper, table, drawing board, wall etc., bringing programmable calculators, digital diaries, memory pads, cell phones, pagers, Walkman etc., into the examination hall.
- 4.48.2. Writing register number or name anywhere in the main answer book or additional sheet, writing irrelevant or unconnected matters, sketches, songs etc., in the answer book or additional sheets, writing indecent, filthy and vulgar words and sketching obscene figures in the answer sheets.
- 4.48.3. Placing identification marks in the answer book, tearing of sheets from the main answer book, wasting exam stationery, taking away unused additional sheets from examination hall and exchanging scales, rulers calculators, hand books, question papers, additional sheets etc., with the neighbour(s);
- 4.48.4. Showing signals to neighbors' or others, talking to other students and trying to communicate with students inside or outside the hall;

- 4.48.5. Misbehaving with the examination staff inside or outside the hall;
- 4.48.6. Writing any appeal to examiner, inserting currency notes inside the answer book with or without appeal;
- 4.48.7. Writing address, phone nos. etc., in the answer book;
- 4.48.8. Enclosing empty additional sheets with main book;
- 4.48.9. Writing any examination without valid hall ticket;
- 4.48.10. Possessing hand books or tables which are not permitted by the Controller of Examinations;
- 4.48.11. Noting down answers of questions in the question paper before leaving the hall;
- 4.48.12. Showing or giving the answer book to the neighbour for copying;
- 4.48.13. Procuring, getting or keeping the answer book of others during an examination;
- 4.48.14. Inserting additional sheets written by others into the answer book;
- 4.48.15. Allowing others to write in the answer book;
- 4.48.16. Removing fly slip from the answer book or writing wrong register no. in the fly slip;
- 4.48.17. Writing answers to question papers of previous exams and replacing the main answer book, and taking away the written answer book without handing over it to the hall invigilator even after the final bell;
- 4.48.18. Damaging the answer book(s) of others, disturbing other candidates in any manner and preventing other candidates from entering the hall;
- 4.48.19. Destroying or making any attempt to destroy the malpractice material when being caught and refusing to handover the malpractice material;
- 4.48.20. Indulging in acts of threats, violence and refusing to give a written statement when caught in act of malpractice, refusing to receive show cause notice, refusing to attend to

- the enquiry and running away from exam hall when caught red handed;
- 4.48.21. Causing damage to examination -related records or the belonging(s) of examination staff;
- 4.48.22. Teasing the examination staff with acts such as shouting, whistling, laughing etc., inside or outside the university/ College/ Institution premises and defying in any Manner any of the Rules and Regulations, promulgated by the Board of Examinations from time to time.
- 4.49. Any act of violation of Individual Code of Conduct in respect of Hostels, Laboratories, Library, Workshops, Examinations or Training Programmes will constitute a severe disciplinary offence.
- 4.50. Students repeating the same offence or other offence either pardoned or punished will have to face serious consequences depending on the severity and frequency of the offence.

5.0 ON HOSTEL ACCOMODATION AND CONDUCT

The Principal is the Warden of the Hostel

- 5.1. Inmates may be offered accommodation in the University/ College/ Institution Hostel inside the campus or any other building rented by the University/College/Institution whenever hostel accommodation is not available on the campus. Priority shall be given to disabled students and girls and such other categories as the University/ College/ Institution Council shall decide from time to time;
- 5.2. The rooms are furnished with cot(s), table(s), light fitting(s), fan(s) and chair(s).
- 5.3. Some rooms may have individual cupboard and or common cupboard.
- 5.4. Occupants shall be required to sign a Lesser-Lessee contract at the beginning of each year.
- 5.5. Any damage or loss of the Hostel property must be reported immediately to the Deputy Warden.

- 5.6. Inmates are not allowed to remove permanent fittings from their rooms or common rooms or common places in the Hostel and are responsible for taking good care of the entire property.
- 5.7. Inmates shall be required to sign for all items of property found in their rooms at the beginning of each year and sign off at the end of each year. They shall also ensure that they sign off at the end of each semester, as otherwise, they will be charged for the property not handed over.
- 5.8. Payment of rent shall be made at the beginning of each year. Any deviation should be channeled through the concerned class teacher, Deputy Warden, Dean of Students or Warden or the permission obtained from the Director.
- 5.9. While vacating the Hostel, the outgoing inmates shall return all the relevant documents to the Hostel Warden, and get the contract terminated.
- 5.10. Inmates shall take together proper care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms. Any damage, repair, or loss should be replaced or made good as the Warden deems fit.
- 5.11. Inmates themselves are responsible for the good condition of the furnishings and fittings in the room. Any damage, r repair, loss or theft should be replaced or made good as the Warden deems fit.
- 5.12. Inmates shall bear the responsibility for any repair or failure of the electrical instrument installed in the room.
- 5.13. An inmate shall use any additional facility like a computer, TV, or music systems only after getting prior written permission from the Warden himself, on payment of the prescribed license fee, along with the NOC obtained from the roommates.
- 5.14. The inmates of the concerned block shall share the water / electricity charges on an equal dividing basis.
- 5.15. Cooking is not allowed in the rooms. For avoidance of any doubt, cooking includes: frying, roasting, baking and boiling, irrespective of the source of energy;

- 5.16. Cooking is allowed in the designated kitchens only. Using any inflammable material is not permitted.
- 5.17. Inmates shall not interfere with or transfer furniture or fittings of any kind from any part of the University/College/Institution building without prior written permission from the office of the Deputy Warden or the officer designated.
- 5.18. Notwithstanding the generality of this paragraph, any inmate wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Deputy Warden or the officer designated;
- 5.19. No cooking or cooling appliances and no electric devices of any kind will be allowed in the rooms.
- 5.20. Inmates will not be allowed to play music instruments loudly, at noise levels that are a nuisance and cause annoyance to fellow-inmates or the Deputy Warden.
- 5.21. Electric lights shall not be left burning during the day time or when the occupants are not in the room;
- 5.22. Music shall not be played at noise levels that annoy other residents of the Hostel;
- 5.23. For specific official students' functions, permission to extend the time for musical performance in specified places within the University/College/Institution may be granted by the Deputy Warden or Dean of students until but not beyond 10:00 pm;
- 5.24. A resident shall obey rules and instructions given in respect of the Hostel and refrain from any conduct which may bring discredit upon his/ her hostel of residence or is prejudicial to the welfare of the other residents of the Hostel such as drunken and disorderly conduct, playing excessively loud music, etc.;
- 5.25. No inmate shall be allowed to entertain visitors of either sex in his/her room.
- 5.26. Inmates may be allowed to receive visitors at the Reception or Visitors' Room until 06.00pm only on weekends.

- 5.27. No inmate will be permitted to entertain any other student at the Hostel at any point of time.
- 5.28. Inmates shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses , children or other relatives;
- 5.29. No student is permitted to leave the Hostel and travel beyond the city limits without prior written permission from Deputy Warden / Warden.
- 5.30. Written permission for travel outside the Dar Es Salaam region for a weekend, shall be obtained from the Deputy Warden and / or Dean of Students;
- 5.31. Written permission for travel for more than a week, shall be obtained from the Head of the relevant Faculty, having been duly notified to the Dean of Students and the Warden;
- 5.32. Subletting to any unauthorized person in the Hostel (s) of residence shall be considered as a serious, punishable offence. (For avoidance of any doubts, unauthorized person include student(s) and/or any other person not allocated to the particular room / hostel of residence);
- 5.33. Failure or delay in the payment of accommodation fees within the stipulated period, without approval of respective University / College / Institution Authorities will not be allowed;
- 5.34. Any breach of Lesser-Lessee contract will be considered as a disciplinary offence.
- 5.35. All inmates shall be required to vacate the Hostel of Residence at the end of each semester when the University/ College/ Institution closes for "vacation"
- 5.36. Students in their final year, may be granted permission to stay in the Hostel of Residence for the short vacation immediately preceding their final examinations, provided , in that event, they shall undertake to meet the cost of their stay at rates prescribed;
- 5.37. Students may, under special circumstances not specified above, be permitted to live in Hostels of residence during vacation with

the recommendation of the Dean of Students and the approval of the Warden;

- 5.38. Loss of keys by students must be immediately reported to the Deputy Warden or Janitor on duty. The key holder for its loss or for its safe custody will replace the key on payment of the cost of a new lock.
- 5.39. Keys shall be returned when inmates leave the room assigned / Hostel, at the end of each Semester. Failure to do so, shall result in the key-holder- paying proportionate residential charges from the start of the vacation to the time the key is returned ;
- 5.40. Each key- holder must ensure that he/ she has signed in the key book when he/she returns the key to the Deputy Warden or Janitor.
- 5.41. Regulations for University/College/Institution Hostel Residence within the campus shall apply mutatis mutandis to the students living in off-campus residences under the supervision of the University/ College/Institution;
- 5.42. Students repeating the same offence either pardoned or punished will have to face consequences depending on the severity and frequency of the offence.

6.0 ON PROVISIONS RELATING TO CAFETERIA, KITCHEN AND SHOPS.

Students utilizing the University/College/Institution catering facilities or any private catering or cafeteria or shops inside the University/College/Institution campus are required to observe the regulations governing cafeteria. Failure to observe any of the following rules shall constitute a disciplinary offence;

- 6.1. The kitchens shall be out of bounds to all students except for the designated students who are authorized to oversee, by the Dean of the Students or the Vice- Principal Administration and Accounts.
- 6.2. Smoking is not allowed in the cafeteria;

- 6.3. Consumption of alcohol or alcoholic drinks or drugs will not be permitted in cafeteria.
- 6.4. No student will be permitted to take any equipment such as crockery, glasses, cutlery, etc. from the Kitchen or cafeteria;
- 6.5. Any criticism of, or complaint about, cafeteria service shall be made through a suggestion box to the Dean of Students or to the Vice-Principal Administration and Accounts.
- 6.6. No student is allowed to sit or loiter in the cafeteria or the shopping area during class hours.
- 6.7. No student is allowed to force the cafeteria/ shop operator to lend food or any other service free or on loan. Any such activity will be deemed as a disciplinary offence.

7.0 ON POSSESSING AND DRIVING ANY AUTOMOBILE VEHICLES IN THE CAMPUS

Any student intending or who intends to bring, keep and drive any automobile vehicle inside the campus shall observe the following regulations. Failure to do so will be considered as a disciplinary offence;

- 7.1. Any student who wishes to bring a vehicle to the University/College/ Institution campus shall comply with the Motor Vehicle Act and other related acts of the United Republic of Tanzania as well as the relevant rules which are in force on the University/College/Institution' campus.
- 7.2. Students should register the vehicle with the Dean of Students; provided that registration shall be conditional upon production of the following documents for inspection:
 - a. The motor vehicle registration card;
 - b. An NOC from the owner duly authorized and certified by a Notary Public, if the vehicle is not in the applicant's name.
 - c. The current certificate of insurance, and wherever applicable, a certificate of road worthiness; and

- d. A valid and clean current driving license in the applicant's name, if such a registration shall be renewed annually.
 - e. Only the student who obtains such a permission is allowed to drive the vehicle.
- 7.3. Any violation of this rule will be deemed as a disciplinary offence and both the parties involved will be charged.
- 7.4. Any accident resulting in any form of physical damage will be reported to the university authority and police and the offender shall pay appropriate compensation to the victim.

8.0 ON COLLECTION OF DONATIONS OR CONTRIBUTIONS IN KIND OR CASH

Collection of any money, subscription of donation in cash or kind should be done with the prior permission of the Dean of students or Vice- Principal Accounts and Administration.

- 8.1. Application for permission to make a general collection of money including "Students Organization" subscriptions or entrance fees for film shows or other functions, shall be made to the Vice Principal through the Dean of Students by the body concerned.
- 8.2. The details for which the collection is meant should be stated clearly.
- 8.3. Upon completion of the collection of money, the details of collection shall be submitted to the Dean of Students and later displayed in the appropriate notice board with the permission of the Dean of Students.
- 8.4. Students/ student organization or anybody is not permitted to make any collection for the purpose of benefit of any ethnic group or political party.

9.0 ON USING THE NAME OF THE UNIVERSITY/ COLLEGE/ INSTITUTION AND ITS EMBLEM

Students are advised to follow the regulations regarding the use of the name of the University/College/Institution and its Emblem. Any non-compliance will be considered as a violation and will be treated as a disciplinary offence.

- 9.1. Students, or any organizations of students or bodies are not allowed to use the name of the University / College / Institution or its Emblem without the prior permission of the Principal.
- 9.2. No student, student organization or student body will be allowed to imitate or create any similar or near- similar name(s) or emblem(s) and use that.

10.0 ON OFFICIAL CORRESPONDENCE

All students, student organizations and or student bodies are expected to adhere to the regulations regarding the official correspondence or communication or any interview given to the press and media. Any non-compliance in this regard will be considered as violation and will attract severe disciplinary action.

- 10.1. Students may not communicate with outside institutions and the news media in their individual capacity as students.
- 10.2. Any official correspondence or communication from any student body or bodies or societies or students organization, to the media or the press should be done with the written permission of the Principal through the Dean of Students.
- 10.3. All official correspondence by students, officials of the Student Organization or by officials of recognized student societies to Government ministries, parastatals, non-governmental organizations and correspondence addressed to the higher authorities in the management, the State House, Representatives of foreign governments, international non-governmental organizations or any other such official bodies shall be routed through the Dean of Students, the Dean of Faculty the Principal or the Vice Chancellor, as required.

11.0 ON PART TIME EMPLOYMENT

- 11.1. Students may undertake paid employment during semester vacations subject to prior written permission from the respective Faculty Heads. Assurance will be given provided that the academic work of such students would not suffer through such employment;

11.2. Failure to observe any of the prohibitions/provisions of this section shall constitute a minor disciplinary offence.

12.0 ON PAYMENT OF FEES

Payment of the prescribed fees shall be a condition for registration to pursue and/ or to continue with the studies at the University/College/Institution, apart from fulfilling other conditions:

- 12.1. All students shall pay the required fees for the University/College/Institution, Hostel and any other facilities before availing the service and or before attending the class.
- 12.2. Any case of non-payment will result in the name of the student being removed from the rolls or Hostel, or denial of access to any particular service or facility.

13.0 ON USING THE TRANSPORT FACILITIES OF THE UNIVERSITY/ COLLEGE/ INSTITUTION.

The University/College/Institution shall operate transport facilities for its administration and related works University/ College/ Institution may also provide transport facilities between the University/College/Institution and the Hostel/ town. Students are advised to follow the regulations in place, in this regard. Any failure to comply with the same will be considered as a major disciplinary offence.

- 13.1. No student is allowed to enter into or travel in the institution's transport facilities without permission.
- 13.2. No student is permitted to obstruct/ damage/ any vehicle of the University/College/Institution.
- 13.3. If the student has paid the required fee for transport and is a bonafide traveler, he/she shall possess the valid permission always and submit to the designated authority for verification, whenever required.

- 13.4. The bonafide traveler shall never ask/force the driver of the vehicle to divert the vehicle in a different route other than the one assigned.
- 13.5. No bonafide traveler shall invite any student or any other person to travel in the bus.
- 13.6. No traveler shall cause any activities that will endanger the lives of the passengers or the vehicle or the general public.
- 13.7. All other regulations that will apply to the campus are applicable to this also.

14.0 ON DEALING WITH THE STAFF AND OTHER MEMBERS OF THE UNIVERSITY/ COLLEGE/ INSTITUTION

Basic respect for individuals, seniors and teaching and non- teaching members of the University / College / Institution is very important. The University / College / Institution believes that discipline starts from respecting others. Hence, the University / College / Institution strongly recommends the code of conduct. Any violation will be treated as major offence.

- 14.1. Students should address members of the staff with proper respect; they should use Mr. / Ms. with their names or call Sir / Madam / Doctor / Professor / Sister.
- 14.2. Students should not enter into the personal vehicle(s) of the staff until and unless invited by the staff.
- 14.3. Proposing or using words of love or invitation for sex, marriage, affair or any casual acquaintance, is not expected from a student and a member of the staff. Complaints from any affected person will result in severe punishment of the offender.
- 14.4. Teasing any member of the staff in any form, inside / outside the University / College / Institution / campus is a serious offence.

15.0 ON CODE OF CONDUCT DURING INDUSTRIAL VISITS AND TRAINING SESSIONS

- 15.1. The provisions on code of conduct, attendance and other sections of behavior inside the campus apply to any student who is on industrial visit and or on off-campus training, in equal measure.
- 15.2. Any violation of the same will attract the same disciplinary action as violation of the code of conduct inside the campus will do.

16.0. ON ATTENDING AND BEHAVING IN THE STUDY AND PLASURE TOURS ORGANIZED BY UNIVERSITY/ COLLEGE/ INSTITTUION OR ITS STUDENTS.

The rules governing the behavior and code of conduct of a student during the industrial training sessions and visits are applicable here also.

PART - III

17.0 EXERCISE OF DISCIPLINARY POWERS

The guidelines meant for disciplinary actions are given below, for easy reference and instilling discipline in the students

18.0 COMPOSITION OF THE DISCIPLINARY PANEL

In the exercise of his statutory functions, the Vice Chancellor / Principal / Vice Principal is the only competent authority to constitute the Disciplinary Panel, which shall consist of:

- 18.1. Two of the senior academic members of staff , one of whom shall serve as the Presiding Officer
- 18.2. The Dean of Students;
- 18.3. One representative from the non-teaching staff;

- 18.4. One student nominated by the Student organization; provided that the Principal is satisfied that the nominated student is not directly related to the case;
- 18.5. The Dean of School / HOD or his/her associate of the Faculty to which the charged student belongs;
- 18.6. Any other person who is an expert on the field of the offence committed as felt by the Presiding Officer; and
- 18.7. A member from the Registrar's office.

19.0 PROCEDURE FOR CONDUCTING DISCIPLINARY ACTION:

- 19.1. Any complaint in respect of the disciplinary offence by any individual or body shall be given in writing to the Principal of the University / College / Institution.
- 19.2. Even if a complaint is made orally, the same shall be formulated in writing and addressed to the Principal of the University / College / Institution.
- 19.3. When a complaint is made to, and information is received by the Vice Chancellor / Principal. Vice Principal that a student has committed a disciplinary offence, the Presiding Officer of the Disciplinary Panel shall conduct preliminary investigation of the case to satisfy himself / herself.
- 19.4. Upon receiving such information, the Presiding Officer of the Disciplinary Panel may require the student against whom such a complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may conduct further investigations, collect further evidence wherever possible and obtain such counsel as is thought appropriate.
- 19.5. Provided that the Presiding Officer of the Disciplinary Panel may in any case in which a complaint is made or information received and shall in any case where he asks a student for such explanation as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be

and such particulars thereof as will enable the student to make answers thereto;

- 19.6. If the Presiding Officer of the Disciplinary Panel is of the opinion that no Prima facie case has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall be conducted in respect of that complaint or information;
- 19.7. Where the Presiding Officer of the Disciplinary Panel is of the opinion that there is a prima facie case for a disciplinary action, disciplinary proceedings shall be set in motion forthwith.
- 19.8. The Presiding Officer of the Disciplinary Panel shall serve upon the Student and the Complainant a proper notice. Such a notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as 'the student') and the Complainant of the time and place for holding the disciplinary proceedings;
- 19.9. In this paragraph "a proper notice" in terms of time means notice given within a reasonable time provided that such time shall not be less than three days from the date of service / of the notice on the student to the date of holding the disciplinary proceedings;
- 19.10. Either party shall, for the purpose of his / her defense or reply as the case may be, and upon request in writing for that purpose to the Presiding Officer of the Disciplinary Panel, be entitled to be supplied by the Presiding Officer of the Disciplinary Panel with a copy of an explanation, answers or other documents given or sent to the Presiding Officer of the Disciplinary Panel by or on behalf of the other party;
- 19.11. Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings, serve upon the other, notice in writing asking him / her to admit in writing any facts or produce any documents which are specified in such a

notice, material to the complaint or information or defense, as the case may be;

- 19.12. The Presiding Officer of the Disciplinary Panel may summon any witness to attend the disciplinary proceedings at the prescribed place and time on the appointed day;
- 19.13. The disciplinary proceedings shall be open, and shall be held in public; Provided that the Presiding Officer of the Disciplinary Panel may, if he/she thinks fit, at any stage of the disciplinary proceedings, exclude the public generally, or any particular person;
- 19.14. At the opening of the disciplinary proceedings, the charge or charges shall be read, and, if the student concerned is not present, the Presiding Officer of the Disciplinary Panel shall satisfy himself/herself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in this By-Law.
- 19.15. The complainant shall open the case and produce his/her evidence in support thereof;
- 19.16. The Presiding Officer of the Disciplinary Panel shall then give an opportunity to the Student to state his/her case and produce evidence in support thereof;
- 19.17. At the conclusion of the case, the student and the complainant shall not, without special leave of the Presiding Officer of the Disciplinary Panel, make an address in reply;
- 19.18. The Presiding Officer of the Disciplinary Panel shall investigate and determine any dispute referred to him/her/it with due regard to the law of evidence and, subject to these By-Laws, shall be entitled to determine his /her/ its own procedure for any proceedings before him/her/it ;
- 19.19. Evidence may be taken by the Presiding Officer of the Disciplinary Panel in written statement(s) only;
- 19.20. Where a witness is called by a party, he/she shall be the first one to be examined by the party which called him/her, and then

cross-examined by the other party and then if necessary again by the party which called him/her;

- 19.21. The decision of the Presiding Officer of the Disciplinary Panel arrived at with due regard to the advice of the Advisory , shall be recorded in his/her own hand and shall be announced by himself/her in any manner he/she may deem fit.

20.0. PENALTIES

20.1.	Reprimand or issue of a Stern Warning, following an Apology in Writing from the Student and Cancellation of Scholarship.	4.1,4.6,4.9, 4.10, 4.13, 5.5, 5.6, 5.10 5.16,5.19, 5.20, 5.21, 5.22, 5.26, 5.28, 5.29,5.30, 5.31,5.41, 6.0, 6.4, 6.5, 6.6, 6.7,11.1, 11.2, 13.0, 13.3 ,14.1
20.2.	Reprimand or issue of a Stern Warning with Apology in Writing from the Student and Cancellation of Scholarship and Compensation for / replacement for lost/ damaged property.	4.1, 4.6, 4.9, 4.10, 4.13, 5.5,5.10, 5.16, 6.0, 6.4, 14.1
20.3.	Reprimand or Issue of a Stern Warning following an Apology in writing from the Student and Cancellation of Scholarship and Penalty up to Tsh 150,000/-	4.6, 4.9, 4.10, 4.13,5.5, 7.0, 7.1, 7.2, 7.4, 14.1
20.4.	Suspension for 3 Working Days with an Apology in Writing from the Student and Cancellation of Scholarship	4.6, 4.9, 4.10, 4.13, 4.25, 4.36, 4.38, 4.40, 4.45, 4.46, 4.47, 5.5, 5.23, 5.24, 10.0, 10.1, 10.2 , 10.3, 14.1,

20.5.	Suspension for 3 Working Days with an Apology in Writing from the Student and Cancellation of Scholarship and Compensation	4.6, 4.10, 4.13,, 4.36, 4.38, 4.40, 4.45, 4.46, 4.47,5.5, 5.12, 5.37, 6.0, 6.1,14.1
20.6.	Suspension for 7 Working Days with an Apology in Writing from the Student and Cancellation of Scholarship	4.6, 4.10, 4.12, 4.13,,4.18, 4.23, 4.24, 4.27, 4.29, 4.31, 4.35, 4.36, 4.37,4.38,4.40, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 5.05,5.24, 5.27, 6.0, 6.2, 6.3, 13.0, 13.1 , 14.1
20.7.	Suspension for 7 Working Days with an Apology in Writing from the Student and Cancellation of Scholarship and Compensation for Property Lost / Damaged	4.2, 4.3, 4.4, 4.5, 4.6, 4.10, 4.11, 4.13, 4.14, 4.15, 4.16, 4.17, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.31,4.32, 4.33, 4.35, 4.36, 4.37, 4.38,4.40, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 4.4.49, 4.50, 5.5,5.15, 5.42, 6.0, 6.7, 8.0,8.1, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 13.0, 13.4, 13.5, 13.6, 13.7,14.1
20.8.	Possible rustication of the Student for a Maximum of 9 Months to One Academic Year	4.1, 4.2, 4. 3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.31, 4.32, 4.35, 4.37, 4.39, 4.42, 4.43, 4.44, 4.47, 4.48, 4.49, 4.50, 5.5 , 5.42, 14.3, 14.4

20.9.	Possible suspension of Student(s) Pending the Verdict of the Court of Law and if convicted he /she shall be terminated from Studies	4.8,4.10, 4.34, 4.35, 4.50, 5.5, 5.42, 13.0, 13.2 , 4.34,
20.10.	Compensation for loss/ damage to be paid by the Student as per the Committee's decision and Cancellation of Scholarship.	4.7, 4.8, 4.50, 5.5, 5.7, 5.10, 5.11, 5.35, 5.36, 5.38, 5.39, , 5.40, 5.42 , 13.0, 13.2,
20.11	Summary Expulsion of the Student from the University /College /Institution.	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.30, 4.31, 4.34, 4.35, 4.39, 4.41, 4.49, 4.50, 5.05, 5.42, 8.0, 8.1, 8.2, 8.3, 8.4, 12.0,12.1, 12.02, 14.0, 14.3, 14.4
20.12	Summary Expulsion from the Hostel and Cancellation of Scholarship.	4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, 4.12, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.49, 4.50, 5.05, 5.13, 5.14, 5.17, 5.18, 5.24, 5.25, 5.28,5.32, 5.33, 5.34, 5.35, 5.36,5.42, 12.0,12.1, 12.2
20.13	Any of the above punishments that the panel deems fit along with repayment.	4.32, 4.33, 4.49, 4.50, 5.42 ,

20.14	Any of the above punishments that the Panel deems fit along with forfeiting the certificate till repayment is made.	4.32, 4.33, 4.50, 5.42, 8.0 , 8.1, 8.2, 8.3, 8.4
20.15	Punishments will be awarded ranging from “cancellation of a maximum of all modules written by the candidate in that sitting” to “ debarring him / her for 3 subsequent Semester Exams” depending on the nature of malpractice committed by the candidate.	4.48 and its sub clauses, 4.50, 5.5, 5.42

- Two warnings will lead to Suspension and still higher penalty on the third occurrence of offence.
- Any student who gets two penalties for similar or different offence(s) will be given higher penalty on the subsequent occurrence.
- Any suspension or expulsion from the University/College/Institution will automatically apply to the Hostel also and need not be vice versa unless until specified.

21.0 APPEALS

The provisions of the By-Law of the University/College/Institution provide University/College/Institution the constitution of an Appeals Board, which will serve as an appellate authority against the decision of the Disciplinary Panel, wherein a Student or an aggrieved Party who is not satisfied with the decision of the Disciplinary Panel, can prefer an Appeal.

- 21.1. Any aggrieved Party shall file his/her Appeal within 7 days of receiving the decision of the Disciplinary Panel.
- 21.2. The Vice Chancellor/ Principal or Head of the Institution is the sole authority empowered to constitute the Appeals Board consisting of

- three senior most members of the staff, of whom one will serve as Chairperson.
- 21.3. The Appeals Board shall meet within 14 days following the receipt of an Appeal and direction from competent authority.
- 21.4. Any member of the Panel who serves on the Disciplinary Panel cannot take part in the Appeals Board constituted for the same case.
- 21.5. Such an Appeal shall spell out in detail, the ground(s) of Appeal, and a copy of the same shall be sent to the Disciplinary Panel also.
- 21.6. When an Appeal is lodged with the Appeals Board, execution of any penalty imposed by the Disciplinary Panel shall be stayed, pending the verdict of the Appeal. Instead, status quo will be maintained.
- 21.7. Appeals Board should also intimate the Disciplinary Panel the admission of the Appeal.
- 21.8. At the hearing of any appeal by the Appeals Board, both the parties concerned shall be given an opportunity to be heard. No other person(s) in any defensive, or representative, capacity for the aggrieved party will be allowed to appear before the Appeals Board.
- 21.9. In disposing of an Appeal, the Appeals Board will have the power to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, reduce or set aside, any penalty imposed by the Disciplinary Panel.

PART-IV

22.0 AMENDMENTS TO THE BY-LAWS.

The individual University/College/Institution or the Head Office can amend the By Law whenever necessary, with the consent of the respective University/College/Institution Council. However, in the event of any necessity, if the Academic Board amends the law, the same should be ratified by the University/College/Institution Council/ Senate in the subsequent meeting.

