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## 1.0 INTRODUCTION

### 1.1 Background Information

The institute had its beginning in early 1958 when it started as a Survey Training Centre for the purpose of training land surveying technicians' course for six months only, it was established at Mgulani in Dar es Salaam city and now the Institute is established in Morogoro municipality old Dar-ES- Salaam road.

In 1966, the course was restructured to one - year theory and one year in field practical training. The changes of duration necessitated changes of location from Mgulani to Observation Hill at Makongo where the Ardhi University (ARU) is currently located.

In October 1972, the former Survey Training Centre was renamed to be Ardhi Institute. '*Ardhi*' being a Swahili word for 'Land'. The change of the name was meant to underline the change of status of the institution by raising the training from technician level into sub-professional diploma levels in land management and valuation, land surveying and urban and rural planning. This led to the end of training certificate course in land surveying at Ardhi Institute Dar -ES- Salaam.

Following a discussion between the Ardhi Institute and Ministry of Lands in 1976, it was agreed that there was a need to re-establish again the land surveying certificate course that has been conducted by the defunct Survey Training Centre. Establishment of Ardhi Institute Morogoro was in July 1978 after the transfer of upgrading courses from Morogoro to Tabora under the academic umbrella of Ardhi Institute Tabora. This shift marked the birth of Ardhi Institute Morogoro with certificate course of six months followed by one year course in 1979.

In 1980 a one year course of land surveying was modified to two years i.e. one for theory training and another for field practical training. The idea of diploma course in Land Surveying was introduced in June 2000

to meet the technological changes in surveying and mapping industries. The reasons for introducing the diploma course were:

- (i.) To improve performance of the graduates in Geomatics industry
- (ii.) To open up opportunities for the graduates to higher education, notably for Bachelor degree.

The diploma course in Land Surveying was established in 2001 with duration of two years under term system. Following the change of curriculum from term system to semester system in May 2009, the Institute was fully accredited by NACTE, and begun to conduct Geomatics courses in October 2010. The ARIMO accreditation by NACTE enabled Ardhi Institute to adopt semester system and start to train three courses in Geomatics. These are Basic Certificate for one year, Certificate for one year, and Diploma for one year for those who have completed certificate course.

Graduates of Ardhi Institute Morogoro are competitive and competent in spatial data management. Most of them find employment with central Government, Parastatal organization, training Institutions and researchers, private companies and local Government.

## **1.2 Vision**

To be a centre of excellence in providing technical and professional training, research and consultancy services in Land Management and Geomatics technology.

## **1.3 Mission**

To provide flexible and sustainable high standard and quality training, research, consultancy in Land Management and Geomatics technology to meet the needs of clients.

## 2.0 THE ADVISORY BOARD.

Chairman	Eng. Prof. Sylvester Mpanduji	Sokoine University of Agriculture (SUA)
Members	Dr Dorothea Deus	Senior Lecturer Ardhi University (ARU)
„	Mr. Creff Clifford K. Tandari	RAS- Morogoro Region
„	Mr. Victor Kategere	Director of Administration & Personnel, Ministry of Lands and Human Settlements Development
„	Dr. James Mtamakaya	Director of Surveys and Mapping, Ministry of Lands , housing and Human Settlements Development
„	Mr. Musa Stefano	RAAWU Chairman, Ardhi Institute Morogoro (ARIMO)
„	Agnes Ponera	Principal Coordinator: Engineering and other science courses (NACTE)
„	Mbaraka S. Maridadi	Senior economist (Ministry of Finance)
Secretary	Dr Adam Nyaruhuma	Principal Ardhi Institute Morogoro (ARIMO)

### 3.0 MANAGEMENT COMMITTEE.

Chairman	Principal:	Dr Adam Nyaruhuma
Secretary	Human Resource Officer:	Mrs Rebeca Kamihanda
Members	Ag. Head of Academics:	Mr. Francis .K Lugomela
„	RAAWU Chairman:	Mr. Musa Stefano
„	Dean of Students :	Mr. Ganiza J. Luketa
„	Accountant:	Mr. Said Rashid
„	Procurement Officer :	Mr. Adam Kayagambe

#### 4.0 ACADEMIC STAFF

Chief Tutors:	Mr. Desderius D. Kimbe, MSc. Geoinformatics (ITC), Adv Dipl. LS (ARI DSM), Dipl. Ed. (DTTC), Dipl. Cartog. (Denmark). MIST, FIST and FRS (T)
	Mr. Francis K. Lugomela, MSc. Geoinformatics, (ITC), Adv. Dipl. LS (ARI DSM) Cert. in LS (ARIMO), MIST, FIST, FRS (T).
Senior Tutors:	Mr. Mussa Stephen. MSc. in Geoinformatics (ITC), BSc in Surveying (UCLAS). MIST, FIST, FRS (T).
	Mr. Ganiza J. Luketa, MSc. in Geomatics (UDSM). Post Grad Dip in Geomatics (UDSM) Adv Dipl. LS (ARI DSM), Cert Statistics (SC). FTC (DTC). MIST
	Mr. Benson. H. Lazaro, MSc. in Geomatics (ARU), B.Sc. Land Surveying (UCLAS).
	Mr. Renatus. K. Buberwa, MSc. in Mathematics (UDSM), B.Sc. Physics & Mathematics (UDSM), Cert of ASEI & PDSI (CEMASTEIA, NAIROBI KENYA).
Tutors	Mr. Hamis K. Abdallah, B.Sc. in Geomatics UDSM
	Mr. Mussa H. Mussa, B.Sc. in Geomatics UDSM
	Mrs Levina Assenga, BSc. Geomatics (ARU)
	Mr Philip Magesa, BSc. Geomatics (ARU)



	Mr. Daud C. Ikeru, BSc. in ISM (ARU), Dipl. in LS (ARIMO)
	Mr. Colman .C. Massawe, BSc. in Geomatics (ARU) Dip in LS (ARIMO)
	Mr. Adolf Milunga, BA. with Geography and Env. Studies (UDOM), Dip in LS. (ARIMO)
	Mr. Pius P. Kafefa, BSc. in Env. Planning (IRDP- DODOMA) Cert. in LS (ARIMO).
Assistant Tutors	Mr. M.P. Katemi, Dipl. in LS (ARIMO).
	Mr. Cuthbert Kayumbo, Dipl. in Geomatics (ARIMO)
	Mr. Modest Machupa, Dipl. in Cartog. (ARITA)
Librarian:	Ms. Winifrida P. Itambu, Dip in Library Info. Studies (JUCO), Cert. in Library, (SLADS)
Technicians	Vacant
Academic PS	vacant
Admission Officer	vacant
Examination Officer	Vacant
Registrar	Vacant

## 5.0 COURSES OFFERED:

### 5.1 Diploma in Geomatics

#### 5.1.1 Entry requirements:

The candidate should have completed Certificate in Geomatics (NTA Level 5) from Ardhi Institute Morogoro or any equivalent qualifications recognised by the NACTE relating to surveying and mapping.

#### 5.1.2 Program Modules

There shall be fundamental and core modules that shall be taught in semester systems in all courses offered at Ardhi Institute Morogoro.

#### Modules for semester I

Table 1 and Table 2: Demonstrates the module title, code, hours per week and credits for every subject.

**Table 1: Fundamental Modules for Semester I**

Code	Module title	Scheme of Study (Hours per week)				Total hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GST 06101	Mathematics V	3	1	-	-	4	6
GST 06102	Entrepreneurship & Development III	1	-	-	1	2	3
GST 06103	Research Methodology	1	-	-	1	2	3
<b>TOTAL</b>		<b>05</b>	<b>01</b>	<b>-</b>	<b>02</b>	<b>8</b>	<b>12</b>

**Table 2: Core Modules for Semester I**

Code	Module title	Scheme of Study (Hours per week)				Total hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GMT 06101	Engineering surveying I	2	1	1	1	5	8
GMT 06102	Photogrammetry II	2		1	-	3	5
GMT 06103	Cartography III	2		2	-	4	6
GMT 06104	Cadastral surveying III	2	1	2	1	6	8
	<b>Sub-total</b>	<b>08</b>	<b>02</b>	<b>06</b>	<b>02</b>	<b>18</b>	<b>27</b>

**Modules for semester II**

Table 3 and Table 4: Demonstrates the modules title, code, hours per week and credits for every subject.

**Table 3: Core Modules for Semester II**

Code	Module title	Scheme of Study (Hours per week)				Total Hrs /week	Credits
		Lecture	Tutorials	Practical	Assignment		
GMT 06201	Engineering surveying II	2	1	2	1	6	9
GMT 06202	Photogrammetry III	2		1	-	3	5
GMT 06203	Cartography IV	2	-	2	1	5	8
GMT 06204	Remote Sensing	2		1	1	4	6
GMT 06205	Satellite Surveying	2	-	2	-	4	6
GMT 06206	GIS II	2	-	1	-	3	5
GMT 06207	Land law	2	-	-	1	3	5
GMT 06208	Diploma Project	1	-	-	8	9	14

<b>Sub-total</b>	15	01	09	12	37	58
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## Diploma Project and Industrial Practical training practical

**Table 4: Core Modules for Semester I**

<b>Code</b>	<b>Module title</b>	<b>Scheme of Study (Hours/seven weeks)</b>				<b>Credits</b>
		<b>Office Work</b>	<b>Field Work</b>	<b>Total Hrs/week</b>	<b>Total Hrs/7 weeks</b>	
GMT 06209	Field Practical Training II	10	30	40	280	28

## 6.0 5.2 Certificate in Geomatics.

### 5.2.1 Entry requirements:

The candidate should have completed an Advanced Certificate of Secondary Education (ACSE) with at least one minimum principal Pass “E” in either Mathematics or Physics (Engineering Science) or Geography and a Subsidiary “S” in either of the mentioned subjects

OR

Should have Certificate in Cartography, Civil Engineering, Environmental Engineering, Mining Engineering, Irrigation Engineering, Graphical Arts and Printing, Basic Certificate in Geomatics, Certificate in Land Surveying or any equivalent qualifications recognised by the NACTE relating to surveying and mapping.

### 5.2.2 Program Modules

There shall be fundamental and core modules that shall be taught in semester systems in all courses offered at Ardhi Institute Morogoro.

#### Modules for semester I

Table 5 and Table 6: Demonstrates the module title, code, hours per week and credits for every subject.

**Table 5: Fundamental Modules for Semester I**

Code	Module title	Scheme of Study (Hours per week)				Total Hrs/week	Credits
		Lectures	Tutorials	Practical	Assignments		
GST 05101	Mathematics III	3	1	-	-	4	6
GST 05102	Physics III	2	1		1	4	6
GST 05103	Communication Skills III	2	-	-	1	3	5
GST 05104	Entrepreneurship & Development II	2	1	-	-	3	5

GST 05105	Computer Application I	2	-	2	-	4	6
	<b>Sub-total</b>	<b>11</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>18</b>	<b>28</b>

**Table 6: Core Modules for Semester I**

Code	Module title	Scheme of Study (Hours per week)				Total Hrs/week	Credits
		Lectures	Tutorials	Practical	Assignments		
GMT 05101	Surveying I	2	-	3	-	5	8
GMT 05102	Cartography I	2	-	1	-	3	6
GMT 05104	Space surveying I	2	-	1	-	3	5
GMT 05105	Surveying Computations I	2	1	-	-	3	5
	<b>Sub-total</b>	<b>8</b>	<b>1</b>	<b>5</b>	<b>-</b>	<b>14</b>	<b>21</b>

### Modules for semester II

Tables 7-9: Demonstrates the modules title, code, hours per week and credits for every subject.

**Table7: Fundamental Modules for Semester II**

Code	Module title	Scheme of Study (Hours per week)				Total Hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GST 05201	Mathematics IV	3	1	-	-	4	6
GST 05205	Computer Application II	2	-	2	-	4	6
	<b>Sub-total</b>	<b>05</b>	<b>01</b>	<b>02</b>	<b>-</b>	<b>8</b>	<b>12</b>

**Table 8: Core Modules for Semester II**

Code	Module title	Scheme of Study (Hours per week)				Total Hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GMT 05201	Surveying II	4	-	2	-	6	9
GMT 05202	Cartography II	4	-	1	-	5	8
GMT 05203	Cadastral Surveying I	4	-	4	-	8	12
GMT 05204	GIS I	2	-	2	-	4	6
GMT 05205	Surveying Computations II	2	2	-	1	5	8
GMT 05206	Photogrammet ry I	4	-	2	-	6	9
	<b>Sub-total</b>	<b>20</b>	<b>02</b>	<b>11</b>	<b>01</b>	<b>34</b>	<b>52</b>

**Table 9: Field Practical Training**

Code	Module title	Scheme of Study (Hours per seven weeks)				Credits
		Lecture	Tutorials	Practical	Assignment	
GMT 05207	Field Practical Training I	10	30	40	280	28

## 5.3 Basic Certificate in Geomatics

### 5.3.1 Entry requirements

The candidate should have the Certificate of Secondary Education Examination (CSEE) with a minimum pass of at least grade “D” in either Mathematics or Physics (Engineering Science) and at least “D” in Geography and English.

### 5.3.2 Program Modules

The Basic Certificate shall have two Semesters with Fundamental and Core Program Modules as Indicated in Tables 10 to 13.

**Table 10: Fundamental Modules for Semester I**

Code	Module title	Scheme of Study (Hours per week)				Total hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GST 04101	Mathematics I	4	2	-	-	6	9
GST 04102	Physics I	2	2	2	-	6	9
GST 04105	Basic Computer Application I	2	-	4	-	6	9
	<b>Sub-total</b>	<b>08</b>	<b>04</b>	<b>04</b>	<b>-</b>	<b>18</b>	<b>27</b>

**Table 11: Core Modules for Semester I**

Code	Module title	Scheme of Study (Hours per week)				Total hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GMT 04101	Basic Surveying I	3	2	2	-	7	11



GMT 04102	Basic Cartography I	2		2	2	6	9
GMT 04103	Basic Surveying Computations I	2	2	-	2	6	9
	<b>Sub-total</b>	<b>07</b>	<b>04</b>	<b>04</b>	<b>04</b>	<b>19</b>	<b>29</b>

**Table 12: Fundamental modules Semester II**

Code	Module title	Scheme of Study( Hours per week)				Total hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GST 04201	Mathematics II	4	2	-	-	6	9
GST 04202	Physics II	2	1		-	3	5
GST 04203	Communication Skills I	2	-	-	1	3	5
GST 04204	Entrepreneurship and Development	2	1		-	3	5
GST 04205	Basic Computer Application II	2		4	2	8	12
	<b>Sub-total</b>	<b>12</b>	<b>04</b>	<b>04</b>	<b>03</b>	<b>23</b>	<b>36</b>

**Table 13: Core Modules for Semester II**

Code	Module title	Scheme of Study( Hours per week)				Total hrs/week	Credits
		Lecture	Tutorials	Practical	Assignment		
GMT 04201	Basic Surveying II	4	-	3		7	11
GMT 04202	Basic Cartography II	2	-	2	1	5	8
GMT 04203	Basic Surveying	4	1	-	2	7	11

	Computations II						
	<b>Sub-total</b>	<b>10</b>	<b>01</b>	<b>05</b>	<b>03</b>	<b>19</b>	<b>30</b>

## 6.0 INSTITUTE EXAMINATION RULES

### 6.1 Definitions

- (i). *"An examination"* shall include Continuous assessment, semester examinations, Diploma Project and fieldwork practical Training
- (ii). *"Subject"* shall be any unit offered and defined by a code and a name.
- (iii). *"Institute"* shall mean Ardhi Institute Morogoro.
- (iv). *"Institute Examinations"* means the sum total of all tasks assigned to candidates and examined according to these Regulations. These should include in campus practical work, homework, semester examinations, tests, out of campus Practical training and other tasks approved by the Institute.
- (v). *"Coursework"* means all assignments, practical work, quiz and tests attempted at each semester in that academic year.
- (vi). An *"examination paper"* shall be that portion of the Institute examination which is written at of each semester excluding coursework.
- (vii). *"Board"* shall mean The Ardhi Institute Morogoro Advisory Board.
- (viii). *"Advisory Board"* shall mean a board that makes recommendations on all matters regarding to the Institute.
- (ix). *"Examiners Board"* shall mean all meeting of internal and external examiners.
- (x). *"Unauthorized materials"* shall mean all materials that are prohibited into the examination rooms e.g. Written papers, cellular phones, reference books etc

OR

Any other form of substances or instruments that may cause harm or injury to others e.g. knife, guns, wood, stick etc

OR

Any form of writing part of the body including hands, hips clothes desks etc.

- (xi). *"Examination irregularities"* shall mean any action of cheating, conversing and copying from fellow student, falsification,

destruction of evidence materials, dishonest, communication, exchanging materials, drinks and any materials which are prohibited in the examination room.

- (xii). *"Invigilator"* means a person who supervises students during an Institute examination
- (xiii). *"Continuous assessment"* Refers to all course work in each module in a specific semester.
- (xiv). *"Semester examination"* means any examinations at the end of every semester in that academic year.
- (xv). *"Industrial Practical training"* shall refer to all tasks performed by a student out of campus for a period of seven weeks under supervision by within academic year of study.
- (xvi). *"Diploma Project"* is a subject where by student shall choose a field of study, identify a problem and formulate a Title under supervision of tutors and then work out independently until she or he is able to produce a scientific report with solutions of a particular problem in hands
- (xvii). *"Candidate"* means any person who shall be registered and fulfilled the admission condition and Examination regulations of Ardhi Institute Morogoro.
- (xviii). *"Special examination"* is a first sitting examination given to candidate who did not attempt to do examinations paper under medical ground, death of relatives and any other reasons of such nature.
- (xix). *"Supplementary Examination"* is a second sitting examination given to candidate who fail to meet minimum pass marks of the first sitting
- (xx). *"A course"* means any programme including short course, certificate, Diploma or Degree that shall be offered by Ardhi institute Morogoro.
- (xxi). *"Module"* means any either fundamental or core subject taught in a specific program or course.
- (xxii). *"Fundamental modules"* refer to all programs or subject taught as a supportive or provide supportive information about the course.
- (xxiii). *"Core modules"* shall be all professional subjects of the course that give inner part or foundation of the program

## 6.2 General Rules

- 6.2.1 There shall be an Institute Examination in every subject conducted after fifteen weeks of study at the end of each semester.
- 6.2.2 No candidate shall be allowed to attempt Examination Paper unless he/she has completed and passed the coursework of the particular modules in that semester.
- 6.2.3 All candidates must sign on the attendance register during every teaching session. If a candidate fails to attend lectures for two weeks consecutively without any reason shall repeat such course in the next academic year after satisfying the Institute Authority.
- 6.2.4 Coursework and examination paper in any subject shall be in the ratio of 2:3 respectively (i.e. is equivalent to 40% for continuous assessment and 60% for semester Examinations). Furthermore, Industrial Practical Training and the Diploma Project shall be awarded 100% marks each as full subjects.
- 6.2.5 All coursework shall be derived from tests and practical or assignments in weight 3:2 respectively (i.e. tests and Assignment shall be 24% and 16% respectively or 40% in total).
- 6.2.6 In all continuous assessment, there shall be at least 2 tests and 3 assignments or practical per subject in each semester in the academic year of study.
- 6.2.7 The total pass mark for any subject shall be 100% awarded by combining *coursework* and the *examination paper*. There shall be no compensation of marks from one Examination Paper to another for the purpose of deriving the pass mark of 100% in any subject.
- 6.2.8 A candidate who fails in more than 1/3 of the modules in a semester examination shall be discontinued from the studies immediately. There is neither fraction part of the module no oral examination shall be considered under this rule.
- 6.2.9 A candidate shall be not allowed to proceed to next level if he/she fails the Core Modules and if he/she fails **Fundamental Modules** in supplementary examinations shall repeat the failed modules on the next academic year and the course work shall be accumulated from that academic year.

- 6.2.10 There shall be no further supplementary examination; for any candidate who fails to clear the carried modules and that candidate shall be discontinued from the studies.
- 6.2.11 A candidate with genuine reasons under humanitarian grounds may postpone from studying a module or a course by writing a genuine letter to the Vice principal academics.
- 6.2.12 All candidates of NTA 5 and NTA 6 shall complete a prescribed period of field practical training approved by the Institute in the year of study. Any candidate who fails to complete the fieldwork practical training should repeat under his/her own expenses.
- 6.2.13 The Diploma Project should be assessed based on; supervision (40%), project report (30%) and oral presentation (30%). A candidate who fails Diploma Project shall resubmit the report to the panel in respective semester in the new academic year of study.
- 6.2.14 Fieldwork Practical Training (FPT) assessment shall be based on the supervisor recommendation (40%), written report (30%) and oral presentation (30%). A candidate who fails to attend field practical training for any reason shall supplement the field work at his or her own expenses in the next academic year of study.
- 6.2.15 All logbook shall be signed by station supervisor and marked by the respective tutor during the fieldwork Practical Training period.
- 6.2.16 Marking of the logbook (i.e 40%) shall base on the following criteria;

Fieldwork attending	Cooperation with colleagues	Execution of the work	Office work	Compilation of report	Total Marks
8%	8%	8%	8%	8%	40%

- 6.2.17 Diploma Project and fieldwork Practical Training presentation shall be marked based on the following criteria below;

Understanding the	Ability to	Quality of	Confidence	Cooperate with	Total Marks
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concept	express oneself	output		interviewers	
6%	6%	6%	6%	6%	30%

6.2.18 The Examination officer under the directives of the Vice Principal Academics shall be responsible for coordination of all Institute Examinations.

6.2.19 Continuous assessment for each module or Course shall be completed and made available to students by the respective Tutor before commencement of semester examinations.

6.2.20 The Institute Examination Board (I.E.B) shall propose the distinguished names for institute external examiners to NACTE for approval who shall sign a contract of three years' time renewable once.

### 6.3 Eligibility for Semester Examinations

6.3.1 No candidate shall be eligible for semester examinations in any subject/module unless the examination officer, course coordinator and Vice Principal Academics have satisfied themselves that the candidate has;

- (a) Attended and covered at least 75% of the time and module contents.
- (b) Scored at least 50% of the continuous assessment for each subject/module and
- (c) Paid the required fees in respective semester

6.3.2 Any candidate who fails to meet the above conditions in sec 6.3.1, he/she shall have to repeat the subject(s)/modules(s) in the respective semester of the new academic year.

6.3.3 A candidate, who has been barred in accordance with paragraph 6.3.1, enters the examination room and sits for semester examination, his/her results in that paper shall be declared null and void. Such a candidate shall be discontinued from the studies.

6.3.4 A candidate who deliberately absents from attempting semester examinations without compelling reasons shall be immediately discontinued from the studies.

#### **6.4 Dates of Examinations**

6.4.1 Dates for tests, assignments, fieldwork and practical shall be determined by the respective module Tutors while continuous assessment marks shall be submitted to Vice Principal Academics two weeks before commencement of Semester Examinations.

6.4.2 Date for semester and supplementary examinations shall be published in the Institute almanac as well as on the Boards.

#### **6.5 Examination rules**

6.5.1 All cases of examination irregularities shall be referred to Institute's Examination Board and Academic Institute Board for final decisions.

6.5.2 A candidate who found cheating in the examination process shall be deemed to have failed in the whole examination for that semester and shall be expelled and discontinued from studies immediate subject to confirmation of the Institute Advisory Board.

6.5.3 A candidate who found guilty of bringing unauthorized materials into the examination room or in any party of the examination process shall be deemed to have committed an irregularity and shall be discontinued from the studies.

6.5.4 Any candidates who found guilty of committing examination irregularities may appeal to the Academic Institute Board (AIB) within fourteen days in accordance with the provisions of these regulations.

6.5.5 The AIB may impose penalty on a candidate who found guilty of committing an examination irregularity, depending on the gravity of the facts of the circumstances constituting the offence as it may deem appropriate.

6.5.6 Candidates shall be allowed to enter the examination room at least ten minutes prior to the time prescribed for the commencement of semester examinations.



- 6.5.7 In any semester examinations; no candidate shall be allowed to enter the examination room in more than half an hour after the examination has started and shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination.
- 6.5.8 No direct communications (verbal or otherwise) among candidates are allowed during the examination session. Any candidate who wants to communicate shall raise his/her hand to attract attention of the invigilator.
- 6.5.9 Smoking and drinking alcohol or being in a condition of alcohol influence in the examination room is completely prohibited. Any candidates who found in these conditions shall be expelled from the examination room and dealt according to sections 6.5.1 and 6.5.2 of these regulations.
- 6.5.10 Candidates shall be allowed to go out of the examination room for the call of nature one at a time, with an escort for not more than five (5) minutes only.
- 6.5.11 Using anybody or false examination numbers shall be considered as case of dishonest. Such dishonest may lead to disciplinary action or discontinuation from studies, subject to confirmation of AIB.
- 6.5.12 Names, initials and any marks that may distinguish one candidate from another should never be written on script papers or answer books during semester examinations.
- 6.5.13 Each candidate shall begin each question (except multiple choice and matching questions) on a fresh page and shall write his/her examination number on every script paper.
- 6.5.14 Candidates shall stop writing, immediately after the invigilator gives order of stop writing. This is normally informed fifteen minutes prior to the end of an examination.
- 6.5.15 Candidates should arrange and fasten their answer papers in order of pages before going out of examination room. No extra time shall be given to candidates to arrange the paper or writing.
- 6.5.16 No candidate shall be allowed to write anything on question paper, any rough work shall be written on the answer booklet and crossed out neatly. Any candidate, who fails to comply with this regulation, shall be taken out of examination room and

subjected to sit for supplementary examination of the particular module.

- 6.5.17 Any candidate shall be allowed to proceed to the next semester as a continuing student after satisfying the academic conditions stipulated in this regulation.
- 6.5.18 A candidate who is unable to participate in the course programme because of prolonged hospitalization or maternity leave for more than 3 weeks shall be allowed to repeat the year of study.
- 6.5.19 A candidate who scores an overall GPA of less than 2.0 is deemed to have failed the course and shall be discontinued from the studies.
- 6.5.20 In all matters relating to examinations and examination results, the academic Institute Board's decisions shall be final and no appeal shall be entertained thereafter.

## **6.6 Invigilation Rules**

- 6.6.1 Invigilators should be physically present in the examination room at least fifteen minutes before the commencement of examination.
- 6.6.2 The invigilator shall collect the sealed envelope containing examination papers, attendance sheet and answer booklets required for particular examination at least twenty minutes before commencement of the examination.
- 6.6.3 The invigilators shall have a power to search or check students to ensure that they do not enter the examination room with unauthorized materials. Under this rule, the female tutor shall check for female candidates and vice versa.
- 6.6.4 Invigilators shall ensure that only one answer book is provided for each candidate and used in fully before any additional booklets are provided.
- 6.6.5 Invigilators shall admit candidates to the examination room at least thirty minutes before the commencement of the examination.
- 6.6.6 In ten minutes before the commencement of the examination the invigilator should ensure that all candidates have the correct

paper, instruct candidate to start writing or reading paper and clarifying any anomalies pertaining to paper.

- 6.6.7 Invigilators should not admit candidates to the examination room after thirty minutes from the commencement of the examination, and should not permit them to leave the room until thirty minutes have elapsed.
- 6.6.8 The invigilator shall be responsible for the proper conduct of examination. It should be his/her duty to report immediately all cases of irregularity or misconduct in the examination to the examination officer and shall have to write a report to the Vice Principal Academics including full details of contravening.
- 6.6.9 Hand bags, parcels, overcoats, books, papers and other similar articles shall not be allowed in the examination room. Any candidate found with these materials shall be expelled from examination room and subjected to discontinuation from the study.
- 6.6.10 Invigilators should not stay in one place, they should move around strategically observes candidates from the back.
- 6.6.11 Random checking of answer books should be done to search for unauthorized materials which may be hidden within the answer books or elsewhere around the candidate environment.
- 6.6.12 Invigilators shall have the power to confiscate any unauthorized materials found in the examination room and shall expel any candidate who contravenes these regulations.
- 6.6.13 Invigilators shall instruct the candidates to stop writing, to stand up, leave the booklet and examination paper on the table and match out. Any candidate who deliberately not complies with this clause the invigilator shall expel the candidate from the examination room and deduct 2 marks from the answer book of the respective module(s).
- 6.6.14 Invigilators shall ensure that candidates sign against their examination numbers in the attendance sheet. The invigilator should cross check candidates' exams number against their signatures before signing the attendance sheet provided.
- 6.6.15 Invigilators shall hand over all extra examination papers, attendance sheet, extra booklets, and answer scripts used by

candidates to the Examinations Officer immediately after the examination.

## **6.7 Examination Results**

6.7.1 Provisional examination results in every semester shall be released by the Office of Examination, soon after the Institute Examination Board (I.E.B) meeting.

6.7.2 All examination results shall be declared being approved by the Advisory Institute Board (AIB) and no further appeal shall be entertained.

6.7.3 The Vice Principal Academics shall announce the provisional examination results for the course offered at the Institute, pending confirmation by the examiners' Board meeting.

## **6.8 Appeals**

6.8.1 Where a candidate is dissatisfied with the marking of his/her examination, computation of marks or grades for any other academic grounds, he/she may appeal to the Examination committee immediately after release of results.

6.8.2 All appeals shall be submitted to the Examination Committee within 14 days after the release of the provision examination results.

6.8.3 All appeals shall be accompanied by a non refundable fee of 20,000/= (Twenty Thousand Shillings only) per subject. This fee may be reviewed from time to time depending on the value of money. Any appeal without this fee shall be considered not fulfilled the condition; consequently dismissed immediately.

6.8.4 The same amount of money shall be charged for any further appeals or application for review of appeals decisions to the Academic Institute Board (AIB).

6.8.5 The decision made by the Academic Institute Board (AIB) upon any appeals shall be final and conclusive.

## **6.9 Examination Scripts**

6.9.1 Candidates' examination scripts shall be kept in custody for two years only. After that the scripts should be destroyed and no complain should be entertained furthermore.

## **6.10 Special/ Supplementary Examinations**

6.10.1 Supplementary examinations shall be held once each year prior to the commencement of the new academic year.

6.10.2 Any student who has qualified to continue with studies may sit for a supplementary examination in any failed subject. The highest grade to be awarded in a supplementary examination shall be grade 'C' only i.e. 50% for certificates or 45% for Diploma.

6.10.3 Any candidate who fails supplementary examination shall be allowed to repeat a respective failed module in that semester in next academic year of study.

6.10.4 A special examination shall be regarded as a first sitting for candidates with satisfactory reasons and allowed by Vice Principal Academics to be absent under medical grounds, death of relative(s) and any other reasons of such nature.

6.10.5 A candidate who either fails or does not appear in special examination(s) without any genuine reason (s) shall be discontinued from the study.

6.10.6 Special examinations shall be done concurrently with supplementary examinations and candidate who fails special examination shall do supplementary on the next academic year.

6.10.7 Supplementary examination scores shall be 45% for Diploma and 50% for Certificates irrespective of how highly a candidate scores in that examination paper.

6.10.8 A candidate who does not attend the supplementary examinations shall be considered as failed and hence discontinued.

## **6.11 Classification of Awards**

6.11.1 A Four and Five Point classification systems shall be applied for Certificate and Diploma courses respectively.

6.11.2 The Certificate course shall be assigned points 1 up to 4 for both NTA level 4 and NTA level 5 respectively as per *table 17*.

**Table 17: Classification Grades for Certificate courses**

Grade	Score Range	Definition	Points
A	80- 100	Excellent	4
B	65- 79	Good	3
C	50- 64	Average	2
D	0 - 49	Failure	1

6.11.3 The Diploma course (NTAL 6) shall be assigned points ranging from 1 up to 5; refer *table 18*.

**Table 18: Classification Grades for Diploma course**

Grade	Score Range	Definition	Points
A	75-100	Excellent	5
B+	65-74	Very Good	4
B	55-64	Good	3
C	45-54	Average	2
D	0 -44	Failure	1

6.11.4 A cumulative Grade Point Average (GPA) shall be computed for each candidate by dividing the total number of grade points earned for all modules by the total number of credits for the examined module.

$$\text{GPA} = \frac{\text{Sum of products of grades and credits}}{\text{Sum of credits}}$$

$$\text{GPA} = \frac{\sum(\text{grades} \times \text{credits})}{\sum \text{credits}}$$

6.11.5 Computation of Grade point Average (GPA) shall be truncated to single decimal point.

6.11.6 The awards classification for NTAL 4-6 shall be classified as shown on *Tables 19 and 20* respectively.

**Table 19: Class of Awards and Cumulative GPA for NTA Level 4 &5**

Cumulative GPA	Class of Award
3.5-4.0	First Class

3.0-3.4	Second Class
2.0-2.9	Pass

**Table 20: Class of Awards and Cumulative GPA for NTA Level 6**

<b>Cumulative GPA</b>	<b>Class of Awards</b>
4.4-5.0	First Class
3.5-4.3	Upper Second Class
2.7-3.4	Lower Second Class
2.0-2.6	Pass

## **6.12 Coordination of Examinations**

6.12.1 The institute examinations shall be coordinated by; examination officer, internal and external examiners under the directives of Vice Principal Academics

6.12.2 The office of the Head of Academics shall appoint an Examination Officer who shall co-ordinate all examination matters for the particular academic year. Such appointee shall be answerable directly to the Head of Academics.

6.12.3 The Examination Officer shall issue all directives and rules to examiners necessary for the good preparation and invigilation of the Institute's examinations.

6.12.4 The external examiners, have a task to monitor the examinations and reviewing the answer books for all subject(s) in each course, and shall compile and submit a signed report to the Head of Academics before leaving the Institute.

## **6.13 Examination committee**

6.13.1 There shall be an Institute's Examination committee responsible for all cases of alleged examination irregularities recurring at Ardhi Institute. This committee shall compose the following members

- a) Principal (as a Chairman)

- b) Head of academics
- c) Examination Officer (as Secretary)
- d) Any two academic members appointed by the Principal as deemed necessary.
- e) ARISO representative

6.13.2 The Examination Committee shall have powers to summon students and members of staff or other persons as it deems necessary to testify before it. The Chairperson shall submit a report of the committee's findings and recommendations to the Institute Examiners Board for disciplinary actions.

#### **6.14 Regulations for Fieldwork Practical Training**

6.14.1 Fieldwork Practical Training is compulsory to both certificate (NTA 5) and diploma (NTA 6) candidates and it shall last for a period stipulated in the Institute calendar.

6.14.2 In the Fieldwork Practical Training, students shall at all times be at the work site under the supervision of Institutes academic staff.

6.14.3 Fieldwork Practical Training reports shall be compiled and presented by the respective students to a panel of academic staff at the end of Industrial Practical training session in each academic year.

#### **6.15 Registration for Examinations**

6.15.1 All students should be registered for every module or course offered in each semester. Any student who fails to comply with these regulations shall not be allowed to attempt the Institute examination.

6.15.2 All candidates should collect their examination numbers from the Examination Officer at least one day before commencement of the examination. A candidate who fails to collect the examination number should not be allowed to attempt the examination until he/she proved to have the examination number.

6.15.3 Except for the end of Semester Examinations, there shall be no examination numbers in tests, assignments and practical works.



## **7.0 EXAMINATION BOARDS AND OTHER COMMITTEES**

There shall be boards that of different members and functions are described as follows:

### **7.1 Departmental Examiners Board**

The Departmental Examiners Board (DEB) shall be responsible for all examinations at the departmental levels. The following members shall constitute the Departmental Examiners Board:

#### **7.1.1 Members of Departmental Examiners Board**

Chairperson	Head of department
Members	Teaching members of the department in that particular semester
„	Department Course Coordinators
„	Departmental Secretary
„	Examination Officer
„	External Examiners

#### **7.1.2 Functions of DEB**

The Departmental Examiners Board shall have the following functions:

- a) To discuss the general performance of students in the department.
- b) To review the marking process and compilation.
- c) To report all the findings and recommendations for improvement of examination to the Institute's Examination Board (IEB).
- d) To compile provisional examination results in the Departmental level.
- e) To receive examination appeals.

### **7.2 Institute Examination Board (I.E.B)**

#### **7.2.1 Members of the Institute Examination Board:**

Chairperson Vice Principal Academics

Secretary	Departmental secretary
Members	Head of Department
„	Examination Officer
„	Minister for Education from Ardhi Institute Students' Organization (ARISO)
„	Course Coordinators
„	At least one external examiner
„	Dean of Students

## 7.2.2 Functions of IEB

- a) The Institute's Examination Board (IEB) shall have the following functions;
- b) To receive all examination reports made by the Departmental Examination Board,
- c) To review external examiners reports,
- d) To review performance of all students in the institute,
- e) To recommend students' examinations performance to the A.I.B
- f) To initiate, discuss and recommend academic policies to the A.I.B
- g) To propose the distinguished names to NACTE to be external examiners.
- h) To release Institute provisional examination results
- i) To receive findings, recommendations and decisions from I.E.B for action.

## 7.3 Academic Institute Board (A.I.B)

### 7.3.1 Members of the Academic Institute Board

Chairperson	Board chairperson
Secretary	Principal
Members	Vice Principal Academics of the Department
„	One Representative from higher learning Institutions (ARU)
„	Representative of National council for Technical Education (NACTE)

- „ President from Ardhi Institute students Organization (ARISO)
- „ Examination Officer
- „ Dean of Students

### **7.3.2 Function of AIB**

The academic Institute Board shall have the following functions:

- a) To receive examination reports generated by IEB
- b) To approval students admissions to various academic programmes
- c) To approval and release of Institute examination results
- d) To receive examination appeals and make final decisions
- e) To recommend academic performance to the NACTE
- f) To discuss and recommend new academic policies and awards to NACTE
- g) To review external examination reports
- h) To propose new program and Academic Department
- i) To propose the distinguished names of external examiners to NACTE

## **7.4. Academic Committee**

### **7.4.1 Duties and Responsibilities**

- a. To oversee and coordinate all matters related to academic quality management of the institution,
- b. The committee shall ensure institution has effective academic quality policies and standards,
- c. To include internal and external academic processes related to teaching and learning and review of the academic quality system which are not limited to programme development and review, programme delivery, field attachments, assessment, reporting and certification, research and independent study and academic review and audit. All these activities should be periodically report to the institute council for decisions making.

#### **7.4.2 Member in this Committee shall include:**

Principal, Deputy Principal Academics; Research and Consultancy, Head of Academic Section (s), Senior Teaching Staff (s), Course Coordinator (s)

#### **7.5 Examinations Committee**

##### **7.5.1 Duties and Responsibilities**

- a. To oversee all matters pertaining to examinations in institution,
- b. To develop examinations regulations and procedures, guiding examination processes from setting; moderation; conduction; marking; issues of results, appeals; supplementary; discontinuation and certification,
- c. To propose incentives/allowances related to examination processes for academic staff.

##### **7.5.2 Member in this Committee shall include:**

Deputy Principal Academics; Research and Consultancy, Dean of Students, Head of Academic Section (s), Registrar, Examination Officer, Course Coordinator (s), at least external examiner and representative (s) from students Organization.

#### **7.6 Student Admission Committee**

##### **7.6.1 Duties and Responsibilities**

- a. To be responsible for college/institution's admission processes. The committee shall ensure that, admission information are timely disseminated to all stakeholders and prospect students. This include admissions requirement to programmes offered by the institute, admission periods, fee structure ( Tution Fee, Accommodation, meals)
- b. To work closely with other college committees particularly Academic Committee to ensure strictly adherence to seteprogramme (s) admission requirements.

**7.6.2 Member in this Committee shall include:**

Deputy Principal Administration; Planning & Finance, Registrar, Dean of Student, Admission Officer, Examination Officer, Estate Manager, Collage Bursar,

**7.7 Appointment & Disciplinary Committee**

**7.7.1 Duties and Responsibilities**

- a. To be responsible for staff recruitment processes and disciplinary,
- b. To be responsible for formulation and operationalization of staff recruitment selection and disciplinary polices.
- c. To be responsible for formulation of institutes' HRP policies and procedural guidelines, staff regulations
- d. To deal with institute staff welfare.

**7.7.2 Member in this Committee shall include:**

Deputy Principal Administration, Planning and Finance, Head of Administration and Human Resource Management Section, Budget Officer, Institute Bursar, Head of Institutes and Units, Representative from worker's council.

**7.8 Curriculum Development and Review Committee**

**7.8.1 Duties and Responsibilities**

- a. To develop curriculum,
- b. To review curriculum from time to time.

**7.8.2 Member in this Committee shall include:**

Deputy Principal Academics, Head of Academic Section, Examination Officer, Three Senior Teaching Staff, Course Coordinators, Two (2) External Academic Intellectuals.

**7.9 Student's Welfare Committee**

**7.9.1 Duties and Responsibilities**

- a. To be responsible for all policy matters related to student's welfare and advise the Governing Body accordingly,

- b. To consider individual cases as need arises according to policy agreed by the Governing Body and subject to such overall financial provision as the Governing Body may from time to time approve for the purpose,
- c. To report annually to Governing Body on relevant policy issues and on aggregate provision made.

**7.9.2 Member in this Committee shall include:**

Principal/College Dean, Board Member(s), Representatives from Student's Organization, College Bursar, Senior Teaching Staff and three other students.

**7.10 Budgeting and Financial Committee**

**7.10.1 Duties and Responsibilities**

- a. To be responsible for the institute annual budget preparations,
- b. To prepare reports on the activities carried out in the institute as planned in the annual budget,
- c. To make decisions on the allocation of financial resources to carry out all planned activities as indicated in the annual budgets,
- d. To oversee the execution of the institute strategic plans; strategic objectives and targets,

**7.10.2 Member in this Committee shall include:**

Principal, Head of Departments, units and sections, Deputy Principals, Representative from Workers Council.

**7.11 Quality Assurance Committee**

**7.11.1 Duties and Responsibilities**

- a. To ensure services offered by institute departments, sections and units are of quality and satisfy customers.
- b. To prepare policies and guidelines relevant for controlling quality of services offered by the institute
- c. To conduct studies for determining the level of customer satisfaction regarding the institute services

- d. To make cite visitation to oversee services offered by the institute to external client's e.g consultancy or short courses.

**7.11.2 Member in this Committee shall include:**

Head of Quality Assurance Unit, at least two Quality Assurance Officer (s) and at least five teaching staff.

**8.0 GENERAL INFORMATION.**

**8.1 Medical services**

The Institute has a dispensary that offers limited health services to students, Institute workers and neighbours with health insurance IDs. Where complications may arise, the patients are always referred to Morogoro Regional Referral Hospital. Before admission, all students are required to attend medical examination at District, Regional or any Hospitals recognized by government with Medical Practitioners or Medical Officers to justify the suitability of student in Geomatics course.

## **8.2 Student organization.**

Generally, the students' activities are organized by the student organization known as Ardhi Institute Student Organization (ARISO) of which all ARIMO students are members. ARISO exists to provide official channels of communication between the students and the Institute authorities. It concerns itself with students' social activities, sports and games and various forms of entertainment as well as relationship with other colleges. The Institute together with ARISO promotes and encourages full participation of students in in-door and out-doors games programmes and recreation by providing a wide range of sports facilities, organizing tours and advisory.

## **8.3 Library services.**

The Institute has a library stocked with specialized textbooks of Geomatics, Mathematics, Environmental sciences, Computer science, Physics, Management and many more that are available for borrowing or referencing purposes. Students are also advised to visit the region library in town and other libraries (where arrangements to borrow books can be made). There are local magazine and news papers available for both staff and students use.

## **8.4 Computing Centre**

The Institute is equipped with computers and some software for surveying computations, digital mapping, GIS, Computer Aided Design (CAD), word processing and Micro soft Excel. Just to mention a few; are available for students and staff use. The Institute is also linked with a Local Internet Service Provider (ISP) using a wireless links and students can get access to the World Wide Web (w.w.w.) through this facility.

## **8.5 Cafeteria services.**

A commercialized cafeteria with different food services and taste is available to all and open from 7.00 o'clock to 8.00 p.m.



## **8.6 Postal and Bank services.**

There is a Regional Post Office operating near the Institute campus. There are several banks which operate within the Morogoro municipality such as : The National Bank of Commerce, National Microfinance Bank, The Tanzania Post Bank, Commercial Rural Development Bank, Barclays Bank and Exim Bank. Foreign exchange transactions are available at most of these banks.

## **9.0 ACADEMIC PRIZES**

There shall be academic prizes that offered annually during graduation. These prizes are as follows:

### **9.1 Diploma Course**

#### **9.1.1 The Academic Department Prize**

A prize of Tshs. 100,000/= (cash) shall be awarded to the best NTA 6 student in the field work.

#### **9.1.2 The Principal's Prize**

A prize of Tshs. 75,000/= (cash) shall be awarded to the best performance NTA 6 student with highest GPA in overall semester examinations.

### **9.1.3**

#### **The Ardhi Institute Prize**

A prize of Tshs. 100,000/= (cash) shall be awarded to the NTA 6 student in the Diploma project.

A prize of Tshs. 50,000/= (cash) shall be awarded to the best performance NTA 6 student with highest GPA in first semester examinations.

A prize of Tshs. 50,000/= (cash) shall be awarded to the best performance NTA 6 student with highest GPA in second semester examinations

## **9.2**

### **Certificate Course.**

#### **9.2.1**

##### **The Ardhi Institute Prize**

A prize of Tshs. 100,000/= (cash) shall be awarded to the best NTA 5 student in the field practical training (FPT).

#### **9.2.2**

##### **The Academic Department Prize.**

A prize of Tshs. 75,000/= (cash) shall be awarded to the best NTA 5 student overall performance in semester examinations

#### **9.2.3**

##### **The Advisory Council Chairman's Prize.**

A prize of Tshs 50,000/= (cash), shall be awarded to the best NTA 5 student in the first semester examination.

#### **9.2.4**

##### **The Principal's Prize**

A prize of Tshs 50,000/= (cash), shall be awarded to the best NTA 5 student in the second semester examination.

## **9.3**

### **Basic certificate course**

#### **9.3.1**

##### **The Ardhi Institute Prize**

A prize of Tshs. 50,000/= (cash) shall be awarded to the best student NTA 4 in the first semester examination.

#### **9.3.2**

##### **The Principal's Prize**

A prize of Tshs. 50,000/= (cash) shall be awarded to the best student NTA 4 in the second semester examination.

### 9.3.3 The Academic Department Prize.

A prize of Tshs. 75,000/= (cash) shall be awarded to the best overall GPA performance NTA 4 student in semester examinations.

Note: these prices shall be revised periodically depending on institute budget and value of money

## 10.0 FEES STRUCTURE

### A: FEES PAYABLE DIRECTLY TO THE INSTITUTE

S/n	Description of fee components	Certificate in Geomatics (NTA 4)	Firt year diploma in Geomatics (NTA 5)	Second year diploma in Geomatics ( NTA 6)
1.	Tuition fee	800,000/=	1,000,000/=	1,000,000/=
2.	Registration fee (once per year)	30,000/=	30,000/=	-
3.	Exams & NACTE fee (annually)	105,000/=	105,000/=	105,000/=

4.	Identity card (once)	10,000/=	10,000/=	-
5.	Student union (once)	10,000/=	10,000/=	-
6.	Medical expenses (annually)	30,000/=	30,000/=	30,000/=
7.	T-shirt (once)	15,000/=	15,000/=	-
	<b>Sub- total</b>	<b>1,000,000/=</b>	<b>1,200,000/=</b>	<b>1,135,000/=</b>
8.	Caution money (refundable) (once)	30,000/=	30,000/=	-
	<b>Total</b>	<b>1,030,000/=</b>	<b>1,230,000/=</b>	<b>1,135,000/=</b>

## B: MODE OF PAYMENT

S/N	Class	1st installment (semester I)	2nd installment (semester II)	Total Tshs.
1.	Second Year Diploma In Geomatics ( NTA 6)	582,500/=	552,500/=	1,135,000/=
2.	Firt Year Diploma In Geomatics (NTA 5)	677,500/=	552,000/=	1,230,000/=
3.	Certificate In Geomatics (NTA 4)	577,500/=	452,500/=	1,030,000/=

**NB: Each installment shall be due at the beginning of each semester prior to registration**

**C: ALLOWANCES PAYABLE DIRECTLY TO THE STUDENTS BY PARENT/GUARDIAN/ SPONSOR**

<b>S/N</b>	<b>DESCRIPTION</b>	<b>DURATION</b>	<b>AMOUNT</b>
1.	Field attachment	During field attachment period (49 Days)	290,000/=
2.	Minimum meal allowance	Per day (5,000/= x 245 days = 1,225,000/=)	1225,000/=
3.	Campus Accommodation	Annually	120,000/=
4.	Project Report writing	For second year Diploma	100,000/=
	<b>TOTAL</b>		<b>1,835,000/=</b>

## 11.0 INSTITUTE CALENDAR

<b>SEPTEMBER 2017</b>	
25/09/2017 - 08/10/2017	Repotting , Orientation and Supplementary/ Special Examinations
<b>OCTOBER 2017</b>	
02/10/2017	Management Meeting
04/10/2017	Academic Meeting
09/10/2017	1 <sup>st</sup> semester Lecture begins
28/10/2017	Institute General Cleanliness
<b>NOVEMBER 2017</b>	
03/11/2017	Worker's Council meeting
06/11/2017	Management and ARISO meeting
25/11/2017	Institute General Cleanliness
30/11/2017	Institute Board meeting
<b>DECEMBER 2017</b>	
01/12/2017	36 <sup>th</sup> Graduation Ceremony
04/12/2017	Management Meeting
13/12/2017	Academic Meeting
29/12/2017	RAAWU annual meeting
30/12/2017	Institute General Cleanliness
<b>JANUARY 2018</b>	
05/01/2018	Management Meeting
27/01/2018	Institute General Cleanliness
22/01/2018	First Semester Exams begins
<b>FEBRUARY 2018</b>	
02/02/2018	End of First Semester Exams
03/02/2018 - 25/02/2018	Holiday
05/02/2017 - 18/02/2018	Marking first Semester Exams
06/02/2018	Management Meeting
21/02/2018	Departmental Examiner's Board meeting
22/02/2018	Institute Examiner's Board meeting
23/02/2018	Releasing first Semester Exams results
24/02/2018	Institute General Cleanliness
26/02/2018	Academic Meeting
26/02/2018	Second Semester Begins

<b>MARCH 2018</b>	
06/03/2018	Management Meeting
25/03/2018	Institute General Cleanliness
30/03/2018	Workers' Council Meeting
<b>APRIL 2018</b>	
02/04/2018	Management Meeting
18/04/2018	Academic Meeting
20/04/2018	RAAWU meeting
28/04/2018	Institute General Cleanliness
<b>MAY 2018</b>	
07/05/2018	Management Meeting
17/05/2018	Institute Board Meeting
26/05/2018	Institute General Cleanliness
<b>JUNE 2018</b>	
04/06/2017	Management Meeting
18/06/2018	Second Semester Exams Begins
24/06/2017	Institute General Cleanliness
29/06/2018	End of Second Semester Exams
<b>JULY 2018</b>	
02/07/2018 - 15/07/2018	Marking Second Semester Exams
02/07/ 2018	Management Meeting
03/07/2018	RAAWU meeting
09/07/2018 - 20/07/2018	External Examiners' Exams review
16/07/2018 - 17/07/2018	Final Diploma Project Report Presentation
18/07/2018	Departmental Examiner's Board meeting
19/07/2018	Institute Examiner's Board meeting
20/07/2018	Releasing Second Semester Exams results
23/07/2018 - 09/09/2018	Industrial Practical Training
28/07/2018	Institute General Cleanliness
<b>AUGUST 2018</b>	
06/08/2018	Management Meeting
25/08/2018	Institute General Cleanliness
<b>SEPTEMBER 2018</b>	
03/09/2018	Management Meeting
11/09/2018 - 17/09/2018	Study Tour
12/09/2018 - 14/09/2018	Field Work Presentations

21/09/2018	Academic Meeting
24/09/2017 - 28/09/2018	Sup/Special Examination & Marking
29/09/2018	Institute General Cleanliness
<b>OCTOBER 2018</b>	
08/10//2018	2018/2019 Academic Year begins