

**JAMHURI YA MUUNGANO WA TANZANIA**  
**WIZARA YA ELIMU, SAYANSI NA TEKNOLOJIA**



**CHUO CHA UFUNDI STADI CHA MTAKATIFU ANSELM-CHALA**

Mob No:0758047658/0622701945

Email:stanselmvtc22@gmail.com

Website:www.stanselmvtc.ac.tz

CHUO CHA UFUNDI STADI,

ST.ANSELM VTC-CHALA,

S.L.P. 34,

SUMBAWANGA-RUKWA.

**YAH: KUJIUNGA NA MAFUNZO YA UFUNDI STADI,NGAZI YA CHETI KATIKA  
CHUO CHA UFUNDI STADI CHA MT.ANSELM MWAKA 2024.**

**1.0: UTANGULIZI.**

Ninapenda kukupongeza na kukuarifu kuwa umechaguliwa kujiunga na Chuo cha Ufundi Stadi cha Mtakatifu Anselm-Chala,Chuo kinakupongeza kwa nafasi hii.Tunategemea kuwa utaitumia nafasi hii vizuri katika masomo yako.Hivyo unatakiwa uwe na juhudi na moyo wa kujifunza darasani na nje ya darasa ili uweze kufaulu vizuri mafunzo yako.

**2.0: MAHALI CHUO KILIPO .**

Chuo cha ufundi Mtakatifu Anselm-Chala,ni chuo kinachomilikiwa na Kanisa Katoliki,Jimbo Katoliki la Sumbawanga katika Parokia ya Chala.Chuo ni cha Kutwa na Bweni kwa wavulana na wasichana,Chuo kipo umbali wa kilometa 63 toka Makao Makuu ya Mkoa wa Rukwa,mjini Sumbawanga na kilometa 36 kutoka makao makuu ya Wilaya ya Nkansi,mji mdogo wa Namanyere.Chuo kipo pembezoni mwa barabara ya Mpanda-Sumbawanga(Mita 200) katika Kata ya Chala na Kijiji cha Chima.

**3.0: TAREHE YA KURIPOTI: -**

Kwa Mwanafunzi wa Mwaka wa Kwanza,anatakiwa kuripoti Chuoni tarehe 02/01/2024 na Mwisho wa kuripoti kwa wanachuo wa Mwaka wa kwanza ni tarehe 15/2/2024.

Kwa Mwanafunzi wa Mwaka wa Tatu,anatakiwa kuripoti Chuoni tarehe 01/07/2024 na Mwisho wa kuripoti kwa wanachuo wa Mwaka wa tatu ni tarehe 31/07/2024.

**TAHADHARI:**Mwanachuo akichelewa,yaani akiripoti wiki mbili (**SIKU 14**) baada ya tarehe ya kuripoti iliyoainishwa hapo juu,bila ya taarifa yoyote **hatapokelewa**.

### **3.1 : MUDA WA MAFUNZO: -**

Muda wa mafunzo kwa kozi zote ni miaka mitatu, isipokua kwa fani ya Uhazili ambayo ni miaka miwili na nusu. Na fani zote mwanafunzi atakapohitimu atatumikiwa Cheti cha Ngazi ya Tatu(III) yaani Vocational Certificate Level III(**VC3**) kwa ambaye atakua amefaulu masomo yake.

### **4.0: USAJILI: -**

Mwanachuo akifika chuoni,lazima aripoti kwa Msajili wa chuo(Training Co-Ordinator),ili apewe utaratibu wa nini cha kufanya ili kukamilisha usajili wake.Kumbuka kuzingatia maelekezo na nyaraka zote zinazohitajika ili kukamilisha Usajili.Zingatia maelekezo ili kuepusha usumbufu kwako kama ilivyoainishwa hapo chini.

#### **4.1 : VYETI HALISI.**

- Hati ya Benki inayoonyesha Malipo ya Ada na Michango mingineyo.
- Fika na CHETI HALISI (Original Certificate) cha kumaliza Kidato cha NNE, SITA,nk. Ikiwa cheti cha mwaka husika hakijatoka atatakiwa kuja na result slip ya mwaka husika.
- Fika na cheti cha VC2 au leaving certificate kwa wanafunzi waombaji wa mwaka wa tatu.
- Uje pia na „Leaving Certificate“ yako ya shule uliyomalizia kidato cha Nne au cha Sita isipokuwa kama ulikua mtahiniwa wa kujitegemea(private candidate).
- Cheti cha Kuzaliwa.
- Kama wewe ni Mfanyakazi (mwajiriwa) njoo na kitambulisho chako halisi cha kazi na barua ya ruhusa kutoka kwa mwajiri wako.
- Kila mwanachuo anatakiwa kuja na kadi yake ya bima ya afya,kama hana atatakiwa kulipia shilingi 50,400/=(Kila Mwaka) kwa ajili ya kupata kadi ya bima ya afya kwa wanafunzi,kwa taratibu za bima ya afya.Bima ni lazima kwa kila mwanachuo.
- Hati ya uthibitisho wa Daktari (imeambatatanishwa).Kila mwanachuo anatakiwa kupima katika hospitali za Serikali zinazotambulika na kupigwa mhuri fomu yake.Kwa wanachuo wenye changamoto kubwa ya afya tunashauri mara afikapo chuoni kuwa wazi kwa walezi na kuwa na uthibitisho wa daktari juu ya tatizo alilolalo sambamba na kuhakikisha dawa zake muhimu anazotumia kufahamika kwa mlezi wa wanachuo au muuguzi wa chuo.
- **Tafadhali zingatia:**USIPOKUJA NA VYETI/NYARAKA TAJWA HAPO JUU,HUTAPOKELEWA CHUONI.

### **5.0: ADA ZA CHUO:**

- Fedha ya Ada ya Chuo ni Tshs. 600,000/= kwa mwaka kwa wanafunzi wa mwaka wa kwanza, na 750,000 kwa wanafunzi wa mwaka wa tatu. Ada hii inaweza kulipwa kwa awamu tatu au unaweza kulipa kiasi chote kwa mkupuo.

• Ada hii ya Chuo ilipwe kwa kutumia account ya chuo kama ilivyoainisha hapo chini ya jedwali pia waweza kufanya mawasiliano na uongozi wa chuo mapema ili kutumiwa kwa ajili ya kufanya malipo.

## 6.0: MICHANGO MINGINE YA CHUO:

MAHITAJI MUHIMU YA MWANAFUNZI 2024/25							
SN	MCHANGANUO	DEL,RE,& PPF			ICT & SCA STUDENTS		
		QTY	BEI	JUMLA	QTY	BEI	JUMLA
1	MATRESS(2.5*6)	1	35,000	35000	1	35,000	35000
2	BLACK TROUSER(BOYS)-ALL OCCUPATIONS	2	19,000	38000	2	19,000	38000
3	BLACK TROUSER(GIRLS)-ONLY DEL,RE,PPF OCCUPATIONS	2	19,000	38000			
4	BLACK SKIRTS-FOR ICT & SCA STUDENTS	2	16,000	32000	2	16,000	32000
5	BLACK SKIRTS-FOR DEL,RE,& PPF STUDENTS	1	16,000	16000			
6	LONG SLEEVES WHITE SHIRT-ALL OCCUPATIONS	2	12,000	24000	2	12,000	24000
7	T-SHIRT-ALL OCCUPATIONS	2	10,000	20000	2	10,000	20000
8	BLACK COAT(SUIT TYPE)	1	25,000	25000	1	25,000	25000
9	TRACK SUIT	1	20,000	20000	1	20,000	20000
10	SAFETY BOOT	1	25,000	25000			
11	HELMET	1	5,000	5000			
12	OVERALL/OVERCOAT	1	25,000	25000	1	25,000	25000
13	MATHEMATICAL SET-ALL OCCUPATIONS	1	5,000	5000	1	5,000	5000
14	EXERCISE BOOKS(QUIRE 3)	10	2,500	25000	10	2,500	25000
15	NON-PROGRAMMABLE SCIENTIFIC CALCULATOR	1	25,000	25000	1	25,000	25000
16	BLACK SHOES(STRING TYPE)	2	12,000	24000	2	12,000	24000
17	BED SHEETS	3	5,000	15000	3	5,000	15000
18	BLANKET	1	20,000	20000	1	20,000	20000
19	BLACK TIE FOR BOYS/BLACK NECK TIE FOR GIRLS	1	3,000	3000	1	3,000	3000
20	MOSQUITO NET	1	6,000	6000	1	6,000	6000
21	TOWEL	1	5,000	5000	1	5,000	5000
22	PLATE	1	1,000	1000	1	1,000	1000
23	SPOON	1	500	500	1	500	500
24	CUP	1	500	500	1	500	500
25	BACKET	1	5,000	5000	1	5,000	5000
26	FILES	3	2,000	6000	3	2,000	6000
27	SPORTS WEAR	1	20,000	20000	1	20,000	20000
	<b>GRAND TOTAL</b>			<b>464000</b>			<b>380000</b>

**NB:**Mwanachuo atapaswa kulipia joho la mahafali kiasi cha Tsh 20,000 afikapo mwaka wa pili na watatu mwishoni.

### ZINGATIA:

Michango hii yote ambayo imeorodheshwa hapo juu ilipwe kwenye akaunti ya michango ya Chuo Na: **015C638804800 [CRDB] tawi la NKASI.**Jina la akaunti ni „**ST.ANSELM V.T.C-CHALA,**„ Unapofanya malipo, andika aina ya michango uliyolipia kwenye stakabadhi ya malipo ya benki pamoja na jina la mwanachuo husika (Siyo jina la mzazi).

## **MUHIMU SANA:**

Mwanachuo anapolipa ada au michango ya chuo aje na „Pay in Slip“ halisi au Stakabadhi inayotolewa na Benki husika. Unatakiwa uje na Stakabadhi/Pay in Slip mbili, moja inayoonyesha malipo ya ada ya chuo (ikiwa ulishafanya malipo kwa control number) na nyingine ionyeshe michango mingine ya chuo. Ukichanganya malipo hayo hutarudishiwa fedha yako na itakubidi ulipe mara mbili (fanya malipo sahihi kwenye akaunti husika). Vilevile, stakabadhi za malipo zioneshe jina kamili la mwanachuo husika na sio jina la mzazi/mlezi wa mwanachuo.

### **6.1 MCHANGANUO WA JEDWALI HAPO JUU(VIFAA VINGINE KWA AJILI YA MATUMIZI YA MWANACHUO):**

Kila mmoja aje na **RIM** moja(1) ya karatasi ambayo atakabidhi ofisi ya Mratibu wa Mafunzo.

#### **6.1.1 : Vifaa vya Malazi**

- Blanketi 1.
- Shuka na mto 1.

#### **6.1.2 : Vifaa vya Michezo**

WASICHANA

- Jezi moja kwa Rangi apendayo – Zinapatikana duka la chuo
- Sketi nyeusi fupi ya kuvaa juu ya suruali
- Track suit Nyeusi yenye fito nyeupe- Zinapatikana duka la chuo
- Raba nyeupe na soksi zenye ufito kwa juu.

WAVULANA

- Jezi moja kwa Rangi apendayo – Zinapatikana duka la chuo
- Track suit Nyeusi yenye fito nyeupe- Zinapatikana duka la chuo
- Raba nyeupe na soksi zenye ufito kwa juu

#### **6.1.3 : Vifaa vya Chakula**

- Sahani-1
- Bakuli-1
- Kikombe -1
- Kijiko-1

#### **6.1.4 : Vifaa vya Usafi binafsi**

- Ndoo ya lita 10-1

- Kandambili-1
- Vifaa vya kuwekea sabuni na brash
- Pamoja na vifaa vingine vinavyofaa kwa ajili ya usafi binafsi

#### **4.1.5: Vifaa vya Usafi wa jumla**

- Wasichana fyekeo 1 na wavulana jembe 1 aina ya chapa kuku.

#### **4.1.6: Vifaa vya Masomo**

- Daftari 10 (Counterbook-Quire Three)
- Kila mwanafunzi aje na Spring Faili(Executive P.V.C) -3.
- Scientific Calculator

#### **N.B:**

- . Vifaa vilivyoainishwa hapo juu vinapatikana katika duka la chuo isipokuwa Scientific Calculator
- Vifaa vya TEHAMA kama vile Smart phone, flash, laptop haviruhusiwi kutumika maeneo ya Darasani tu na mwanachuo ataruhusiwa kutumia nje ya hapo. Dhamana na usalama wa vitu hivyo (Simu ya mkononi, Flash, na Laptop) ni ya mwanachuo mwenyewe.
- . Koti jeupe kwa wanachuo wanaosomea **ICT na Secretary**

#### **1.0 SARE YA CHUO: -**

##### **A. WASICHANA:**

- Sketi 2 Nyeusi (Linda Box),Shati 2 Nyeusi mikono mirefu na tai 2 ndefu za rangi ya dark blue,Viatu vyeusi vya kamba visivyo na urembo wowote vyenye visigino vifupi jozi 2 na soksi nyeupe ndefu za kufika juu karibu na goti jozi 2.
- Koti lenye rangi Nyeusi inayofanana na sketi/Suruali.

##### **B. WAVULANA:**

- Suruali 2 Nyeusi zenye marinda mawili na mkanda mweusi wa ngozi,Shati 2 Nyeupe mikono mirefu na tai 2 ndefu Nyeusi,viatu vyeusi vyenye kamba vya kutumbukiza jozi 2 na soksi nyeusi jozi 2 pamoja na koti lenye rangi Nyeusi inayofanana na suruali na lenye mipasuo miwili nyuma.

#### **MUHIMU:**

- . Sketi iwe ndefu inayovuka magoti kuelekea usawa wa kifundo cha mguu.
- . Sare za Ibada kwa wanachuo ni T-Shirt na Sketi kwa Wasichana na T-Shirt na Suruali kwa Wavulana.Sare hizi zitatumika wakati wa kwenda kwenye Ibada.
- . Sare zote zinatakiwa kuwa na mshono ulioainishwa.Ikiwa kuna mkanganyiko wa kutambua rangi halisi inashauriwa mwanachuo kushona sare mara afikapo chuoni baada ya kuona rangi halisi inayotakiwa.

. T-shirt (WASICHANA na WAVULANA) zinayovaliwa Jumatano,Ijumaa na anapotoka nje ya chuo zinapatikana chuoni kwa Tsh 10,000/= fedha ambayo itatakiwa kulipwa kwenye akaunti ya michango.

. Wanachuo wa Fani za EL,RE,na PPF wanapaswa kuwa na Overall ya rangi ya Blue/Dark Blue na Safety Boot

. Wanafunzi wa Fani ya ICT na SCA wanapaswa kuwa na Overcoat ya rangi nyeupe.

## **2.0 USAFIRI.**

Unatakiwa ujigharimie mwenyewe kwa nauli ya kuja chuoni na kurudi nyumbani wakati wote wa maisha yako ya Chuoni.

## **3.0 CHAKULA.**

Chuo kinatoa chakula cha kawaida tu.Itambulike kwamba chuo hakitoi chakula cha pekee (Special Diet) kwa yeyote mwenye tatizo la pekee la kiafya kuhusiana na chakula.Chakula chetu cha daima ni Ugali na Wali,Mboga(Maharage,Nyama ya ngo,mbe,Nyama ya Mbuzi,Dagaa,Mboga za majani na Samaki).

Chuo hakiruhusu wanachuo kujipikia mabwenini au mahali popote katika eneo la chuo.Hivyo usije na vifaa vya aina yeyote kwa ajili ya kupikia.

## **4.0 MAWASILIANO.**

Mawasiliano yoyote yanayomhusu mwanachuo kutoka kwa ndugu zake au nyumbani,ni **LAZIMA** yapitie kwenye uongozi wa Chuo,kwa Namba 0764 302 222–Ofisi ya Mkuu wa Chuo;0622 701 945 – Mkuu wa Chuo;0758 047 658–Makamu Mkuu wa Chuo;0758 047 658–Msajili wa Wanachuo; 0753 052 207–Mhasibu wa Chuo (Kwa masuala ya malipo).

## **5.0 NIDHAMU.**

Kwa wakati wowote unapokuwa hapa chuoni unatakiwa kufanya mambo sahihi kwa wakati sahihi,mahali sahihi,na njia iliyo sahihi kwa mujibu wa maelekezo ya KANUNI/MIONGOZO za chuo ambazo utazipata mara utakapofika Chuoni.

### **14.0 MWISHO**

Kila siku unategemewa kuwa mfano mzuri wa kuigwa kwa kutekeleza "MOTTO"

wa Chuo ambao ni "ELIMU-SALA-KAZI".KARIBU CHUO CHA UFUNDI STADI CHA MTAKATIFU ANSELM-CHALA.

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**ST.ANSELM VOCATIONAL TRAINING CENTRE-CHALA**

MEDICAL EXAMINATION FORM(SAVTC-MEF)

DATE.....

Mr/Mrs/Miss ..... (NAME IN FULL)

Please examine the above named as to HIS/HER physical and mental fitness for a full time Technician Training Course. The Examination should include the following categories.

- 1 Eye sight, 2 Hearing, 3 Limbs, 4 Speech, 5 Veneral diseases, 6 Leprosy, 7 Epilepsisy, 8 Neorosis, 9 Other serious diseases, 10 Pregnancy

**MEDICAL CERTIFICATE**

(To be completed by Government/Certified Medical Officer)

I have examined the above named and consider that HE/SHE is physically FIT/UNFIT and mentally FIT/UNFIT to full time Technician Training Course.

1 Eye sight.....

2 Hearing.....

3 T.B Test.....

4 Speech.....

5 Veneral diseases.....

6 Abdomen.....

7 Epilepsisy.....

8 Chest X-ray.....

9 Other serious diseases.....

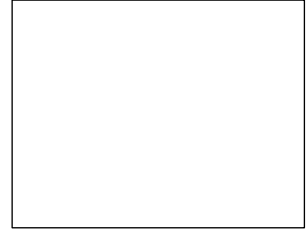
10 Pregnancy .....

Approved by :

Name.....Signature..... Date.....

*Official Seal*

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**ST.ANSELM VOCATIONAL TRAINING CENTRE-CHALA**



Student (Passport size)

**DECLARATION FORM (SAVTC-DF)**

**CONDITIONS FOR ELIMU 4 AFRIKA SPONSORSHIP AND COLLEGE REGULATIONS AND BY-LAWS**

**INSTRUCTIONS:**

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered.

- (i) Use capital letters to fill this form.
- (ii) Sponsored and Non Sponsored students should fill all parts of this Form.
- (iii) Sponsored students should be Tanzanian Citizens.

**PART I: STUDENT'S PARTICULARS**

SURNAME ..... OTHER NAMES.....

MARITAL STATUS: .....

NO.OF DEPENDANTS: .....

DATE OF BIRTH ..... SEX..... NATIONALITY .....

**PRESENT ADDRESS:**

P. O. BOX: ..... MOBILE PHONE NO:.....

Email Address:.....

STREET: ..... TOWN:..... VILLAGE:..... WARD:.....

DISTRICT: ..... REGION: .....

**PERMANENT ADDRESS:**

P. O. BOX :..... TEL NO:..... MOB.NO:.....



STREET: .....TOWN.. .....VILLAGE:..... WARD.....

DISTRICT: ..... REGION: .....

## **PART II: COLLEGE REGULATIONS AND BY-LAWS.**

As a student of this College you will be required to adhere to the College regulations and By-Laws listed hereunder:-

(i) Examination Regulations.

(ii) Students disciplinary matters and code of conduct regulations.

(iii) Industrial Practical Training(Field) Guidelines and Regulations.

(iv) Regulations governing the use of Laboratories,Workshops,Classes and Sports facilities,Hostels and the Dispensary.

## **WARNING**

**Contravention of the college rules,regulations and misbehaviors may lead to Written**

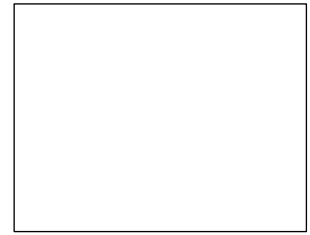
**Warning,Suspension or Termination from studies.**

### **NB:**

1. The details of the above named regulations shall be presented to students during orientation period download it from the college website.The College authority reserves the right for the interpretation of its rules and regulations and the right to change them,as it may deem necessary.

2. Any amendments of these By laws shall be notified through a special announcement,and an up to date version will always be available on the College website.Please ensure that you read the College regulations for information on such issues as (but not limited to) freedom of expression,drugs,alcohol,disciplinary procedures, etc.

# ST.ANSELM VOCATIONAL TRAINING CENTRE-CHALA



Student (Passport size)

## STUDENT'S DECLARATION ON COLLEGE EXAMINATION(REGULATIONS,BY-LAWS AND POLICIES).

### SECTION A: (STUDENT DECLARATION).

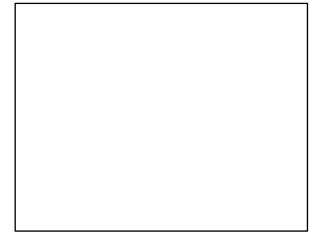
I ..... (Name of students) of  
..... (Postal Address)

DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the College as stipulated in part II of this joining instruction letter. Also I understand that any breaching of the Examination Regulations, by-laws and policies stated therein will result in expulsion from the College.

SIGNED AND DELIVERED this ..... (Day) of..... (Month) ..... (Year) at ..... (Place)

STUDENT'S SIGNATURE.....

# ST.ANSELM VOCATIONAL TRAINING CENTRE-CHALA



Parents/Guardian (Passport size)

## SECTION B: PARENT/GUARDIAN/SPONSOR DECLARATION ON COLLEGE EXAMINATION(REGULATIONS,BY-LAWS AND POLICIES).

I, (Name) ..... Parent/Guardian/Sponsor of  
.....(Name of student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and to adhere to the College Examination Regulations and by-laws of the College as stipulated in part II of this joining instructions letter. Also I understand that any breaching of the regulations and by-laws stated therein will result into expulsion of the student from the College.

SIGNED AND DELIVERED this ..... day of.....(Month).....(Year) at  
..... (Place)

(Signature of Parent/Guardian/Sponsor).....

Address ..... Date .....

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**ST.ANSELM VOCATIONAL TRAINING CENTRE-CHALA**  
**COLLEGE BY-LAWS**  
**RULES,REGULATIONS AND INSTRUCTIONS.**

**GENERAL**

- a. These rules and regulations are applicable to ALL student at SAVTC campus,whether on regular programmes or short courses.They are also applicable to student when on field trips,excursions,study tours,or visits.
- b. SAVTC is a community consisting of adults and leaders who are expected to observe among others,the under listed guidelines /rules and regulations is an effort to mold and enrich the high standard of community living.
- c. As part of the SAVTC community,they are specifically required to help care for the college equipment and facilities and set a high standard of moral behavior,cleanliness,diligence,and order lines.

**ATTENDANCE OF CLASSES**

Attendance of all classes and other scheduled is **COMPULSORY**,failure to attend some of the periods will lead to discontinuation.

**EQUIPMENT AND FACILITIES**

A student will be held responsible for damage or loss of tools,equipment and facilities entrusted to him/her. Replacement of the loss or damage caused shall be mandatory.

**SMOKING**

Smoking is strictly prohibited to students but also for the staffs in the following areas:classrooms,library,office,workshop,dormitories,Dining hall and in any public areas.

**ALCOHOLIC/BEVERAGES**

Drunkenness is prohibited.

**QUARRELING**

Quarrelling,fighting and possession of dangerous weapons is strictly prohibited.Contravention will result in appropriate warning and where necessary criminal charges shall be instituted against the culprit.

## **OUT OF BOUND AREAS**

The following places within the compound are out of bound unless specially permitted by the authority.

- i. Staff residential areas.
- ii. Dormitories: Different sexes are prohibited to enter the female or male dormitories at all times.

## **PERMISSIONS**

After classes and other scheduled activities, Student may leave the compound but **MUST** return by 06:00 PM. After signing in the off campus book. All permissions around Chala Areas shall be Channeled through Patron/Matron, Teacher on Duty, but for out of Chala Area should be Authorized by the Principal or Vice Principal. Failure to do so, the appropriate warning shall be taken, and where necessary suspension or expulsion from the college.

## **IDENTITY CARDS (ID CARDS)**

All students they are suppose to wear the ID Card when they are in Campus, All student will be provided with identity cards for Tsh 5,000/-. The costs of replacing lost or damaged identity card will be Tsh 10,000/- with the submission of Police Report.

## **VISITORS**

- i. Visitors are not allowed into areas such as (classrooms, workshop, dormitories, and library) they can meet in the Staaf Office or any located place.
- ii. Visitors are not allowed into the campus after 06.00pm.

## **HOSTEL**

- i. Student are responsible for the cleaning of their rooms and corridors in their dormitory by the routine arranged by the Domitory Leader.
- ii. Cello tape and other adhesives should not be used for sticking pictures and other materials on the wall. Violators will incur costs of reconditioning damaged areas.
- iii. The warden/matron and Preventive Maintenance Team will inspect hostel surroundings and rooms from time to time.
- iv. Student are strictly prohibited to cook in their rooms/domitories.
- v. At all times student are requested to avoid unnecessary noise (e.g. shouting, loud music etc.) and be considerate to studying fellow students and other residents.

## **ILLNESS**

All cases of illness must be reported to the warden /matron for information and possible action. No students who are allowed to be in the dormitories during the Class or Other Schedules without the Matron/Patron permission.

## **COMMUNICATION**

- i. All academic and social correspondence with other institutions **MUST** be channeled through the Principal.

- ii. Student are not allowed to use college telephones. In case of emergency permission should be obtained from the appropriate authority.

## **DRESSING CODE**

- i. All student at all times are expected to be decently dressed.
- ii. Overalls, sandals and sportswear are not allowed into the Dining hall, classrooms and library.

## **PART III: CONDITIONS FOR ELIMU 4 AFRIKA SPONSORSHIP.**

The following are the conditions and terms attached to your sponsorship:

- a) A candidate liable for sponsorship shall be a Tanzanian citizen having a good conduct and behaviour, and academic record from the former Schools/College or Employer.
- b) The sponsorship is valid for three academic years only and the candidate shall therefore exercise due diligence and best endeavours in his/her studies so as to complete his/her studies within that specified time interval. The sponsor will not entertain extra costs resulting from extension of studies due to negligence or poor academic progress.
- c) The candidate shall continue diligently with his/her studies until the end of his/her course programme and by so doing devote his/her time and attention to following the course for which he/she has been admitted.
- d) All requests for postponement or Reccuring of studies must be written to the Rector through Head of Department, and Training Co-Ordinator.
- e) The candidate shall always obey and abide by the laws of the United Republic of Tanzania.
- f) The candidate shall neither engage nor encourage others in any activities against the College Management.
- g) The candidate shall not organize, lead, or participate in any demonstration without a lawful permit, nor invade, vandalize or destroy property of the College for the sake of expressing his/her demand/claims. All claims/demands must be forwarded to the College through the proper channels.
- h) The candidate shall always obey and abide by the by-laws and any other regulations at the College issued by relevant authorities aimed at maintaining peace and order or prescribing a code of good conduct and discipline. All unlawful visits and assembly are prohibited.
- i) If a candidate is convicted of any criminal offence or expelled from the College, his/her sponsorship shall be withdrawn.
- j) Meals and accommodation facilities will be provided in accordance with the capability of the College.
- k) A Sponsored student who drops out of College without a valid/relevant reason, such as a long-term illness, death, etc., He/She will have to return all the expenses he was funded, and if he/she fails to do so, he/she will be brought forward to the Instruments of Empire, including to the Court.