THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM

National College of Tourism
"A Ladder to Excellence"

NATIONAL COLLEGE OF TOURISM

Prospectus 2023/2024

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Message from the Principal

In this fast-moving and competitive world, the key to an individual's future lies in the range and quality of their education. It is not only essential to have well-founded studies with widely recognized qualifications, but also to stand above the crowd. That is why entering National College of Tourism is likely to be one of the most significant decisions you will make. It will affect both your personal development and the direction of your career in Hospitality and Tourism.

At NCT, we strive to become a centre of excellence in delivering high quality training, research and consultancy services in hospitality and tourism industry. While we are committed to helping students acquire knowledge, skills and intellectual values, we understand the importance of producing employable graduates who can contribute to the growth and prosperity of society. By choosing to study with us, you will be equipping yourself for success.

Our experienced and highly knowledgeable academic staffs who are selected on the basis of their subject expertise and dedication, encourages students to put all the best practices together along with the creativity in order to prepare them for a radiant future with infinite possibility.

All our staff implements divergent actions by sharing a common purpose and that is to bring out the extraordinary out of ordinary. So far, our Alumni have distinguished themselves in tourism and hospitality fields. But still we are looking forward to achieving more.

I would like to welcome the new students and surely, there will be no regrets. Hopefully, you will have a happy studying and great experience at National College of Tourism.

Dr. Florian Mtey (PhD)

Principal

CHAPTER ONE

1.0 INTRODUCTION

1.1 COLLEGE HISTORY

The National College of Tourism (NCT) is a government-owned institution, which offers hospitality and tourism training at the Technician Certificate and Diploma levels. NCT is the successor to the Hotel & Tourism Training Institute (HTTI), which was established in 1969 under a British firm called Hallmark Hotels Ltd. Its aim was to provide basic training in Front Office Operations, Housekeeping & Laundry, Food Production, and Food & Beverage Services. The Institute was first handed over to the Tanzania Tourist Corporation (TTC), and then later on in 1977, to the Ministry of Natural Resources & Tourism. Due to emerging need for improving service delivery and the growing demands of the tourism industry, NCT was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on 24thJanuary 2003, in accordance with the Executive Agency Act No. 30 of 1997. NCT is fully accredited by the National Council for Technical Education (NACTVET), with registration No REG/ANE/015**.**
Now the college is running four Campuses which are Arusha, Bustani (based on Hospitality Operation) and Temeke, Mwanza Campus (based on Tourism). The college provides specialized programs in Tourism and Hospitality at Certificate and Diploma level. The main basic skills programs are Hospitality Operations, Culinary Arts, Pastry & Bakery Production, Tour Guiding and Travel and Tourism.

1.2 VISION

To become a center of excellence in Africa that delivers high quality training, research and consultancy services in hospitality and tourism industry.

1.3 MISSION

To provide quality Training, Research and Consultancy services in Hospitality and Tourism Industry through using professional staff and modern facilities in order to meet customer expectations.

1.4 PRIORITIZED AREAS

The NCT, being the only Government College responsible for the provision of high-quality Hospitality and Tourism training, has the primary objective of becoming a centre of excellence, which delivers high quality training in hospitality and tourism management. It has prioritized areas that will enable the achievement of its vision and mission including the following:

- Competency-based education and training
- Entrepreneurship training to students
- Research and Consultancy
- Training of trainers in hospitality and tourism management

- Capacity building for local communities that want to realize the benefits of hospitality and tourism industry

1.5 CORE VALUES

The following are our core values:

- Teamwork – The success of NCT is believed to be through teamwork within the organization. This is the value that NCT will continue to strive for in its operations.
- Excellence – NCT aspires to attain excellence in all areas of its activities, i.e. training, research and consultancy.
- Customer Focus – NCT aspires to deliver its services to meet and exceed customer needs and expectations.
- Professionalism – NCT will help its learners to reach their full potential of professionalism
- Equality – NCT will give equal opportunities to its students and staff and continuously ensure that there is gender equality at all times.
- Integrity, Transparency and Accountability – NCT is committed to promote integrity, transparency and accountability in everything it does.
- Innovativeness – New and innovative ways of doing things are at the centre of the NCT's operations.

1.6 ACTIVITIES

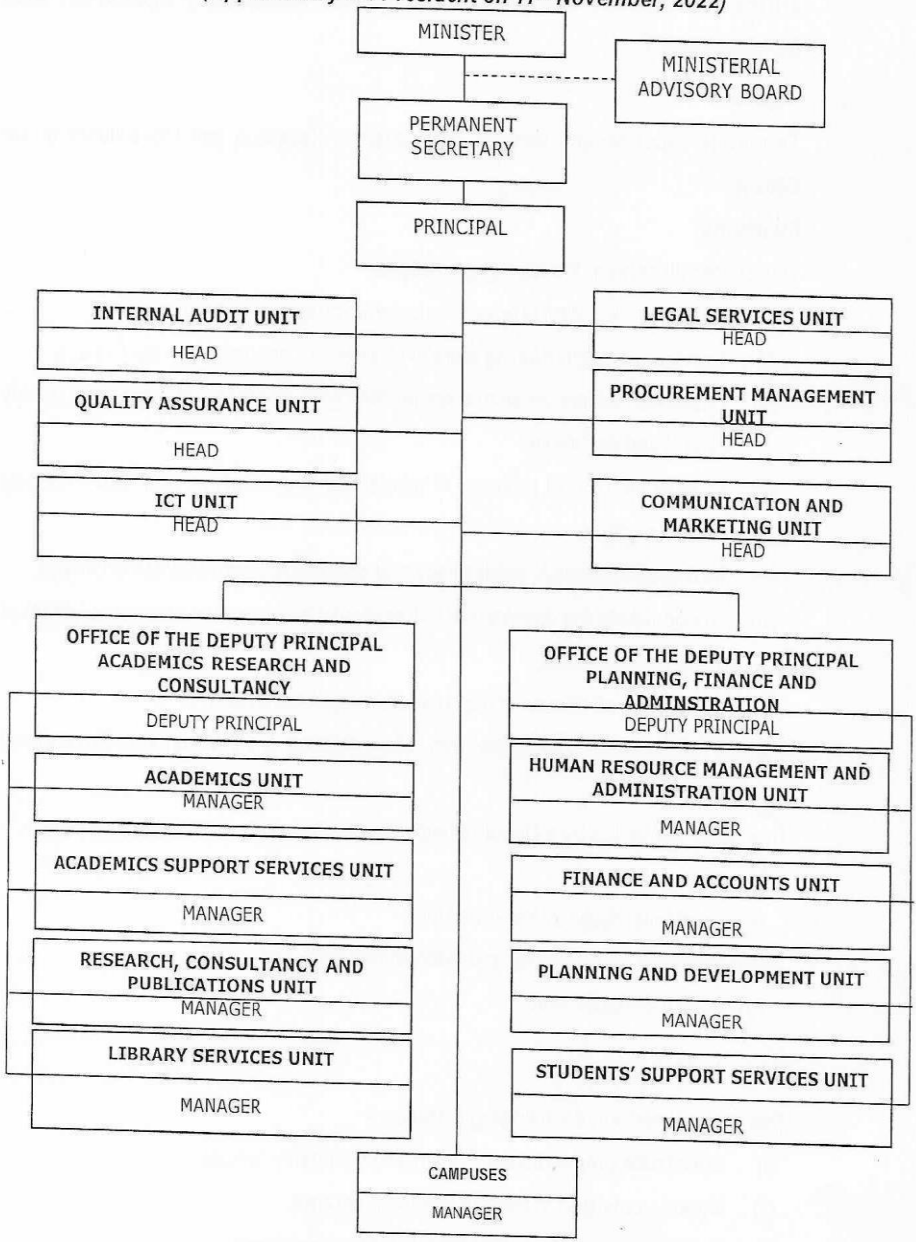
The NCT plans to achieve its vision and mission through:

- Provision of high-quality training in tourism and hospitality programmes.
- Provision of medium and advanced level courses in hospitality and tourism.
- Build the capacity of local communities and enable them to provide effective and efficient services that meet and exceed the customers' expectations.
- Improve service delivery at the lower level in the Tourism and Hospitality industry (Unclassified Hotels and Tour Guides, Porters).
- Empower women groups to engage themselves in the tourism sector by producing quality products that reflect Tanzanian culture such as works of arts, souvenirs, carvings, earrings, necklaces, and local food.
- Train food vendors and the promotion of local Tanzanian cuisine. This will focus on the use of locally available ingredients, products and spices, to create standardized menus for both local and international tourists.
- Organize and conduct Research and Consultancy services.
- Facilitate Training of Trainers courses in the country.

Chart II

THE APPROVED FUNCTIONS AND ORGANISTAION STRUCTURE OF THE NATIONAL COLLEGE OF TOURISM (NCT)

(Approved by the President on 17th November, 2022)



1.7 MINISTERIAL ADVISORY BOARD (MAB)

Members of MAB are appointed by the Minister of Natural Resources and Tourism, in accordance with the Executive Agency Act No. 30 of 1997. These appointees are both from public and private sectors and possess appropriate hospitality and tourism experience and expertise. The current MAB has two members from the private sector and four from the public sector. The NCT's Chief Executive Officer serves as an ex-officio Board Member.

1.8 MINISTERIAL ADIVISORY BOARD (MAB) MEMBERS

CHAIRPERSON
Mr. Iman Joel Kajula,
P.O.Box 33971,
Dar es Salaam.

SECRETARY
Dr. Florian Mtey (PhD)
Principal,
National College of Tourism,
P.O.Box 9181,
Dar es Salaam.

MEMBERS
Prof. Wineaster Anderson (PhD),
University of Dodoma,
P.O Box 259,
Dodoma.

Bi. Gerwalda F. Luoga,
Muhimbili University of Healthy and Allied Sciences
P.O Box 65001,
Dar es Salaam.

Mr. Matendo B. Manono
Legal Affairs Unit,
Ministry of Foreign Affairs & East African Cooperation
P.O Box 2933,
Dodoma.

CPA Enock R. Wagala,
Rural Water Supply and Sanitation Agency,
P.O Box 412,
Dodoma.

CPA Suzana S. Chaula
Dodoma.

1.9 SENIOR OFFICERS

Principal	**Dr. Florian Mtey (PhD)** Degree of Doctor of Philosophy in Tourism Management (PhD) DONG-A University, Korea. Degree of Master of Science in Marketing Management- Mzumbe University. Bachelor of Tourism -Makerere University, Kampala.
Deputy Principal Academics, Research and Consultancy (DPARC)	**Ms Jesca Gordon Willam** Master in Tourism Planning and Management- The Open University of Tanzania. Bachelor of Science in Home Economics and Human Nutrition SUA. Diploma in Hotel Operations – Kenya Utalii College, Nairobi Certificate in Tourism & Hospitality Management - Hyderabad, India
Deputy Principal-Planning, Finance and Administration (DPPFA)	**CPA Munguabela Aloyce Kakulima** Certified Public Accountant (CPA-T) Masters of Science with Merit in Finance and Investment- Coventry University. Bachelor of Accounting and Finance Mzumbe University.
Campus Manager - Temeke	**Ms Farida Sebastian Masalu** Bachelor of Arts (Education) UDSM. Master of Business Administration (MBA.HRM) UDSM.
Campus Manager - Arusha	**Dr. Maswet Crescent Masinda (PhD)** Doctor of Philosophy in Tourism Management- The University of Dodoma Master of Science in Natural Resources Management – The University of Dodoma Bachelor of Cultural Anthropology and Tourism- Tumaini University Iringa University College (BACAT)
Campus Manager - Mwanza	**Ms Kemirembe William Kibogoyo** Masters of Science in International Hospitality Management- Emylon Business School Masters in Business Administration-ESAMI Degree of Bachelor of Science in Tourism Management- United States International University – Nairobi Kenya

1.10 HEADS OF INDEPENDENT UNITS

Head of Procurement Management Unit	**Ms Sharifa Juma Munisi** Degree of Master of Business Administration, Mzumbe University Bachelor of Business Administration, Mzumbe University Certified Procurement and Supplies Professional, The national Board for materials Management Approved Procurement and Supplies Professional, PSPTB. Authorized Procurement and Supplies Professional, PSPTB.
Head of Legal Unit	**Ms Lilian Yusto Muchuruza** Master of laws in procedural Law and International legal practices, UDSM Post- Graduate Diploma in Legal Practice- The Law School of Tanzania Bachelors of Laws- Mzumbe University Certificate in English Language (Intermediate level)- Makerere University
Head of Internal Audit Unit	**Ms Levina Mathew Tarimo** Bachelor Degree of Accounting – Institute of Finance Management, Dar es Salaam, (IFM) Diploma in Accountancy –College of Business Education, Dar es Salaam (CBE), Certificate in Health Records Technology – Kilimanjaro Christian Medical University College (KCMC), Moshi
Head of Communication and Marketing Unit	**Mr. Eugine Sion Malley** Masters of Business Administration- Corporate Management (St. John's University of Tanzania Bachelor of Business Administration (Marketing)-St. John's University of Tanzania.
Head of Information and Communication Technology unit	**Mr. Allan Sadiki Kaitila** Bachelor of Information Technology (BIT) Central Queensland University (CQU) Brisbane Queensland Australia
Head Quality Assurance	**Ms Elina Paul Makanja** M.A in Transborder Languages and Intercultural Communication-Pan African University, University of Buea, Cameroon, B.A. Language studies with specialty in French Language, English and Linguistics.
Academic Manager	**Mrs. Mary Shija Maduhu -Principal Tutor** Masters of Strategic Governance- Dr. Salim Ahmed Salim Center For Foreign Relations-Dar es Salaam, Tanzania Post Graduate Diploma in Management of Foreign Relations - Centre for Foreign Relations, Dar es Salaam BSc Hotel Management - Bangalore University, India Diploma in Air Ticketing and Travel Agency – Geneva Certificate in Hospitality Management for African Countries-

	Singapore.
Library Services Manager	**Ms Juliana Charles Mwaisaka** Bachelor Degree in Marketing, The Open University of Tanzania Diploma in Library Achieves and Documentation Studies, School of Library archives and Documentation Studies Bagamoyo
Academic Support Services Manager	****Mr. Heri Gabriel Mwaijonga** Advanced Diploma in Information Technology-The Institute of Finance Management, Dar es Salaam, Tanzania Diploma in Education- Klerruu Teachers College
Research Consultancy and Publication Manager	**Ms Eunice Nderingo Ulomi** Master of Business Administration (MBA)- Open University of Tanzania Master of Science in Tourism Economics-Varna University of Economics Degree of Economist of Tourism, University of Economics-Varna
Human Resource and Administration Manager	**Mr. Emmanuel Michael Sigalla** Masters of Human Resource Management– University of Newcastle, Australia University, Dar es Salaam Degree of Bachelor of Arts-Public Administration– University of Dar es Salaam
Student Support Services Manager	**Ms Mariam Omari Mambosasa** Masters of Tourism Planning and Management – The Open University of Tanzania. BSc. Home Economics & Human Nutrition, SUA. Certificate in Hospitality and Tourism - Hyderabad, India
Planning and Development Manager	**Deodatha Aloyce Pagula** Bachelor Degree in Development Planning, Institute of Rural Development Planning (IRDP)-Dodoma Diploma in Development Planning, IRDP-Dodoma Certificate in Community Development, Buhare Community Development Training Institute (CDTI)
Financial and Accounting Manager	**Mr. Mabula George Mabula** Masters of Accounts and Finance – Mzumbe University Post graduate Diploma in Accountancy, AIA Certified Public Accountant (CPA.T)-NBAA

1.11 HEADS OF ACADEMIC DEPARTMENTS

Hospitality -Arusha Campus	Mr. James Philip Msimbe Degree of Bachelor of Science in Hospitality and Tourism Management-Tumaini University Makumira. International Diploma in Hotel Operations and Management-Cambridge International College. Certificate in Food Production and Catering Services- The Old Boma at Mikindani.

Tourism – Arusha Campus	**Mr. George Peter Shango** Degree of Master of Science with a major in Biology-Swedish University of Agricultural Science, Bachelor of Science in Wild life Management,SUA.
Hospitality - Bustani Campus	**Mr Jafari Anania Mwemtsi** Masters of Science in Marketing Management-Mzumbe University Bachelor Degree in Tourism & Hospitality- The Open University of Tanzania (OUT) Diploma in Hotel and Catering Management-International hospitality & catering training center Botswana.
Events- Bustani Campus	**Ms Devota Kasanda Mdachi** Master of Arts- The OPEN University of Tanzania Degree of Bachelor of Arts- UDSM
Tourism- Temeke Campus	**Mr. Agapit Laswai** BSc. Wildlife Management - Sokoine University of Agriculture (SUA), Morogoro
Tourism – Mwanza Campus	**Mr. Oscar Mwambene** Masters in International Business Management Bachelor of Tourism Management - Sokoine University of Agriculture (SUA) Diploma in Hotel Operations and Management-Victoria Institute of Tourism and Hotel Management

1.12 ACADEMIC STAFF

BUSTANI CAMPUS

Department of Hospitality

Food and Beverage Services	**Principal Tutor; Dr. Naiman Mbise (PhD)** Doctor of Philosophy in Hospitality and Tourism Management- Open University of Tanzania. MSc Hospitality and Tourism Management - Kenyatta University, Nairobi, BSc Home Economics and Human Nutrition – Sokoine University of Agriculture (SUA), Morogoro Diploma in Hotel Operations – Kenya Utalii College (KUC), Nairobi
	Senior Tutor; ***Mr. Jafari Anania Mwemtsi Masters of Science in Marketing Management - Mzumbe University, Dar es Salaam, Bachelor of Art in Tourism and Hospitality – Open University of Tanzania (OUT), Dar es Salaam, Diploma in Catering and Hotel Management - Gaborone Training Centre, Botswana, Certificate in Entrepreneurship - ILO, Mombasa
	Tutor II; **Mr. Sospeter Charles Mnyeti Bachelor of Science in Hospitality and Tourism- SAUT

	Diploma in Food and Beverage- NCT
	Assistant Tutor II, Mary Edwin Kinunda Diploma in Food and Beverage services and Sales-VETA. Certificate of Competence in Food and Beverage services and sales (Level 3)-VETA
Front Office Operations	**Senior Tutor; Ms. Jesca William** MA Tourism Planning and Management (MTP) – Open University of Tanzania BSc Home Economics and Human Nutrition – Sokoine University of Agriculture SUA, Morogoro Diploma in Hotel Operations – Kenya Utalii College, Nairobi Certificate in Tourism & Hospitality Management - Hyderabad, India
	Tutor II, **Ms. Safines G. Mshana Bcom Tourism and Hospitality Management – University of Dar es salaam (UDSM).
	Tutor II, Jacqueline Burton Mwasomola Bachelor of Science in Tourism and Hospitality Management-SAUT.
	Tutor II, Flora Jeroboam Matemba Bachelor of Science in Tourism and Hospitality Management-SAUT Diploma in Tourism and Travel Management-Udzungwa Mountains College Trust
Culinary Arts	**Tutor II; Mr. Francisco Maiga** Bachelor of Catering and Hotel Management - Makerere University
	Mrs. Mary Shija Maduhu -Principal Tutor Masters of Strategic Governance-Dr. Salim Ahmed Salim Center For Foreign Relations-Dar es Salaam, Tanzania Post Graduate Diploma in Management of Foreign Relations - Centre for Foreign Relations, Dar es Salaam BSc Hotel Management - Bangalore University, India Diploma in Air Ticketing and Travel Agency - Geneva Certificate in Hospitality Management for African Countries- Singapore.
	Instructor II; Caesarena Joash Rusanyu Diploma in Culinary Art- National College of Tourism
	Tutor II; Ong'oso Elijah Mwita BSc in Eco-Tourism, Hotel and Institution Management – Maseno University (Kenya) Certificate in Culinary Arts – VETA Hotel and Tourism Training Institute Arusha

Accommodation Operations	**Assistant Tutor II; Abubakar Seif Mnyongea** Diploma in Rooms Division- NCT
English, Business Communication Skills, Human Resources Management, French and Research Methodology	**Senior Tutor II; Elina Paul Makanja** M.A in Transborder Languages and Intercultural Communication-Pan African University, University of Buea, Cameroon, B.A. Language studies with specialty in French Language, English and Linguistics.
Nutrition and Hygiene	**Senior Tutor I; Ms. Mariam Mambosasa** Masters of Tourism Planning and Management – The Open University of Tanzania. BSc Home Economics and Human Nutrition – Sokoine University of Agriculture (SUA), Morogoro Certificate in Hospitality and Tourism - Hyderabad, India
Information Communication Technology (ICT)	**Tutor I; Mr. Heri Mwaijonga** Advanced Diploma in Information Technology - Institute of Finance Management (IFM) Diploma in Education - Kleruu Teachers' College
Event Management	**Tutor II; Mr Daniel Christopher Mkilanya** Degree of Bachelor of Tourism Management-SUA
	Tutor II; Hilda Jaspar Mallya Bachelor Degree in Tourism Management-SAUT Diploma in Animal Health and Production-Livestock Training Agency (LITA) Certificate in Animal Health and Production

ARUSHA CAMPUS

English, Business Communication Skills	**Tutor I; Mr. Ernest Evans Mwandumbya** Bachelor of Education in Languages and Management, Mzumbe University
Front Office	**Brian Thomas Lucumay** Bachelor of Science and Hospitality Management-(SAUT)
	Tutor II; Naomi Eliuth Kyando Bachelor of Science in Tourism and Hospitality Management-SAUT Diploma in Insurance and Risk Management-IFM
Food and Beverage Services	**Assistant Tutor II; Mr. Dawson Ntalla Kyungai** Diploma in Hotel Operation – Kenya Utalii College, Nairobi Advanced Certificates in Hotel Management - Brussels, Belgium Basic Hotel Management - Hotel and Tourism Training Institute (HTTI), Forodhani

	Tutor II; Erminia Emmanuel Kaali Bachelor Degree of Science in Hospitality and Tourism Management-Tumaini Makumira University
Food Production	**Tutor I; Mr. James Msimbe** Bachelor of Science in Hospitality and Tourism Management, Stephano Moshi Memorial University College International Diploma in Hotel Operations and Management, Cambridge International College in Britain Certificate of Food Production and Catering Services, The Old Boma Hotel
	Tutor II; Mr. Greyson Agapity Mng'ande Masters in Tourism Planning and Management, Open University of Tanzania Bachelor of Arts in Tourism and Hospitality Management , Open University of Tanzania Diploma of Management in Tourism and Hospitality, Mount Meru University Certificate in Food Production, Arusha Hotel Training Institute
	Assistant Tutor; Il Fransisco Peter Axwesso Diploma in Culinary Arts-VETA, 2018 Certificate in Pastry Production Course- Arusha Hotel Training Institute
Bakery and Pastry	**Senior Tutor II; Ms. Magdalena Mboya** Diploma in Culinary Art - Nilai, Malaysia Diploma in Food Production - KPC, Nairobi Certificate in Hotel Management - YMCA Hotel School, Moshi
	Tutor II; Charles Isaya Limka Bsc. Hospitality and Tourism Management, SMMUCo Advanced Diploma in Teaching Training and Assessing Learning, The City & Guilds of London Institute Diploma in Hotel Operations, Masoka Management Training Institute, Moshi. Certificate of Vocational Teacher, MVTTC
	Instructor II; Giara Mathias Bahai Diploma in Hospitality and Tourism Management- Mount Meru University (MMU) Certificate of Bakery and Pastry Production Course- Arusha Hotel Training Centre
Tour Guiding Operations/Travel and Tourism	**Tutor II; Mr. Godlisten Abraham Lengai**** Bachelor of Arts in Tourism – Open University (OUT) Diploma in Wildlife Management – College of African Wildlife Management (MWEKA) Certificate in Wildlife ManagemenT - College of African Wildlife Management (MWEKA)

	Tutor I; Mr. George Peter Shango Degree of Master of Science with a major in Biology-Swedish University of Agricultural Science, Bachelor of Science in Wild life Management,SUA.
	Tutor II; Goodluck Nkoe Mbise Degree of Bachelor of Tourism Management-SUA

TEMEKE CAMPUS

Travel and Tourism Operations	**Chief Tutor, Eunice Nderingo Ulomi** Masters of Business Administration (MBA) – Open University of Tanzania Msc. Tourism Economics Varna University - Bulgaria) Bachelor of Economics– Varna University – Bulgaria
	Tutor I, **Mr. Robert Leshingaa Bachelor of Tourism Management - Sokoine University of Agriculture (SUA), Morogoro
	Tutor I, **Mr. Musa Bajuni Bachelor of Tourism Management (Sokoine University of Agriculture)
	Tutor I, Ms. Salome Lugata Master in Tourism, Planning and Management- The Open University of Tanzania Bachelor of Tourism Management - Sokoine University of Agriculture (SUA) Certificate of Achievement in Amedeus functionality course
	Tutor I; Mr. Amiri W. Abdi Barchelor of Arts in Tourism & Culture Heritage University of Dar es Salaam
	Tutor II; **Ms. Theresia Benedict Msanga Postgraduate Diploma in Education- The University of Dodoma Bachelor of Tourism Management- Sokoine University of Agriculture (SUA)
	Tutor II Mr. Philipo A. Mapunda Post Graduate Diploma in education – St. Augustine University of Tanzania Bachelor of Tourism Management - Sokoine University of Agriculture (SUA).
	Assistant Tutor; Hussein Shaweji Michonjo Ordinary Diploma in Travel and Tourism-NCT Technician Certificate in Tour Guiding Operations- NCT
	Instructor II; Mohamed Khamisi Omari Ordinary Diploma in Wildlife Management-Grade II B-MWEKA. Technician Certificate in Wildlife Management-Grade III

Tour Guiding Operations	**Senior Tutor, ***Jossam Mungure** MA in Natural Resources Assessment and Management Bachelor of Arts in Cultural Anthropology and Tourism - Tumaini University Diploma in Education - Mbeya Lutheran Technical College Certificate in Wildlife Management - College of African Wildlife Management, Mweka
	Principal Tutor, ***Ms. Martina B. Hagwet MSc Biology Majoring in Dryland Biodiversity - Addis Ababa University, Ethiopia BSc Wildlife Management – Sokoine University of Agriculture, Morogoro)
	Tutor II; Mr. George Reuben Ngereja Bachelor of Science in Wildlife Management- Sokoine University of Agriculture (SUA), Morogoro
	Tutor I; Mr. Agapit Laswai BSc. Wildlife Management - Sokoine University of Agriculture (SUA), Morogoro
English, Business Communication Skills, Human Resources Management.	**Senior Tutor; Ms. Perpetua Ishika** MSc. Human Resources Management- Mzumbe University Degree of Bachelor of Arts (Education)-UDSM
Information Communication Technology (ICT)	**Tutor I, Frederick Magambo** BSc. Information Technology - Sikkim Manipal University, India CCNA (Cisco Certified Network Associate) MCITP (Microsoft Certified IT Professional)

MWANZA CAMPUS

Travel and Tourism Operations	**Tutor I; Mr. Oscar Mwambene** Masters in International Business Management Bachelor of Tourism Management - Sokoine University of Agriculture (SUA)
	Tutor II, Mr. William Christopher Chiza Bachelor of Arts with Honors in Travel and Tourism- University of Bedfordshire UK Diploma for IT Uses- Leicester College UK
	Tutor II, Mr. Jeremiah Mwita Postgraduate Diploma in Education, University of Arusha. Bachelor of Tourism Management, Sokoine University of Agriculture. Initial Course for Licensed Teacher, Bunda TTC
	Instructor II, Shakira Adam Shomari Ordinary Diploma in Travel and Tourism-NCT. Technician Certificate in Travel and Tourism Operations-

	NCT.
Tour Guiding Operations	**Tutor II, Zegera Alfred Kunani** Bachelor of Science in Wildlife Management-MWEKA.
	Tutor II, Edward W. Mwakipunda Bachelor Degree in Wildlife Management-MWEKA
Food and Beverage	**Instructor II, Helman Mwamokye Alphonce** Ordinary Diploma in Food and Beverage Services-NCT. Technician Certificate in Food and Beverage Services-NCT
Food Production	**Ezbon Samwel Nyakech** Ordinary Diploma in Culinary Arts-NCT.
Business Communication and Languages	**Tutor II; Donald Richard Kanyama** Degree of Bachelor of Arts (Language Studies)-UDSM

1.13 ADMINISTRATIVE AND SUPPORTING STAFF

BUSTANI CAMPUS

Accounts Officer II
Azizi Juma Mchomvu
Bachelor Degree in Accountancy- Institute of Finance Management (IFM)

Internal Auditor I
Levina Tarimo
Bachelor Degree of Accounting- Institute of Finance Management (IFM)

Legal Officer I
Lilian Y. Muchuruza
Master of laws in procedural Law and International legal practices, UDSM
Post- Graduate Diploma in Legal Practice- The Law School of Tanzania
Bachelors of Laws- Mzumbe University
Certificate in English Language (Intermediate level)- Makerere University

Records Management Assistant II
Mary Basil Tarimo
Bachelor of Records, Archive and Information Management- TPSC
Diploma in Records Management - TPSC
Certificate in Records Management – TPSC

ICT Officer II
Mr. Allan Sadiki Kaitila
Bachelor of Information Technology (BIT)
Central Queensland University (CQU)
Brisbane Queensland Australia

****Human Resources Officer I**
Shida Boniface Mwafulilwa
Bachelor of Political Science and Public Administration- University of Dar es Salaam

Human Resources Officer II
Delphina Igayo Misungwi
Bachelor of Arts in Sociology – University of Dar es Salaam

Administrative Officer I
Lilian Kokulamka Kato
Degree of Bachelor of Laws- Iringa University College

Driver II
Mr. Abed Mmeta Lameck
Advanced Driving Certificate (VIP)- NIT
Basic Driving Certificate – VETA
Vocational Training Certificate in Motor Vehicle Mechanics Level II- VETA

Driver II
Simon Ibrahim Mapunda
Advanced Drivers Grade II Certificate (VIP)- National Institute of Transport (NIT)
Basic Certificate of Driving- Lumumba Driving School
Vocational Training Certificate in Motor Vehicle Mechanics Level II- VETA

Waitress I
Ms. Pendo Kyando
Diploma in Hospitality Management- NCT, Dar es Salaam
Certificate in Food and Beverage Services - NCT, Dar es Salaam

Cook II
Beatrice Daud Boaz
Vocational Certificate III in Food Production

Senior Office Assistant I
Neema Brayson Urassa
Certificate in Computer Application-VETA
Short Course in Computer Application, Dar es Salaam Regional Vocational Training and Services Centre

Procurement Officer II
Clement Kadamanja Kuchilonga
Certified Procurement and Supplies Professional, The national Board for materials
Postgraduate Diploma in Procurement and Logistics Management Management
Bachelor of Education in Economics and Mathematics

Diploma in Procurement and Logistic Management, NTA Level six-TIA

Public Relations Officer II
Elizabeth Ephraem Chassama
Bachelor of Arts in Mass Communications- SAUT

Librarian II
Patricia Kokwongeza Revocatius
Bachelor of Science in Library and Information Management

Accounts Officer I
Justin B. Mlenga
Degree of Bachelor of Arts in Accounting and Finance-SUA

Accountant II
Candiduce Beda Hyera
Bachelor of Accounting and Finance in Public Sector-Mzumbe University

Principal Cook
Judith Raymond Mulokozi
The Ordinary Diploma in Culinary Art-NCT
Certificate in Food Production-MNRT

ARUSHA CAMPUS

Senior Human Resources and Administrative Officer I
Mr. Jamhuri Solya
Bachelor in Human Resources Management, Institute of Social Work.

ICT Officer II
Mr. Said Said Likoko
Advanced Diploma in Computer Science- Institute of Finance Management (IFM)
Post Graduate Diploma in Scientific Computing- University of Dar es Salaam (UDSM)

Senior Cook
Ms. Theofila Joseph Minde
Diploma in Culinary Arts – NCT Dar es Salaam
Certificate in Bakery and Pastry – Arusha Hotel Training Institute

Cook I
Ms. Saumu Yasin Mahugu
Diploma of Tourism and Hospitality Management, Mount Meru University.
Certificate in Hotel Management, Hotel and Tourism Training Institute (HTTI)- Forodhani

Waitress I
Ms. Eunice Msechu
Certificate in Food and Beverage Services, Arusha Hotel Training Institute

Accountants Officer II
Abubakar Mohammed Hussein
Bachelor of Accountancy, Institute of Finance Management.
Diploma in Public Sector Financial Management, Tanzania Public Service College.
Higher Standard Government Accounting, Tanzania Public Service College

Driver II
Mr. Elikana John Ching'walifa
Basic Motor Driving, VETA.
Advance Driving (VIP) Grade II, VETA.
Certificate of Passenger Service Vehicle (PSV), VETA.
Certificate of Advance Truck Driving, VETA.
Motor Vehicle Mechanics, VETA.

TEMEKE CAMPUS

Principal Clinical Officer II
Cathbert Nicholaus Mero
Degree of Master of Science in Health Monitoring and Evaliation-Mzumbe University
Bachelor of Arts in Social work, The Open University of Tanzania
Diploma in Clinical Medicine,The Medical Training Centre-Machame

Cook I
Emmanuel Israel Sewando
Certificate of Food Production, NCT
Certificate in Tourism Management-Datastar Training College

Librarian
Ms. Radhia Hassan
Diploma in Library Archives and Documentation Studies - School of Library Archives and Documentation Studies, Bagamoyo

Senior Assistant Librarian I
Ms. Mtumwa Dossy
Diploma in Library Archives and Documentation Studies - School of Library Archives and Documentation Studies, Bagamoyo
Certificate in Food Production - National College of Tourism (NCT)

Senior Accountant I
Hilda A. Sanga
Advanced Diploma in Accountancy (ADA)- TIA
National Business Examination Certificate, Saint David Centre
Certificate of Higher Standard Government Accounting, TPSC
Certificate of Civil Service Examinations- The Civil Service Commission

Accountant I
Ms. Veronica Ryoba Wiroma
Masters in Business Administration – Mzumbe University, Dar es Salaam
Postgraduate Diploma in Accountancy – Tanzania Institute of Accountancy (TIA), Dar es Salaam
Advance Diploma in Accountancy - Tanzania Institute of Accountancy (TIA), Dar es Salaam
Certificate in Book keeping stage II - Msimbazi Centre, Dar es Salaam

Kitchen/Mess Attendant II
Mr. Rashid Shabani
Certificate in Food Production – Hotel and Tourism Training Institute - Forodhani, Dar es Salaam

Senior Waiter I
Mr. Joseph Agathon Lihaya
Refresher Course Medium level in food and Beverage, Hotel and Tourism Training Institute, Ministry of Lands, Natural Resources and Tourism.

Senior Waiter I
Helena Jackson Ngowo
Certificate of Food and Beverage, Hotel Sea Cliff

Senior Office Assistant /Cook
George Fussy
Certificate in Food Production - Hotel and Tourism Training Institute - Forodhani, Dar es Salaam
Certificate in Pastry Kitchen - Dar es Salaam Serena Hotel
Certificate in Food Production - Golden Tulip

Procurement Officer II
Prudentisma Rweyemamu Libalio
Master in Supply Chain Management (MSCM)
The Procurement and Management Supplies Foundation Certificate- The Procurement and Supplies Proffessionals and Technician Board
Graduate Procurement and Supplies Professionals (PSPTB)

Office Assistant I
Fitina Gonza
Bachelor of Human Resource Management- Mzumbe Universitry

Office Management Secretary
Ms. Edith Richard Mamuya
Diploma in Secretarial Stundists
Certificate of Management Development for Executive Assistants Level I (MDEA)-TPSC
Certificate of computerized Data Records Management Training Centre (Swaziland)
Certificate of Introduction to Micro Computers windows 98 and Microsoft Office (Word-Tanzania Public Service College (TPSC)
Certificate of effective secretarial duties and Office Administration- Phase- Tanzania Institute of Accountancy
Certificate of Pre-Service Secretarial Course-Tabora Secretarial College

Senior Diver I
Joseph Harrison Mkisi
Advanced Driving Course
Advanced Driver's Certificate Grade Two, NIT (2010

***Studying PhD** ** Studying Masters Degree**

CHAPTER TWO

2.0 ADMISSION REQUIREMENTS

2.1 ADMISSION TO TECHNICIAN CERTIFICATE AND DIPLOMA PROGRAMMES.

2.1.1 ADMISSION TO NTA LEVEL 4: BASIC TECHNICIAN CERTIFICATES

This is a one-year course leading to an award of NTA 4 (Basic Technician Certificate)

ENTRY REQUIREMENTS

Applicants for direct admission to the Certificate programmes must have:

- A Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in four (4) subjects excluding religious subjects.

2.1.2 ADMISSION TO NTA LEVEL 5: TECHNICIAN CERTIFICATES

This is a one-year course leading to an award of NTA 5 (Technician Certificate)

ENTRY REQUIREMENTS

- Applicants must have qualified at the NTA level 4 OR Having Advanced Certificate of Secondary Education Examination (ACSEE) with one (1) principle pass and one (1) subsidiary.

2.1.3 ADMISSION TO NTA LEVEL 6: DIPLOMA PROGRAMMES

ENTRY REQUIREMENTS

- Applicants must be holders of Technician Certificate (NTA Level 5) in the same discipline

2.2 PROCEDURE FOR APPLICATION AND ADMISSION

The procedure for applying to the programmes is as follows:
Students apply directly to the college by filling the application form that is available at the college and on the college's website (www.nct.ac.tz) or can apply online.

2.3 STUDENT GUIDELINES

2.3.1 COLLEGE REGULATIONS

After admission, all students must obtain and read thoroughly the NCTs rules and regulations, as stipulated in this Prospectus.

2.3.2 REGISTRATION REQUIREMENTS

a) The joining instruction sent to him/her
b) A duly filled acceptance form which abides by the College Rules and Regulations
c) A duly filled medical examination form
d) Original receipts of tuition fee paid to the College through a control number, bank or any other confirmation of payment.
e) Original Secondary Education Examinations (C.S.E.E.) certificates and academic transcripts.
f) Original Advanced Secondary Education Examinations (A.C.S.E.E.) certificates and academic transcripts.
g) Birth Certificate.
h) Two recently taken passport size photographs
i) Resident permit (for foreigners only).

2.3.3 REPORTING AT THE COLLEGE

a) Every student shall report to the College at the beginning of the semester on the date prescribed by the College.
b) A continuing student failing to report at the College on the prescribed date, but reports no later than 30 days after the prescribed date, and shows reasonable causes for failing to do so, shall be allowed back. However, the student will be given a written warning from the Deputy Principal Academic Research and Consultancy for this infraction.
c) Student reporting more than 30 days after the prescribed date of opening shall lose his/her admission place in the College.
d) Students who have postponed studies will be required to report at the College at the corresponding time/date and semester similar to that one she/he left.
e) No student is allowed to postpone studies after commencement of an academic year except under special circumstances.

2.3.4 CHANGING OF PERSONAL PARTICULARS AND RE- ADMISSION TO THE COLLEGE

Changes of names during the course of study shall not be allowed and names appearing on the original academic certificates shall be used. Change of course shall only be allowed in the first two (2) weeks of starting the course and shall only be accepted when there is space in the courses a student wants to shift to.

Students discontinued from studies on academic grounds may be readmitted to the same or different programme in the next academic year subject to the acceptance of NACTVET verification. Students discontinued on disciplinary grounds shall be barred from re-admission to the College.

CHAPTER THREE

3.0 ACADEMIC PROGRAMMES

National College of Tourism is accredited by the National Council for Technical Education, (NACTVET) to train and award to successful candidates at the Basic Technician Certificate, Technician Certificate and Diploma level. Awards offered are National Technical Awards (NTA) Levels 4, 5 & 6. The College provides competence-based education training with programmes delivered on full time and apprenticeship mode.

3.1 TECHNICIAN CERTIFICATE PROGRAMMES

a) Hospitality Management (2 years, Bustani & Arusha)
b) Culinary Art (2 years, Bustani & Arusha)
c) Pastry and Bakery (2 years, Bustani & Arusha)
d) Culinary Art – Appprenticeship (2 years, Bustani)
e) Rooms Division- Appprenticeship (2 years, Bustani)
f) Tour Guiding Operations (2 years, Temeke, Mwanza, Arusha)
g) Travel and Tourism Operations (2 years, Temeke)

3.2 DIPLOMA PROGRAMMES

a) Ordinary Diploma in Travel and Tourism Operations (Temeke & Mwanza)
b) Ordinary Diploma in Tour Guiding Operations (Temeke & Mwanza)
c) Ordinary Diploma in Hospitality Management (Bustani)
d) Ordinary Diploma in Culinary Art (Bustani)
e) Ordinary Diploma in Events management (Bustani)

- The Ordinary Diploma is offered for two years for student joining direct from Advanced Secondary schools.
- Technician Certificate in Hospitality Management graduates will study Ordinary Diploma in Hospitality Management (National Technical Awards level 6 for one year).
- Holder of Technician certificate in specific section i.e. Culinary Art and Pastry and Bakery, will study Ordinary Diploma in Culinary Art for one year.
- Holder of Technician Certificate in Travel and Tourism Operations will study Ordinary Diploma in Travel and Tourism Operations for one year (National Technical Awards Level 6).
- Holder of Technician Certificate in Tour Guiding Operations will study Ordinary Diploma in Tour Guiding Operations for one year.

3.3 ACADEMIC YEAR

The academic year has two semesters, of which each semester has 15 weeks for classroom activities. After second semester of each year, students are attached for 12 weeks Industrial Practical Training. The programme thus has a total of 42 weeks of study for the full attendance per academic year. For apprenticeship programmes, each semester has 6 weeks for classroom activities and students are thereafter, attached for 9 weeks Industrial Practical Training. Apprenticeship programme has a total of 30 weeks of study per academic year.

3.4 CURRICULUM OVERVIEW

The College adheres to rules and regulations stipulated by National Award Council for Technical Education (NACTVET) and thus uses curricular approved by NACTVET.

3.4.1 FUNDAMENTAL MODULES

This refers to those modules that provide a range of basic skills, knowledge and principles appropriate for a graduate in the field.

3.4.2 CORE MODULES (SPECIFIC)

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in the required discipline, and the in-depth treatment of those modules will enable graduates to rapidly become effective personnel in the tourism and hospitality industry.

3.5 MINIMUM CREDIT REQUIREMENT

Each programme has a total of 120 credits for a student to graduate. All cores and fundamental modules are compulsory. Pre-requisites modules are compulsory for those students who start level five as the first year in any program.

3.6 ACCUMULATION OF CREDITS

Students are allowed to accumulate cumulative credit of not less than 120 and she /he can graduate in more than two years time. In case the circumstances of not graduating in two years time is failures of subject, the student will be liable to pay a full school fee for a particular year.

If a student has failed any module, he/she will not be allowed to proceed to the next semester. He/she will have to attend lectures of the failed module(s), do assignments/tests and pay fees for the period of study as will be determined by the college.

3.7 TOURISM PROGRAMMES AND MODULES

Tourism programmes are offered at Temeke, Mwanza and Arusha Campuses and the modules for each Programme are as follows:

3.7.1 ORDINARY DIPLOMA IN TRAVEL AND TOURISM (NTA LEVEL 6)

FIRST SEMESTER		
Code	Module Title	Credits
GST 06101	Research Methodology	08
TTT 06103	Tourism Policies and Planning	08
GST 06104	Human Resources Management	08
TTT 06105	Travel and Tourism Accounting	09
TTT 06106	Tourism Economics	06
TTT 06108	Travel Information and Formalities	07
TTT 06113	Tourist Behaviors and Cross Culture	06
GST 06114	French III	07

SEMESTER TWO		
Code	Module Title	Credits
TTT 06203	Travel Information Communication Technology	14
TTT 06204	Customer Service Management	09
TTT 06209	Travel and Tourism Marketing	10
TTT 06210	Tourism Economics	08
GST 06211	Business Management Skills	09
TTT 06212	Tourism Safety and Security Management	12
GST 06213	Research Project	08

3.7.2 TECHNICIAN CERTIFICATE IN TRAVEL AND TOURISM (NTA LEVEL 5)

FIRST SEMESTER		
Code	Module Title	Credits
TTT 06202	Tourism Laws and Ethics	06
TTT 06207	Business Management Skills	06
TTT 06209	Tourism Event Management	08
TTT 06210	Management of the Travel Agency and Tours	08
TTT 06211	Travel and Tourism Marketing	08
GST 06212	Customer Experience Management	06
TTT 06215	Basics of Travel and Tourism Operational Management	08
GST 06217	Tourism Research Project	09
TTT 06216	Field Attachment	07

	SECOND SEMESTER	
Code	Module Title	Credits
GST05202	Tourism Entrepreneurship	09
TTT05204	Principles of Sales and Marketing	08
TTT05205	Tourism Product Development	08
TTT05206	Ticketing and Reservation Procedures	13
TTT05207	Tour Guiding Skills	08
TTT05211	Tour Operation Skills	08
GST05214	Contemporary Issues in Tourism	08
TTT05215	Field Attachment	07
TTT 05212	Tour Guiding Skills and Techniques	08
TTT 05216	Basics of Wildlife Managements	08

3.7.3 TECHNICIAN CERTIFICATE IN TOUR GUIDING OPERATION (NTA LEVEL 5)

FIRST SEMESTER		
Code	Module Title	Credits
TGT05101	Life of Mammals	07
TGT05107	Cultural Tourism	06
GST05108	Business Communication Skills	06
GST05109	Computer Application	08
TGT05110	Tourism Safety and Security	08
TTT05112	Sustainable Tourism	06
GST05113	French Language	06
TGT05116	Birds Identification.	08
TGT05118	Automobile operation Skills	04

SECOND SEMESTER		
Code	Module Title	Credits
GST05202	Entrepreneurship and Product Development	08
TGT05203	Tour Guiding Skills and Techniques	09
TTT05204	Principles of Sales and Marketing	06
TGT05205	Adventure Tourism.	06
TGT05206	Identification of invertebrates	07
TTT05211	Tour Operation Skills	08
GST05215	Contemporary Issues in Tourism	08
TGT05217	Interpretation of Physical Attractions	05
TGT05218	Field Attachment	07

3.7.4 BASIC TECHNICIAN CERTIFICATE IN TRAVEL AND TOURISM OPERATIONS (NTA LEVEL 4)

FIRST SEMESTER		
Code	Module Title	Credits
TTT04102	English Grammar	11
TTT04103	Basics of Tourism	09
GST04104	The Computer Application	13
TGT04108	First Aid & Emergency Care	08
TTT04110	Wildlife Resources	13
TTT04111	Airline Geography	11

SECOND SEMESTER		
Code	Module Title	Credits
TTT04201	Customer Care Skills	10
TTT04205	French Language	08
TTT04206	Travel and Tourism Ethics	07
GST04207	Computation skills	07
TGT04209	Hospitality Principles	07
TTT04212	Travel Procedures	08
TTT04213	Basics of Tour Guiding	11

3.8 HOSPITALITY PROGRAMMES AND MODULES

Hospitality programmes are offered at the Bustani and Arusha Campuses. The modules for each Programme are as follows:

3.8.1 ORDINARY DIPLOMA IN HOSPITALITY MANAGEMENT (NTA LEVEL 6)

FIRST SEMESTER		
Code	Module Title	Credits
GMT 06101	Research Methodology for Hospitality	06
GMT 06104	Hospitality Legal	06
GMT 06107	Foreign Language-French III	06
HMT 06110	Food and Beverage Management I	06
HMT 06112	Finance and Accounting Management for Hospitality	06
HMT 06113	Health, Safety and Security Management	06
HMT 06114	Event Planning and Management	06
HMT 06115	Rooms Division Management I	06
HMT 06117	Customers Service Management	06

SECOND SEMESTER		
Code	Module title	Credits
GMT 06202	Entrepreneurship and Project Management for Hospitality	06
GMT 06203	Marketing for Hospitality	06
GMT 06205	Human Resources Management for Hospitality	06
GMT 06206	Leadership, Professionalism and Communication Skills	06
HMT 06208	Environment and Hospitality Sustainable Practices	06
HMT 06209	Hospitality Management Information System	06
HMT 06211	Food and Beverage Management II	06
HMT 06216	Rooms Division Management II	06
HMT 06218	Facility Management	04
FPT05219	Field attachment	18

3.8.2 ORDINARY DIPLOMA IN CULINARY ART (NTA LEVEL 6)

FIRST SEMESTER		
Code	Module Title	Credits
GMT 06101	Hospitality Research Methodology	06
GMT 06104	Human Resources Management for Hospitality	12
CAT 06107	Kitchen Control Procedures	06
CAT 06111	Safety and Security Management	10
CAT06112	World gastronomy	06

SECOND SEMESTER		
Code	Module Title	Credits
GST 06202	Entrepreneurship and Project Management in Hospitality	06
GST 06203	Financial Management	10
GST 06205	Leadership, Professionalism and Communication Skills	14
GMT 06206	Environment and Hospitality Sustainable Practices	05
CAT06208	Menu Planning and Costing	09
CAT06209	Kitchen Management	11
CAT06210	Hygiene and Health management	12
CAT06213	Field attachment	13

3.8.3 TECHNICIAN CERTIFICATE IN HOSPITALITY MANAGEMENT (NTA LEVEL 5)

FIRST SEMESTER		
Code	Module title	Credits
GST 05101	Nutrition and Health in Hospitality	06
GST 05102	Business Communication Skills	06
GST 05105	French Language for Hospitality Operations	08
GST 05105	Hospitality Customer Service	06
HMT 05106	Front office Operations II	08
HMT 05108	Housekeeping and Laundry Operations II	09
HMT 05114	Planning and Controlling in Food and Beverage	08
HMT 05115	Hospitality Entrepreneurship	08
HMT 05117	Hospitality Book Keeping Accounting	06

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 05204	Hospitality Sales and Marketing	06
HMT 05207	Front office Accounting	06
HMT 05209	Interior Design and Decoration	06
HMT 05210	Menu Planning, Costing and Pricing	06
HMT 05214	Restaurant Operations Management	09
HMT 05212	Conference and Banquet Operations	05
HMT 05213	Bar and Beverage Service Management	09
HMT 05216	Hotel Information Management System	09
HMT 05218	Field Attachment	06

3.8.4 TECHNICIAN CERTIFICATE IN CULINARY ART (NTA LEVEL 5)

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 05101	Application of French Language in Culinary Art	09
GST 05102	Business Communication Skills	17
CAT 05103	Nutritional Values in Culinary Art	10
CAT 05104	Preparation of Sauces	10
CAT 05105	Preparation of Soup	05
CAT 0516	Preparation of Pastry, Desserts and Confectionary	19

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 05201	The Entrepreneurship Skills	14
CAT 05202	Preparation of Starters and canapés	05
CAT 05203	Preparation of Farinaceous Dishes	05
CAT 05204	Preparation of Main Dishes	09
CAT05205	Supervision of Kitchen Resources	10
CAT 05206	Techniques of Menu Planning, Costing and Pricing	05
CAT05207	Field Practical Training	07

3.8.5 TECHNICIAN CERTIFICATE IN PASTRY AND BAKERY (NTA LEVEL 5)

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST05101	Foreign Language - French I	08
PBT 05107	Safety and security	08
PBT 05109	Yeast/Fermented products	10
PBT 05111	Desserts and Sauces	08
PBT 05112	Pastry Products	10
PBT 05113	Nutrition and Health	04

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
PBT 05205	Piping and decoration	10
PBT 05206	Control and Storage procedures	06
GST05203	Business Communication Skills	06
PBT 05208	Menu planning, costing and Pricing	10
GST05202	Foreign Language - French II	08
PBT 05210	Cake Production	10
FBT 05214	Field Attachment	14

3.8.6 TECHNICIAN CERTIFICATE IN CULINARY ART (NTA LEVEL 5)-APPRENTICESHIP

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST05121	Business Communication Skills	10
GST05122	Foreign Language for Hospitality Operations	09
CAT05125	Nutritional Values in Culinary Art	07
CAT05126	Preparation and Cooking of Sauces and Soups	10
CAT05127	Preparation of Starters and canapés	09
CAT05128	Techniques of Menu Planning, Costing and Pricing	10

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST05223	Hospitality Entrepreneurship	12
CAT05224	Hotel Information Management System	09
CAT05229	Preparation of Pastry, Desserts and Confectionary	14
CAT05230	Preparation of Farinaceous Dishes	10
CAT05231	Preparation of Main Dishes	12
CAT05232	Supervision of Kitchen Resources	10

3.8.7 TECHNICIAN CERTIFICATE IN ROOMS DIVISION (NTA LEVEL 5)-APPRENTICESHIP

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 05121	Business Communication Skills	08
GST 05122	Foreign Language for Hospitality Operations	14
RDT 05124	Hospitality Customer Service	07
RDT 05126	Front Office Operations	10
RDT 05128	Housekeeping Practices	07
RDT 05133	Hospitality Book Keeping Accounting	10

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 05223	Hospitality Entrepreneurship	10
RDT 05225	Health and Safety Management	12
RDT 05227	Front Office Accounting	07
RDT 05229	Laundry Practices	07
RDT 05230	Interior Design and Decoration	08
RDT 05231	Hospitality Sales and Marketing	08
RDT 05232	Hotel Information Management System	12

3.8.8 BASIC TECHNICIAN CERTIFICATE IN HOSPITALITY MANAGEMENT (NTA LEVEL 4)

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST04101	English Communication Grammar	08
GST 04102	The Computer Application	14
GST 04103	Hospitality Mathematical Application	07
HOT 04104	Hospitality Hygiene Procedures	06
HOT 04107	Front Office Standard Operation Procedures	10
HOT04108	Cleaning Standards Operation Procedures	10
HOT04111	Kitchen Operations	06

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
HOT04205	Hospitality Safety Operations	07
HOT04206	Food Preparing Skills	18
HOT04209	Food and Beverage Services Skills	20
HOT04210	Customer Care Skills	08
HOT04212	Hospitality Security Operations	07
HOT 04213	Field Industrial Training	05

3.8.9 BASIC TECHNICIAN CERTIFICATE IN ROOMS DIVISION (NTA LEVEL 4) - APPRENTICESHIP

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST04121	English Grammar and Structure	10
GST04122	Basics of Computer Applications	08
RDT04126	Fundamentals of Hospitality and Tourism	06
RDT04127	Safety and Security Procedures	12
RDT04128	Basics Front Office	14
RDT04129	Housekeeping Operations	14

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST04223	Foreign Language for Hospitality	08
GST04224	Entrepreneurship skills	08
GST04225	Computer Skills for Hospitality Communications	08
RDT04230	Laundry Operations	14
RDT04231	Customer Care Skills	08
RDT04232	Reception Techniques	10

3.8.10 BASIC TECHNICIAN CERTIFICATE IN FOOD AND BEVERAGE (NTA LEVEL 4)- APPRENTICESHIP

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
GST04121	English Grammar and structure	08
GST 04122	Basics Computer Applications	09
FBT 04126	Kitchen Operation Skills	12
FBT 04127	Basics of Tourism and Hospitality	06
FBT 04129	Hospitality Hygiene	06
FBT 04131	Food Operation Skills	12
FBT04134	Customer Care Skills	10

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 04223	Foreign Language in Hospitality	10
GST 04224	Entrepreneurship Skills	06
GST 04225	Computer Skills for Hospitality Communication	09
FBT04228	Food and Beverage Service	06
FBT04230	Hospitality safety and security Procedures	06
FBT04232	Food and Beverage Services procedure	12
FBT04233	Hospitality Accounting	08

3.9 EVENT MANAGEMENT PROGRAMMES AND MODULES

Event Management programmes are offered at the Bustani Campuses. The modules for each Programme are as follows:

3.9.1 ORDINARY DIPLOMA IN EVENT MANAGEMENT (NTA LEVEL 6)

FIRST SEMESTER		
Code	Module Title	Credits
EMT 06101	Event Marketing, Sponsorship and Fundraising	12
EMT 06102	Public Relations and Media	08
EMT 06103	Sustainable Events	10
EMT 06104	Wedding and Private Events	10
EMT 06108	Law and Liability	10
EMT 06110	Plan and Prepare Event Production	09

SECOND SEMESTER		
Code	Module title	Credits
EMT 06205	Financial Management for Event	8.0
EMT 06206	Festivals and Community Event	10
EMT 06207	Decision Making and Negotiating	9.0
EMT 06209	Event Administration	10
EMT 06211	Entrepreneurship in Event Management	8.0
EMT 06212	Event Production II	8.0
EMT 06213	Industrial Attachment Preparation II	8.0

3.9.2 TECHNICIAN CERTIFICATE IN EVENT MANAGEMENT (NTA LEVEL 5)

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
EMT 05101	Principles of Event Marketing	10
EMT 05105	Event Planning and Design	8.0
EMT 05107	Event Management Logistics	10
EMT 05109	Accounts for Events	8.0
EMT 05110	Business Communication Skills	10
EMT 05111	Event Management Information Systems	10

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
GST 05201	Sales and Promotion	8.0
CAT 05202	Event Production	14
CAT 05203	Property and Risk Management	8.0
CAT 05204	Event Staging	14
CAT05205	Human Resources Management in Events Operations	8.0
CAT 05206	Industrial Attachment Preparations	10
CAT05207	Soft Skills for Events Operations	6.0

3.9.3 BASIC TECHNICIAN CERTIFICATE IN EVENT MANAGEMENT (NTA LEVEL 4)

FIRST SEMESTER		
CODE	MODULE TITLE	CREDITS
EMT 04101	Introduction to Hospitality and Tourism Industry	09
EMT 04102	Introduction to Events and Concepts	17
EMT 04106	Customer care and Team Building Skills	10
EMT 04107	Basic Communication Skills I	10
EMT 04109	Hygiene and Sanitation	05
EMT 04111	Basic Computer Application I	19

SECOND SEMESTER		
CODE	MODULE TITLE	CREDITS
EMT 04203	Banquet and Conference Organization	12
EMT 04204	Basic of Event Planning	14
EMT 04205	Interpersonal Skills	12
EMT 04208	Preparation of Main Dishes	9.0
EMT04210	Supervision of Kitchen Resources	6.0
EMT 04212	Techniques of Menu Planning, Costing and Pricing	6.0
EMT04213	Field Practical Training	8.0

CHAPTER FOUR:

4.0 FEES AND OTHER FINANCIAL INFORMATION

4.1 TUITION FEES RULES AND REGULATIONS

The NCT's Fees Rules and Regulations are designed to serve as a guide to students on the payment of various College Fees for all courses. The Tuition Fees Policy of the College is as follows:

a) The College reserves the right to exclude any student who fails to pay their fees or make satisfactory arrangements to pay on or before registration.
b) All courses offered by the College shall be subject to a tuition fee, unless the College categorically states that in any instance no tuition fee shall be charged.
c) Tuition fees shall be reviewed on annual basis. NCT Ministerial Advisory Board (MAB) shall advise the Ministry on all tuition fees levied by the College.
d) Unless otherwise indicated, the tuition fee is payable in four instalments.
e) For some courses, there will be government regulated tuition fees. Students are required to pay these, as the NCT complies with all government policies related to regulated tuition fees.
f) The College is obliged by the Government to levy tuition fees which are deemed to cover the full cost of the course.
g) The levels of tuition fees enforced shall be made available to students, sponsors and members of the general public, as the College has a transparent policy with regards to tuition fees.
h) The College management has right to make changes to school fee without notice to student or sponsor

4.2 PAYMENT OF TUITION FEES

The rules and regulations regarding the payment of Tuition fees are as follows:

a) The National College of Tourism collects tuition fees in accordance with the annual fee schedule. Tuition fees are due at the start of each semester. It is the student's personal responsibility to ensure that fees are paid and cleared in a timely manner.
b) Tuition fees and other annual costs shall be paid on the first day of the student's course or on registration (whichever is the earlier). 60% of the total fee shall be due and payable during the first semester, and the remaining balance of 40% shall be paid at the beginning of the second semester.
c) Students may request to pay their tuition fees by instalments. Arrangements must be made before registration in accordance with all College policies. In cases where the College agrees to an instalment plan with a student, such arrangements must be approved by the Director of Finance, Planning and Administration, or the Campus Manager.
d) If the student has a sponsor such as an employer, the student is responsible to ensure that the College has the relevant sponsorship details for invoicing purposes and that the sponsor has paid the fees on time. The students shall be responsible to

incur all direct costs chargeable directly to students. Such costs may be that pertaining to medical expenses, stationeries, as well as all costs that students shall be required to incur during the field work placements.

e) Foreign students are required to pay their fees in full prior to registration.

f) Payment of tuition fees and other costs shall be made direct through the respective control number obtained from the Admissions offices or the generated control number of the students' SARIS account.

4.3 MEALS AND UNIFORMS

The College rules and regulations that govern non tuition fees include:

a) Breakfast and lunch can be obtained through the College's canteen where a student can buy.

b) All students shall be required to wear uniforms at all times in the College environment.

4.4 WITHDRAWAL FROM STUDIES AND REFUND OF FEES

No refunds shall be made to students who have been registered and withdraw from the programme after 21 days.

4.5 SANCTIONS FOR LATE OR NON PAYMENT OF FEES

The College's sanctions policy for late and non-payment of fees is as follows:

a) If a payment is missed or defaulted upon, the College shall apply immediate sanctions which shall include non-admission to classes/ practicals and examinations.

b) The College shall not provide references, certificates or transcripts for students who are subject to sanctions for late or non-payment of fees.

c) Where the student fails to pay or is late in the payment of fees, the College will inform the student in writing to seek payment within 14 days. Where payment is made in full and cleared within 14 days, all sanctions shall be lifted.

d) In the event payment is not received within 14 days, the Deputy Principal Academic Research and Consultancy shall terminate the students' registration within the College.

e) If the student wishes to continue with the course, then he/she will be required to re-register with the College at the next available registration period. However, such student shall not be permitted to pay tuition fees by instalments.

4.6 FEES APPEALS PROCEDURES

Any student who believes that any decision made by the College regarding their fee payment is unreasonable, including any request to withdraw from the College or to vacate College accommodation, may bring a complaint under the College Student Complaints Procedure to the Principal.

4.7 SUPPLEMENTARY EXAMINATIONS

Students sitting for supplementary examinations shall pay TShs. 25,000 /= for a non-practical subject and TShs. 50,000 /=for a practical module.

4.8 STUDENT CAUTION MONEY

Students are required to pay sum of TShs. 50,000 /= as a refundable caution money. This will be secured in the bank by college management and an account sheet is opened for every student. Deductions will be made from the amount and will be recorded on the account sheets for items such as:

(i) Provision of Emergency funds to the student
(ii) Breakage, losses and disciplinary penalties

Students have the right to see their account sheet at any time, following sufficient notice being given to College Management

4.9 STUDENTS CAUTION MONEY REFUND

Upon completion of the course of study (including in-training periods), the balance of the caution money will be refunded to the student one month after receiving a written request. No caution money shall be refunded to a student who withdraws from the course of study.

4.10 FEES STRUCTURE

College Fee and other payments

SN	Description	Courses		
		Basic Technician (NTA Level 4)	**Certificate Course (NTA Level 5)**	**Diploma Course (NTA level 6)**
1.	Tuition Fee	1,200,000	1,200,000	1,250,000
2.	Excursion Fee	100,000	-	-
3.	Examination and Quality Assurance Fee	50,000	50,000	50,000
4.	Caution Money	50,000	-	-
5.	Students Identity Cards	5,000	5,000	5,000
	TOTAL	**1,405,000**	**1,255,000**[1]	**1,305,000**

[1] Student joining from Advanced Level/Basic Technician Level from other College shall pay a total of 1,305,000TZS with an addition of 205,000 TZS for excursion fees, Caution Money, Students Identity Cards.

Other costs

SN	Item	Amount
1	Uniforms for Hospitality Programmes	240,000/=
2	Uniforms for Tourism Programmes	170,000/=
3	Uniforms for Event Management Programme	90,000/=
4	Hostel per Semester	200,000/=
5	Health Insurance	50,400/=
6	Students Union Contribution	10,000

CHAPTER FIVE

5.0 PROCEDURES AND CRITERIA FOR APPROVING EXAMINATIONS

5.1 CONDUCT AND ADMINISTRATION OF ASSESSMENT

a) Each module shall be assessed through continuous assessment and/or end of semester examinations in accordance with the assessment plan

b) The assessment plan will be shared to students in the beginning of semester for students to know areas and components of the assessment.

c) Fieldwork/research report/project report shall form part of the assessment of the student and shall contribute to the final cumulative GPA depending on the curriculum requirements.

d) Any assessment of a student whether by Continuous Assessment, end of semester examinations, fieldwork or any other form of assessment prescribed under these regulations shall be subjected to any form of irregularities in accordance with these regulations.

5.2 CONTINUOUS ASSESSMENT AND END OF SEMESTER EXAMINATION ASSESSMENT AND EVALUATION

a) The consigned tutor shall administer the list of relevant assessment tools to be applied in each module as per assessment plan.

b) The cosigned module tutor shall submit copies of assessment tools administered to the Examination Officer of his campus.

c) The cosigned module tutor shall prepare a teaching portfolio and share with the students in the respective module(s).

d) Continuous Assessment shall carry 60% for all modules from NTA level 4 to level 6.

e) End of semester examination shall carry 40% for all modules from NTA level 4 to level 6

f) The pass mark for each course or module per NTA Level shall be as follows:

g) NTA Levels 4 – 5 = 50%.

h) NTA Level 6 = 45%.

i) The Pass mark for each module per NTA Level shall be a combination of both Continuous Assessment and end of semester examination in a respective semester.

j) Each cosigned module tutor shall record all Continuous Assessment marks awarded to a student in a particular module by indicating marks for each assignment and test examined in accordance to NACTVET EXAMINATION FORM NO 1 and the curriculum requirements and leave a blank space in any test or assignment that the student has not attempted.

k) Each cosigned module tutor shall record all incomplete Continuous assessment and submit the names together with signed CA to the respective head of department

l) A student with incomplete CA (incomplete number of assessments as per curriculum and scoring below required average) will not be allowed to sit for semester examination.

m) Each consigned module tutor shall upload the Continuous Assessment scores before the study break week.

n) Students shall be notified of and sign against their respective Continuous Assessment in each module during the study break week before the start of end of semester examinations.

o) Each student must ensure that all matters related to his Continuous Assessment are addressed and resolved before the study break week.

p) Each Tutor must be readily available and accessible to students during study break week to resolve Continuous Assessment and other related matters. However, teaching is not allowed during the study break week.

5.3 MARKING AND SUBMISSION OF CONTINUOUS ASSESSMENT SCORES

a) Marking and up loading of Continuous Assessment shall be done by the consigned module Tutor.

b) Every consigned module tutor shall submit to the respective head of department a duly signed compiled hardcopy of course work assessment scores during study break.

c) Every consigned module tutor shall be required to keep a copy of a record of all course work assessment scores submitted to the head of department for a period of at least one academic year.

d) The head of department in which the module is offered may take necessary administrative measures which he deems necessary on any issue that may arise relating to Continuous Assessment submission.

5.4 MARKING AND UPLOADING OF END OF SEMESTER EXAMINATION RESULTS

a) Marking of Semester examination shall be done in panel and results shall be uploaded by the assigned tutor within the prescribed time.

b) Every panel leader shall submit to the head of examination a hardcopy of end of Semester examination mark sheet duly signed by him containing a list of all students examined and their respective scores in the given module.

c) Every Module Tutor shall be required to keep a copy of record of all end of Semester mark sheet submitted to the head of examination for a period of at least one academic year.

d) All marked booklets, marking guide/scheme, attendance sheets, shall be kept under the safe custody for a period of not less than three years.

e) The disposal of examination documents shall be made in manner that will be determined by the DPARC.

5.5 END OF MODULE EXAMINATION

This examination shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. It will be done under supervision by College officials.

5.6 FIELD PRACTICAL TRAINING (FPT)

This takes place after the second semester of the programme. The Field Attachment shall aim at exposing the learner to a real work environment with challenging situations. Duration and assess of the same have been well stipulated in the examination regulations.

5.7 APPROVAL AND PUBLICATION OF EXAMINATION RESULTS

a) Provisional results are approved by Departmental Examinations Committee in every campus
b) Final results are approved by NCT Examinations Committee.
c) Provisional examination results shall be published by the Examination Officer immediately after the provisional approval by the Departmental Examinations Committee.

d) The provisional examinations results shall be published on the Students Admission and Registration Information System (SARIS), or any other format as determined by the Institute.
e) All problems relating to published examination results shall be reported to the Examination Officer within two (2) weeks from the date of publication. Thereafter, no case of negligence and irresponsibility on the part of the student shall be entertained.
f) Final examination results shall be published by the Examination Officer immediately after the approval by the NCT examination Committee.
g) Final examination results after approval and publication will be uploaded to NACTVET Institutional panel.
h) Each candidate shall access his/her published provisional and final examination results by using his/her username and password.

5.8 EXAMINATIONS GRADING AND AWARDS

Grading system for NTA levels

The grading system for a Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) shall be as follows:

Grade	Definition	Grade Points	SCORE RANGE
A	Distinction	4	80% – 100%
B	Credit	3	65% –79%
C	Pass	2	50% – 64%
D	Poor	1	40% – 49%
F	Fail	0	0% –39%

The grading system for Ordinary Diploma (NTA Level 6) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Distinction	5	75%-100%
B+	Very Good	4	65%-74/%
B	Good	3	55%-64/%
C	Pass	2	45%-54%
D	Poor	1	35%- 44%
F	Fail	0	0%-34%)

Application of the Grading System

The College shall apply the grading system to students according to the programme they a registered for.

a) If a student registered for a particular programme but for some reasons s/he has to drop prematurely, the grading system for the programme he qualifies shall be used. Such a student in (ii) above shall be entitled to getting a statement of results at that level in accordance with these regulations.
b) Procedure for Computing Grade Points Average (GPA)
c) The final Grade Point Average (GPA) shall be used for the purpose of classifying awards.
d) The Cumulative Grade Point Average (Cum GPA) shall be calculated using the following procedures:

e) The letter grades obtained shall be converted into "points" as stipulated in the grading system in accordance with these regulations.

f) A Cumulative Grade Point Average (Cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

$$\text{i.e. Cumulative GPA} = \frac{\text{Sum of (P x N)}}{\text{Sum of N}}$$

Where P represents a grade point assigned to a letter grade scored by the students in a module and N represents the number of credits associated with the module.

The Cumulative Grade Point Average (Cum GPA) shall be computed and truncated to single decimal point.

g) The credits for modules taken in each programme shall be used to determine the weight of each module.

Awards classification.

a) The awards shall be classified as follows:

For NTA Levels 4-5:

Class of Award	**Cumulative GPA**
First Class	3.5 to 4.0
Second Class	3.0 to 3.4
Pass	2.0 to 2.9

For NTA Levels 6:

Class of Award	Cumulative GPA
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

b) NCT shall confer awards to candidates who successfully complete and pass all the examinations conducted by the College; and

CHAPTER SIX

6.0 STUDENTS' SERVICES AND FACILITIES

6.1 LIBRARY SERVICE AND RULES

a) The College has a library that operates in accordance with the current Library Rules and Regulations agreed to by the College authority. The library offers learning resources which are at the disposal of all College students for the duration of their academic course. Students are encouraged to take advantage of online library, selected reference books, CDs and cassettes available.

b) The library opens at 7:30am and closes at 6:00pm from Monday to Friday. On weekend and public holidays, the library shall remain closed. Management shall however reserve the right to alter these operational hours at any time, with notifications to users.

c) Admission to the library and use of its resources are conditional upon the strict observance of library regulations. Ignorance of these regulations shall not be accepted as an excuse for their non-observance.

d) All NCT management, teaching staff, non-teaching staff and registered students of NCT are eligible to use library facilities and are automatically members. The Deputy Principal Academic Research and Consultancy and Professional Activities reserves the right to revoke library privileges from any person-demonstrating disregard for the regulations of the library.

The following rules shall be adhered to when using the library and its resources**:**

(i) Silence must be observed in the library.

(ii) Readers must dress and behave in manner that will cause neither offence nor damage to the College's patron or property, i.e., placing of feet on furniture, wearing of high heeled shoes that make noises etc.

(iii) Neither food nor drink may be brought into the library as they easily attract insects and vermin.

(iv) Mobile phones must be switched off while in the library.

(v) Readers are requested not to re-shelve books taken from the shelves, but instead the books should be placed on the tables to be re-shelved by the librarian.

(vi) The right to borrow materials from the library is a privilege of library members only.

(vii) All borrowers are required to present their personal identity card to the librarian.

(viii) No materials may be removed from the library until they have been officially issued to the borrower.

(ix) The borrower in whose name a book is withdrawn is solely responsible for returning it.

(x) Any borrower, including teaching staff, who fails to return a borrowed book on the due date, shall be liable for a fine of TShs. 1,000 per book per day until the book has been returned. If 14 days pass and the book not returned, it will be

assumed that the borrower has lost the book. This will result in the loss of membership status of the borrower, who will also be required to pay for the full value of the book.

(xi) In the case of students, the costs of late or unreturned library materials will be recovered from their caution money and/or the withholding of academic certificates until such costs are recovered.

(xii) All books shall be returned in the library towards the end of the Semester to allow an end of Semester inventory of library materials.

(xiii) The Librarian reserves the right to recall any book borrowed before the due date.

(xiv) Readers or borrowers will be held responsible for any damage occurring to books while in their custody and will be required to pay the full value of such book in the case of damage.

(xv) Any material borrowed against the borrower's identity card shall be the responsibility of the borrower.

(xvi) If a member is found guilty of stealing library property, she/he shall be rusticated for three months in case of student.

(xvii) Coats, bags, parcels e.t.c must be left in the area assigned for them by the librarian and therefore must not be brought into the library.

6.2 RECREATION FACILITIES AND SOCIAL EVENTS

The College has a playing ground at the Temeke Campus and social activities are regularly organized either by the official sports tutor and/or the student council. A member of academic staff is responsible for co-coordinating events. Students have access to television for educational and entertainment purposes.

6.3 ALUMNI

All graduates of NCT are automatically members of Alumni. The College keeps in contact with all former students, and the College normally informs former students on new courses available at the College. There is also a quarterly newsletter and a web page which can be accessed through www.nct.ac.tz or you can contact alumni officer.

6.4 STUDENT NOTICES AND MAIL

Mail and messages are displayed on appropriate notice boards. Registered mail will be handed out personally. Students graduating or prolonging their training should notify the local post office of their new address. Mail for students who are no longer studying in College will be returned to sender. General information about timetables, task lists, and forthcoming events will be affixed to the notice boards of the NCT campuses and on college website. The College encourages students to visit the notice board daily so as to take note of any new events or any announcements.

6.5 MEDICAL SERVICES

First Aid services are provided in the College Infirmary which is staffed by a full time Clinical Officer. Students requiring medical attention will report to the infirmary at the time posted on the notice board. Students who will need treatment outside the College will be referred to a hospital and must obtain a medical certificate from the hospital and present it to the Clinical Officer upon return. College fees do not cover medical treatment, and therefore students are

advised to take out health insurance before or after arriving at the College. Any medical expenses incurred outside the College infirmary shall be the responsibility of the student.

COLLEGE'S ALMANAC 2023/2024

Summarized Schedule of Major Events 2023/2024

OCTOBER, 2023	
7th October, 2023	Departmental Academic Meeting
14th October, 2023	Mwalimu Nyerere Day
16th October, 2023	Opening of Technical Institutions and Universities offering Certificate and Diploma Programmes for Academic Year 2023/2024
DECEMBER, 2023	
7th December, 2023	Convocation day for 2022/2023
8th December, 2023	Graduation Day for 2022/2023
9th December, 2023	Independence Day
11th -15th December, 2023	Conduct of Continuous Assessment Tests
15th December, 2023	Departmental Academic Meeting
23rd December- 1st January, 2024	Christmas and New Year Holiday
24th December, 2023	Christmas Eve
25th December, 2023	Christmas Day
26th December, 2023	Boxing Day

JANUARY, 2024	
1st January, 2024	New Year's Day
2nd January, 2024	Semester I Resumes
12th January, 2024	Zanzibar Revolutionary Day
8th- 12th January, 2024	Submission of Semester I Examination questions for 2022/2023 Academic Year
19th January, 2024	Departmental Academic Meeting
22nd January- 26th January, 2024	Moderation of Semester I Examinations for 2023/2024 Academic Year
22nd January 2024	Release of examinations Time table
27th January, 2024	End of Practical Training Excursions
29th January 2024	Study break begins
FEBRUARY, 2024	
2nd February, 2024	Study break ends
5th February, 2024	Beginning of Semester I Examinations for 2023/2024 Academic Year
16th February, 2024	End of Semester I Examinations for 2023/2024 Academic Year
19th – 23rd February, 2024	Marking of Semester I Examinations 2023/2024 Academic Year
26th – 29th February, 2024	Uploading of results on SARIS
MARCH, 2024	
1st March, 2024	Departmental meeting and publishing of provisional results
4th – 8th March, 2024	Release of time table for supplementary and special examinations semester I, 2023/2024

11th – 15nd March, 2024	Supplementary and Special End of Semester I Examinations for 2023/2024 Academic Year
18th – 22nd March, 2024	Marking, Uploading and approval of provisional results by departments
25th – 29th March, 2024	Approval and publishing of results by NCT Examination Committee.
20th March – 21st May 2024	• Uploading of Semester I Examination Results for 2023/2024 • Submission of hard copies of Examination Results
29th March, 2024	Good Friday
31st March, 2024	Easter Sunday
APRIL, 2024	
1st April, 2024	Easter Monday
2nd April, 2024	Beginning of semester II 2023/24 Academic Year
1st - 30th April, 2024	Submission of Updated Admission Guide Book for 2024/2025 Academic Year
3rd– 12thApril, 2024	Study Tour (Long Trip)
7th April, 2024	Karume Day
10th -11th April, 2024	Eid El Fitri Holiday
22nd April, 2024	Departmental Academic Meeting
26th April, 2024	Union Day
29th April, 2024	NCT Career Day
MAY, 2024	
1st May, 2024	International Labour Day

6th -10th May, 2024	Conduct of Continuous Assessment Tests
15th -21st May, 2024	The 3rd NACTVET Exhibitions
17th May 2024	Opening of Admission Cycle for 2024/2025 Academic Year September Intake
17th May, 2024	Beginning of Receiving Applications for 2024/25 Academic year September intake
17th-21st May, 2024	Submission of Semester II Examination questions for 2023/2024 Academic Year
30th May, 2024	Departmental Academic Meeting
JUNE, 2024	
17th June, 2024	Eid al-Adha
24th – 28th June 2024	Moderation of Semester II Examinations for 2023/2024 Academic Year
28th June, 2024	Departmental Academic Meeting
30th June- 15th September, 2024	• Uploading of Semester II Examination Results for September intake 2023/2024 Academic Year • Submission of hard copies of Examination Results
JULY, 2024	
1st July, 2024	Release of time table for examinations semester II, 2023/2024
7th July, 2024	Saba Saba Day
8th July 2024	Study Break begins
12th July 2024	Study Break ends
15th July 2024	Beginning of Semester II Examinations 2023/2024 Academic Year

26th July 2024	End of Semester II Examinations 2023/2024 Academic Year
29th July 2024	Beginning of Industrial Training
29th July – 2nd August 2024	Marking of semester II examinations 2023/2024 Academic Year
AUGUST, 2024	
8th August, 2024	Farmers' Day
5th – 7th August, 2024	Uploading of results on SARIS
8th – 9th August, 2024	Departmental meeting and publishing of provisional results
12th – 16th August, 2024	Release of time table for supplementary and special examinations.
19th – 23rd August, 2024	Supplementary and special examinations for semester II, 2023/2024 academic year
26th – 27th August, 2024	Marking and uploading of Supplementary and special examinations for semester II, 2023/2024 academic year on SARIS
28th – 31st August, 2024	Assessment of field attachment
SEPTEMBER, 2024	
4th September, 2024	Departmental meeting and publishing of provisional results for supplementary, special and field results
6th – 7th September, 2024	Approval and publishing of results by Examination Committee.
8th – 15th September, 2024	• Uploading of Semester II Examination Results for September intake 2023/2024 Academic Year • Submission of hard copies of Examination Results
16th September, 2024	Maulid Day