



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES AND TOURISM



---

National College of Tourism  
*"A Ladder to Excellence"*

NATIONAL COLLEGE OF TOURISM

Prospectus 2024/2025

P.O. BOX 9181  
Dar es Salaam  
Tanzania  
Tel: 255 22 2125902/901/912  
Fax: 255 22 215248  
e-mails: [info@nct.ac.tz](mailto:info@nct.ac.tz) / [principal@nct.ac.tz](mailto:principal@nct.ac.tz)  
website: [www.nct.ac.tz](http://www.nct.ac.tz)

November 2024

## TABLE OF CONTENTS

|   |    |
|---|----|
| TABLE OF CONTENTS.....  | i  |
| Message from the Principal.....                                     | v  |
| CHAPTER ONE.....  | 1  |
| 1.0 INTRODUCTION.....   | 1  |
| 1.1 COLLEGE HISTORY.....  | 1  |
| 1.2 VISION.....   | 1  |
| 1.3 MISSION.....  | 1  |
| 1.4 PRIORITIZED AREAS.....  | 1  |
| 1.5 CORE VALUES.....  | 2  |
| 1.6 ACTIVITIES.....   | 2  |
| 1.7 MINISTERIAL ADVISORY BOARD (MAB).....                           | 4  |
| 1.8 MINISTERIAL ADVISORY BOARD (MAB) MEMBERS.....                   | 4  |
| 1.9 SENIOR OFFICERS.....  | 5  |
| 1.10 HEADS OF INDEPENDENT UNITS.....                                | 6  |
| 1.11 HEADS OF ACADEMIC DEPARTMENTS.....                             | 7  |
| 1.12 ACADEMIC STAFF.....  | 8  |
| CHAPTER TWO.....  | 19 |
| 2.0 ADMISSION REQUIREMENTS.....                                     | 19 |
| 2.1 ADMISSION TO TECHNICIAN CERTIFICATE AND DIPLOMA PROGRAMMES..... | 19 |
| 2.1.1 ADMISSION TO NTA LEVEL 4: BASIC TECHNICIAN CERTIFICATES.....  | 19 |
| 2.1.2 ADMISSION TO NTA LEVEL 5: TECHNICIAN CERTIFICATES.....        | 19 |
| 2.1.3 ADMISSION TO NTA LEVEL 6: DIPLOMA PROGRAMMES.....             | 19 |
| 2.2 PROCEDURE FOR APPLICATION AND ADMISSION.....                    | 19 |

|   |    |
|---|----|
| 2.3 STUDENT GUIDELINES.....   | 19 |
| 2.3.1 COLLEGE REGULATIONS   | 19 |
| 2.3.2 REGISTRATION REQUIREMENTS   | 19 |
| 2.3.3 REPORTING AT THE COLLEGE  | 20 |
| 2.3.4 CHANGING OF PERSONAL PARTICULARS AND RE- ADMISSION TO THE COLLEGE           | 20 |
| CHAPTER THREE.....  | 21 |
| 3.0 ACADEMIC PROGRAMMES.....  | 21 |
| 3.1 TECHNICIAN CERTIFICATE PROGRAMMES.....  | 21 |
| 3.2 DIPLOMA PROGRAMMES.....   | 21 |
| 3.3 ACADEMIC YEAR.....  | 21 |
| 3.4 CURRICULUM OVERVIEW.....  | 22 |
| 3.4.1 FUNDAMENTAL MODULES   | 22 |
| 3.4.2 CORE MODULES (SPECIFIC)   | 22 |
| 3.5 MINIMUM CREDIT REQUIREMENT.....   | 22 |
| 3.6 ACCUMULATION OF CREDITS.....  | 22 |
| 3.7 TOURISM PROGRAMMES AND MODULES.....   | 22 |
| 3.7.1 ORDINARY DIPLOMA IN TRAVEL AND TOURISM (NTA LEVEL 6)                        | 22 |
| 3.7.2 TECHNICIAN CERTIFICATE IN TRAVEL AND TOURISM (NTA LEVEL 5)                  | 23 |
| 3.7.3 TECHNICIAN CERTIFICATE IN TOUR GUIDING OPERATION (NTA LEVEL 5)              | 23 |
| 3.7.4 BASIC TECHNICIAN CERTIFICATE IN TRAVEL AND TOURISM OPERATIONS (NTA LEVEL 4) | 24 |
| 3.8 HOSPITALITY PROGRAMMES AND MODULES.....                                       | 25 |
| 3.8.1 ORDINARY DIPLOMA IN HOSPITALITY MANAGEMENT (NTA LEVEL 6)                    | 25 |
| 3.8.2 ORDINARY DIPLOMA IN CULINARY ART (NTA LEVEL 6)                              | 25 |

|                    |   |           |
|--------------------|---|-----------|
| 3.8.3              | TECHNICIAN CERTIFICATE IN HOSPITALITY MANAGEMENT (NTA LEVEL 5)                  | 26        |
| 3.8.4              | TECHNICIAN CERTIFICATE IN CULINARY ART (NTA LEVEL 5)                            | 26        |
| 3.8.5              | TECHNICIAN CERTIFICATE IN PASTRY AND BAKERY (NTA LEVEL 5)                       | 27        |
| 3.8.6              | TECHNICIAN CERTIFICATE IN CULINARY ART (NTA LEVEL 5)- APPRENTICESHIP            | 27        |
| 3.8.7              | TECHNICIAN CERTIFICATE IN ROOMS DIVISION (NTA LEVEL 5)- APPRENTICESHIP          | 28        |
| 3.8.8              | BASIC TECHNICIAN CERTIFICATE IN HOSPITALITY MANAGEMENT (NTA LEVEL 4)            | 28        |
| 3.8.9              | BASIC TECHNICIAN CERTIFICATE IN ROOMS DIVISION (NTA LEVEL 4) - APPRENTICESHIP   | 29        |
| 3.8.10             | BASIC TECHNICIAN CERTIFICATE IN FOOD AND BEVERAGE (NTA LEVEL 4)- APPRENTICESHIP | 29        |
| <b>3.9</b>         | <b>EVENT MANAGEMENT PROGRAMMES AND MODULES</b>                                  | <b>30</b> |
| 3.9.1              | ORDINARY DIPLOMA IN EVENT MANAGEMENT (NTA LEVEL 6)                              | 30        |
| 3.9.2              | TECHNICIAN CERTIFICATE IN EVENT MANAGEMENT (NTA LEVEL 5)                        | 31        |
| 3.9.3              | BASIC TECHNICIAN CERTIFICATE IN EVENT MANAGEMENT (NTA LEVEL 4)                  | 31        |
| CHAPTER FOUR:..... |   | 33        |
| 4.0                | FEES AND OTHER FINANCIAL INFORMATION .....                                      | 33        |
| 4.1                | TUITION FEES RULES AND REGULATIONS .....  | 33        |
| 4.2                | PAYMENT OF TUITION FEES .....   | 33        |
| 4.3                | MEALS AND UNIFORMS .....  | 34        |
| 4.4                | WITHDRAWAL FROM STUDIES AND REFUND OF FEES .....                                | 34        |
| 4.5                | SANCTIONS FOR LATE OR NON PAYMENT OF FEES .....                                 | 34        |
| 4.6                | FEES APPEALS PROCEDURES .....   | 34        |
| 4.7                | SUPPLEMENTARY EXAMINATIONS .....  | 35        |
| 4.8                | STUDENT CAUTION MONEY .....   | 35        |

|  |    |
|--|----|
| 4.9 STUDENTS CAUTION MONEY REFUND.....   | 35 |
| CHAPTER FIVE.....  | 36 |
| 5.0 PROCEDURES AND CRITERIA FOR APPROVING EXAMINATIONS.....                              | 36 |
| 5.1 CONDUCT AND ADMINISTRATION OF ASSESSMENT.....  | 36 |
| 5.2 CONTINUOUS ASSESSMENT AND END OF SEMESTER EXAMINATION ASSESSMENT AND EVALUATION..... | 36 |
| 5.3 MARKING AND SUBMISSION OF CONTINUOUS ASSESSMENT SCORES.....                          | 37 |
| 6 MARKING AND UPLOADING OF END OF SEMESTER EXAMINATION RESULTS.....                      | 38 |
| 7 END OF MODULE EXAMINATION.....   | 38 |
| 5.6 FIELD PRACTICAL TRAINING (FPT).....  | 38 |
| 5.7 APPROVAL AND PUBLICATION OF EXAMINATION RESULTS.....                                 | 38 |
| 5.8 EXAMINATIONS GRADING AND AWARDS.....   | 39 |
| CHAPTER SIX.....   | 41 |
| 6.0 STUDENTS' SERVICES AND FACILITIES.....   | 41 |
| 6.1 LIBRARY SERVICE AND RULES.....   | 41 |
| 6.2 RECREATION FACILITIES AND SOCIAL EVENTS.....   | 42 |
| 6.3 ALUMNI.....  | 42 |
| 6.4 STUDENT NOTICES AND MAIL.....  | 42 |
| 6.5 MEDICAL SERVICES.....  | 42 |

## 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**

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 24<sup>th</sup> January 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:

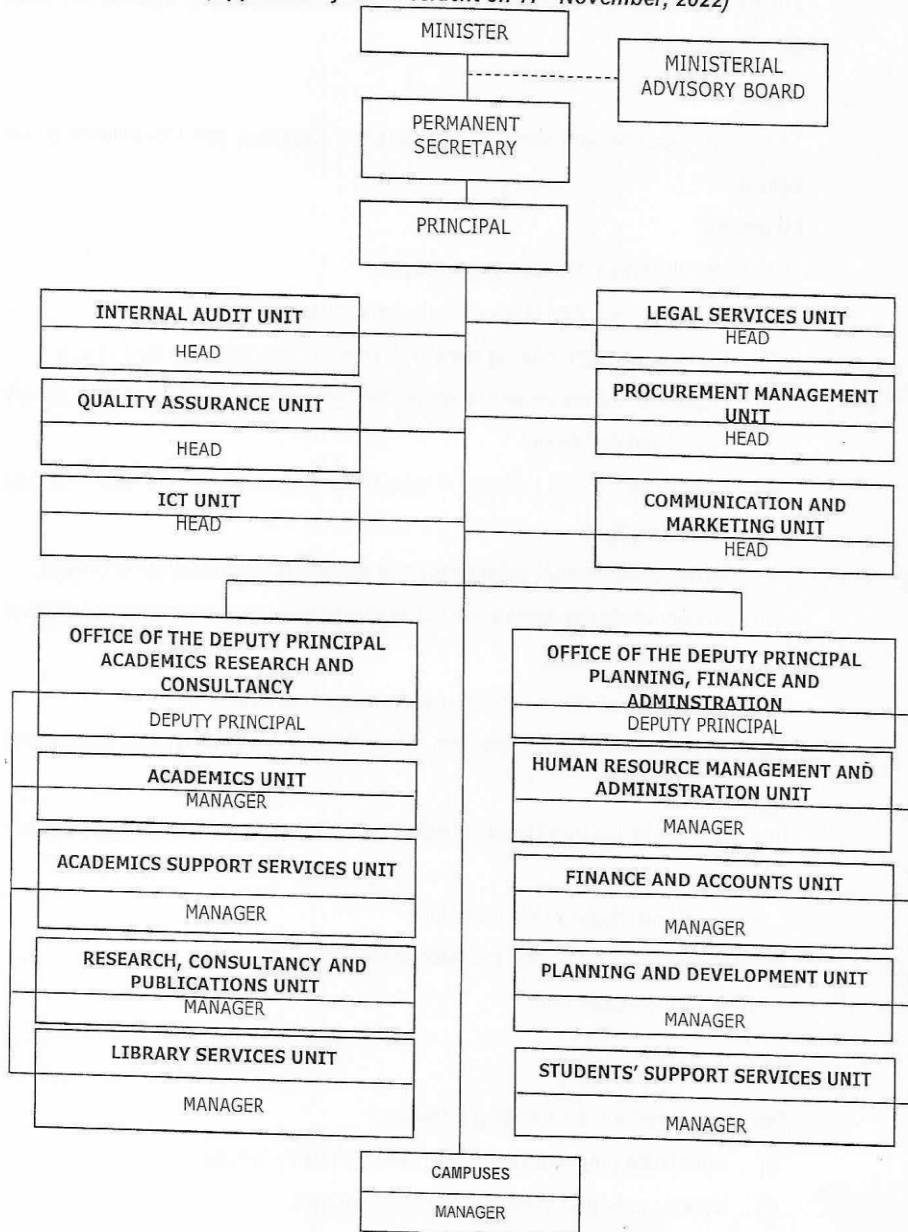
- Provision of high-quality training in tourism and hospitality programmes.
- Provision of medium and advanced level courses in hospitality and tourism.
- Build the capacity of local communities and enable them to provide effective and efficient services that meet and exceed the customers' expectations.
- 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 ORGANISATION STRUCTURE OF THE  
NATIONAL COLLEGE OF TOURISM (NCT)**

*(Approved by the President on 17<sup>th</sup> 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 ADVISORY BOARD (MAB) MEMBERS**

### **CHAIRPERSON**

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

### **SECRETARY**

Dr. Florian Mtey  
Principal,  
National College of Tourism,  
P.O.Box 9181,  
Dar es salaam.

### **MEMBERS**

Prof. Wineaster Anderson,  
University of Dodoma,  
P.O Box 259,  
Dodoma.

Bi. Gerwald F. Luoga,  
Muhimbili University of Healthy And Allied Sciences  
P.O Box 65001,  
Dar es salaam.

Mr. Matendo B. Manono  
Office of Attorney General,  
P.O Box 630,  
Dodoma.

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

CPA Suzana S. Chaula,  
TANTRED,  
P.O Box 72844,  
Dar es salaam.

## 1.9 SENIOR OFFICERS

|   |  |
|---|--|
| <p><b>Principal</b></p>   | <p><b>Dr. Florian Mtey</b><br/> Degree of Doctor of Philosophy in Tourism Management (PHD) in Tourism Management-DONG-A University, Korea.<br/> Degree of Master of Science in Marketing Management-Mzumbe University.<br/> Bachelor of Tourism (Second class with Honours, Upper Division)- Makerere University, Kampala.</p>   |
| <p><b>Deputy Principal Academics, Research and Consultancy (DPARC)</b></p>  | <p><b>Ms Jesca Gordon Willam</b><br/> Master in Tourism Planning and Management- The Open University of Tanzania.<br/> Bachelor of Science in Home Economics and Human Nutrition Second class- Upper Division- SUA.<br/> Diploma in Hotel Operations – Kenya Utalii College, Nairobi<br/> Certificate in Tourism &amp; Hospitality Management - Hyderabad, India</p>                                       |
| <p><b>Deputy Principal-Planning, Finance and Administration (DPPFA)</b></p> | <p><b>CPA Munguabela Aloyce Kakulima</b><br/> Certified Public Accountant (CPA-T)<br/> Masters of Science with Merit in Finance and Investment-Coventry University.<br/> Bachelor of Accounting and Finance with second lower division- Mzumbe University.</p>   |
| <p><b>Campus Manager - Temeke</b></p>                                       | <p><b>Ms Farida Sebastian Masalu</b><br/> Bachelor of Arts (Education) UDSM.<br/> Master of Business Administration (MBA.HRM) UDSM.</p>  |
| <p><b>Campus Manager - Arusha</b></p>                                       | <p><b>Dr. Maswet Crescent Masinda</b><br/> Doctor of Philosophy in Tourism Management- The University of Dodoma<br/> Master of Science in Natural Resources Management – The University of Dodoma<br/> Bachelor of Cultural Anthropology and Tourism- Tumaini University Iringa University College (BACAT)</p>   |
| <p><b>Campus Manager - Mwanza</b></p>                                       | <p><b>Principal Tutor I; Dr. Naiman Mbise (PhD)</b><br/> Doctor of Philosophy in Hospitality and Tourism Management-The Open University of Tanzania<br/> MSc Hospitality and Tourism Management - Kenyatta University, Nairobi,<br/> BSc Home Economics and Human Nutrition – Sokoine University of Agriculture (SUA), Morogoro<br/> Diploma in Hotel Operations – Kenya Utalii College (KUC), Nairobi</p> |

## 1.10 HEADS OF INDEPENDENT UNITS

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

|   |   |
|---|---|
|   | Diploma in Air Ticketing and Travel Agency – Geneva<br>Certificate in Hospitality Management for African Countries-<br>Singapore  |
| <b>Library Services Manager</b>                         | <b>Ms Juliana Charles Mwaisaka</b><br>Bachelor Degree in Marketing, The Open University of Tanzania<br>Diploma in Library Achieves and Documentation Studies, School<br>of Library archives and<br>Documentation Studies Bagamoyo   |
| <b>Senior Tutor II</b>                                  | <b>**Mr. Heri Gabriel Mwaijonga</b><br>Advanced Diploma in Information Technology-The Institute of<br>Finance Management, Dar es Salaam, Tanzania, (2010)<br>Diploma in Education- Klerruu Teachers College, (2004)   |
| <b>Research Consultancy and<br/>Publication Manager</b> | <b>Ms Eunice Nderingo Ulomi</b><br>Master of Business Administration (MBA)- Open University of<br>Tanzania<br>Master of Science in Tourism Economics-Varna University of<br>Economics<br>Degree of Economist of Tourism, University of Economics-Varna                                |
| <b>Human Resource and<br/>Administration Manager</b>    | <b>Mr. Emmanuel Michael Sigalla</b><br>Masters of Human Resource Management– University of<br>Newcastle, Australia University, Dar es Salaam<br>Degree of Bachelor of Arts-Public Administration– University of<br>Dar es Salaam  |
| <b>Academic Support Services<br/>Manager</b>            | <b>Ms Mariam Omari Mambosasa</b><br>Masters Degree in Tourism Planning and Management – The<br>Open University of Tanzania.<br>BSc. Home Economics & Human Nutrition, SUA.<br>Certificate in Hospitality Management, Hyderabad India  |
| <b>Planning and Development<br/>Manager</b>             | <b>Deodatha Aloyce Pagula</b><br>Bachelor Degree in Development Planning, Institute of Rural<br>Development Planning (IRDP)-Dodoma<br>Diploma in Development Planning, IRDP-Dodoma<br>Certificate in Community Development, Buhare Community<br>Development Training Institute (CDTI) |
| <b>Financial and Accounting<br/>Manager</b>             | <b>Mr. Mabula George Mabula</b><br>Masters of Accounts and Finance – Mzumbe University<br>Post graduate Diploma in Accountancy, AIA<br>Certified Public Accountant (CPA.T)-NBAA   |

### 1.11 HEADS OF ACADEMIC DEPARTMENTS

|                                   |   |
|-----------------------------------|---|
| <b>Hospitality -Arusha Campus</b> | Mr. James Philip Msimbe<br>Degree of Bachelor of Science in Hospitality and Tourism<br>Management-Tumaini University Makumira.<br>International Diploma in Hotel Operations and<br>Management-Cambridge International College.<br>Certificate in Food Production and Catering Services- The Old |
|-----------------------------------|---|

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

## 1.12 ACADEMIC STAFF

### BUSTANI CAMPUS

#### Department of Hospitality

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

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

|   |   |
|---|---|
| <b>Accommodation Operations</b>   | <b>Assistant Tutor I; Abubakar Seif Mnyongea</b><br>Diploma in Rooms Division- NCT  |
| <b>English, Business Communication Skills, Human Resources Management, French and Research Methodology</b>                    | <b>Senior Tutor I; Elina Paul Makanja</b><br>M.A in Transborder Languages and Intercultural Communication-Pan African University, University of Buea, Cameroon,<br>B.A. Language studies with specialty in French Language, English and Linguistics.                                    |
| <b>Safety and Security in Hospitality, Nutrition and Health in Hospitality Management, Hygiene procedures in Hospitality.</b> | <b>Senior Tutor I; Ms. Mariam Mambosasa</b><br>Masters of Tourism Planning and Management – The Open University of Tanzania.<br>BSc Home Economics and Human Nutrition – Sokoine University of Agriculture (SUA), Morogoro<br>Certificate in Hospitality and Tourism - Hyderabad, India |
| <b>Information Communication Technology (ICT)</b>   | <b>Tutor I; Mr. Heri Mwajonga</b><br>Advanced Diploma in Information Technology - Institute of Finance Management (IFM)<br>Diploma in Education - Kleruu Teachers’ College  |
| <b>Event Management</b>   | <b>Instructor II; Mr Emmanuel Stanley Kinauche</b><br>Diploma in Event Management-NCT   |
|   | <b>Tutor I; Claudia Gratian Nshekanabo</b><br>Bachelor of Business Administration (BBA)-China<br>Masters of Event Management- Sydney Australia  |

### ARUSHA CAMPUS

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



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

|  |  |
|--|--|
|  |  |
|  | <p><b>Senior Tutor II; Mr. George Peter Shango</b><br/>Degree of Master of Science with a major in Biology-<br/>Swedish University of Agricultural Science,<br/>Bachelor of Science in Wild life Management,SUA.</p> |
|  | <p><b>Tutor II; Goodluck Nkoe Mbise</b><br/>Degree of Bachelor of Tourism Management-SUA</p>   |

## TEMEKE CAMPUS

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

|                                |   |
|--------------------------------|---|
|                                | MWEKA.<br>Technician Certificate in Wildlife Management-Grade III   |
| <b>Tour Guiding Operations</b> | <b>Principal Tutor II, Jossam Mungure</b><br>MA in Natural Resources Assessment and Management<br>Bachelor of Arts in Cultural Anthropology and Tourism - Tumaini University<br>Diploma in Education - Mbeya Lutheran Technical College<br>Certificate in Wildlife Management - College of African Wildlife Management, Mweka |
|                                | <b>Principal Tutor II, Ms. Martina B. Hagwet***</b><br>MSc Biology Majoring in Dryland Biodiversity - Addis Ababa University, Ethiopia<br>BSc Wildlife Management – Sokoine University of Agriculture, Morogoro)  |
|                                | <b>Tutor I; Mr. George Reuben Ngereja</b><br>Bachelor of Science in Wildlife Management- Sokoine University of Agriculture (SUA), Morogoro  |
|                                | <b>Senior Tutor I; Mr. Agapit Laswai</b><br>BSc. Wildlife Management - Sokoine University of Agriculture (SUA), Morogoro  |

### MWANZA CAMPUS

|                                      |   |
|--------------------------------------|---|
| <b>Travel and Tourism Operations</b> | <b>Tutor I; Mr. Oscar Mwambene</b><br>Bachelor of Tourism Management - Sokoine University of Agriculture (SUA)  |
|                                      | <b>Tutor II, Mr. William Christopher Chiza</b><br>Bachelor of Arts with Honors in Travel and Tourism- University of Bedfordshire UK<br>Diploma for IT Uses- Leicester College UK  |
|                                      | <b>Tutor II, Mr. Jeremiah Mwita</b><br>Postgraduate Diploma in Education, University of Arusha.<br>Bachelor of Tourism Management, Sokoine University of Agriculture.<br>Initial Course for Licensed Teacher, Bunda TTC |
|                                      | <b>Instructor II, Shakira Adam Shomari</b><br>Ordinary Diploma in Travel and Tourism-NCT.<br>Technician Certificate in Travel and Tourism Operations-NCT.   |
| <b>Tour Guiding Operations</b>       | <b>Tutor II, Zegera Alfred Kunani</b><br>Bachelor of Science in Wildlife Management-MWEKA.  |
|                                      | <b>Tutor II, Edward W. Mwakipunda</b><br>Bachelor Degree in Wildlife Management-MWEKA   |
| <b>Food and Beverage</b>             | <b>Instructor II, Helman Mwamokye Alphonse</b><br>Ordinary Diploma in Food and Beverage Services-NCT.   |

|   |   |
|---|---|
|   | Technician Certificate in Food and Beverage Services-NCT                                      |
| <b>Food Production</b>                      | <b>Ezbon Samwel Nyakech</b><br>Ordinary Diploma in Culinary Arts-NCT.                         |
| <b>Business Communication and Languages</b> | <b>Tutor II; Donald Richard Kanyama</b><br>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

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 Mwafuilwa

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 I

Mr. Abed Mmeta Lameck

Advanced Driving Certificate (VIP)- NIT  
Basic Driving Certificate – VETA  
Vocational Training Certificate in Motor Vehicle Mechanics Level II- VETA

**Driver I**

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  
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 I**

Clement Kadamanja Kuchilonga  
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

**Internal Auditor II**

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

**Account Officer II**

Canduce 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

### **Principal Human Resource Officer II**

Mr. Jamhuri Solya

Bachelor in Human Resources Management, Institute of Social Work.

### **ICT Officer I**

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

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

### **Driver I**

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 Nicholas Mero

Degree of Master of Science in Health Monitoring and Evaluation-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

### **Principal Assistant Librarian I**

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 Account Officer 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

**Senior Account 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.

**Principal Waiter II**

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 I**

Prudentisma Rweyemamu Libalio

Master in Supply Chain Management (MSCM)

The Procurement and Management Supplies Foundation Certificate- The Procurement and Supplies Professionals and Technician Board

Graduate Procurement and Supplies Professionals (PSPTB)

**Office Assistant I**

Fitina Gonza

Bachelor of Human Resource Management- Mzumbe University

**Principal Office Management Secretary II**

Ms. Edith Richard Mamuya

Diploma in Secretarial Studies

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 Driver I**

Joseph Harrison Mkisi

Advanced Driving Course

Advanced Driver's Certificate Grade Two, NIT (2010)

**\*\*\*Studying PhD      \*\* Studying Master's 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](http://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.

**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 – Apprenticeship (2 years, Bustani)
- e) Rooms Division- Apprenticeship (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 |
| GST 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                   | 8.0     |
| 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            | 9.0     |

| 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 |

**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 Depute Principal Planning, Finance 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

| S<br>N | Description                              | Courses                              |   |                                       |
|--------|--|--------------------------------------|---|---------------------------------------|
|        |  | Basic<br>Technician<br>(NTA Level 4) | Certificate<br>Course<br>(NTA Level<br>5) | Diploma<br>Course<br>(NTA level<br>6) |
| 1.     | Tuition Fee                              | 1,200,000                            | 1,200,000                                 | 1,250,000                             |
| 2.     | Excursion Fee                            | 100,000                              | -   | -                                     |
| 3.     | Examination and Quality Assurance<br>Fee | 50,000                               | 50,000                                    | 50,000                                |
| 4.     | Caution Money                            | 50,000                               | -   | -                                     |
| 5.     | Students Identity Cards                  | 5,000                                | 5,000                                     | 5,000                                 |
|        | <b>TOTAL</b>                             | <b>1,405,000</b>                     | <b>1,255,000<sup>1</sup></b>              | <b>1,305,000</b>                      |

---

<sup>1</sup> 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 assigned 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](http://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 2024/2025

### Summarized Schedule of Major Events 2024/2025

| OCTOBER, 2024                    |  |
|----------------------------------|--|
| 7th October, 2024                | Departmental Academic Meeting  |
| 14th October, 2024               | Mwalimu Nyerere Day  |
| 15th October, 2024               | Opening of Technical Institutions and Universities offering Certificate and Diploma Programmes for Academic Year 2024/2025 |
| DECEMBER, 2024                   |  |
| 5th December, 2024               | Convocation day for 2023/2024  |
| 6th December, 2024               | Graduation Day for 2023/2024   |
| 9th December, 2024               | Independence Day   |
| 11th -15th December, 2024        | Conduct of Continuous Assessment Tests   |
| 15th December, 2024              | Departmental Academic Meeting  |
| 23rd December- 2st January, 2025 | Christmas and New Year Holiday   |
| 24th December, 2024              | Christmas Eve  |
| 25th December, 2024              | Christmas Day  |
| 26th December, 2024              | Boxing Day   |

| JANUARY, 2025                    |   |
|----------------------------------|---|
| 1st January, 2025                | New Year's Day  |
| 2nd January, 2025                | Semester I Resumes  |
| 12th January, 2025               | Zanzibar Revolutionary Day  |
| 8th- 12th January, 2025          | Submission of Semester I Examination questions for 2024/2025 Academic Year                |
| 19th January, 2025               | Departmental Academic Meeting   |
| 22nd January- 26th January, 2025 | Moderation of Semester I Examinations for 2024/2025 Academic Year                         |
| 22nd January 2025                | Release of examinations Time table  |
| 27th January, 2025               | End of Practical Training Excursions  |
| 03th February 2025               | Study break begins  |
| FEBRUARY, 2025                   |   |
| 7th February, 2025               | Study break ends  |
| 10th February, 2025              | Beginning of Semester I Examinations for 2024/2025 Academic Year                          |
| 14th February, 2025              | End of Semester I Examinations for 2024/2025 Academic Year                                |
| 15th – 21rd February, 2025       | Marking and Uploading of Semester I Examinations 2024/2025 Academic Year results on SARIS |
| 26th – 29th February, 2025       | Uploading of results on SARIS   |
| MARCH, 2025                      |   |
| 24th February, 2025              | Departmental meeting and publishing of provisional results                                |
| 2th March, 2025                  | Release of time table for supplementary and special examinations semester I, 2024/2025    |

|                                     |  |
|-------------------------------------|--|
| 3th – 7 <sup>th</sup> March, 2025   | Supplementary and Special End of Semester I Examinations for 2024/2025 Academic Year |
| 8th – 14 <sup>nd</sup> March, 2025  | Marking, Uploading and approval of provisional results by departments                |
| 17th March, 2025                    | Departmental Meeting and publishing of provisional results                           |
| 21 <sup>st</sup> March 2025         | Departmental Academic Meeting  |
| 24th March, 2025                    | Beginning of semester II 2024/2025 Academic Year                                     |
| 28 <sup>th</sup> March, 2025        | The 2 <sup>rd</sup> ICT Steering Committee   |
| APRIL, 2025                         |  |
| 1st April, 2025                     | Eid El Fitri Holiday   |
| 7th April, 2025                     | Karume Day   |
| 14 <sup>th</sup> - 24th April, 2025 | Study Tour (Long Trip)   |
| 18 <sup>th</sup> April, 2025        | Good Friday  |
| 20th April, 2025                    | Easter Day   |
| 21th April, 2025                    | Easter Monday  |
| 25 <sup>th</sup> April, 2024        | NCT Career Day   |
| 26th April, 2024                    | Union Day  |
|                                     |  |
| MAY, 2025                           |  |
| 1st May, 2025                       | International Labour Day   |

|  |   |
|--|---|
| 26th -30th May, 2025                         | Conduct of Continuous Assessment Tests  |
| 15th -21st May, 2025                         | 64 <sup>th</sup> MAB Meeting  |
| 17th May 2025                                | Opening of Admission Cycle for 2024/2025 Academic Year September Intake                     |
| 17th May, 2025                               | Beginning of Receiving Applications for 2024/25 Academic year September intake              |
| 17th-21st May, 2025                          | Submission of Semester II Examination questions for 2024/2025 Academic Year                 |
| 30th May, 2025                               | Departmental Academic Meeting   |
| <b>JUNE, 2025</b>                            |   |
| 7th June, 2025                               | Eid al-Adha   |
| 24th – 29th June 2025                        | Moderation of Semester II Examinations for 2024/2025 Academic Year                          |
| 23 <sup>rd</sup> June, 2025                  | Departmental Academic Meeting   |
| 26th June, 2025                              | The 3 <sup>rd</sup> ICT Steering Committee  |
| <b>JULY, 2025</b>                            |   |
| 1 <sup>st</sup> -4 <sup>th</sup> July, 2025  | Study Break week  |
| 7th July, 2025                               | Saba Saba Day   |
| 8th July 2025                                | Beginning of Semester II Examinations 2023/2024 Academic Year                               |
| 15th July 2025                               | End of Semester II Examinations 2024/2025 Academic Year                                     |
| 15 <sup>th</sup> -20 <sup>th</sup> July 2025 | Marking of semester II examinations 2024/2025 Academic Year & Uploading of results on SARIS |
| 21th July 2025                               | Release of time table for supplementary and special examination                             |

|  |   |
|--|---|
| 23th July 2025   | Beginning of Industrial Training  |
| 29th July – 2nd August 2025                                | Marking of semester II examinations<br>2024/2025 Academic Year  |
| <b>AUGUST, 2024</b>  |   |
| 1th August, 2025   | End of supplementary and special examination for semester II, 2024/2025 Academic year   |
| 2rd – 8th August, 2025                                     | Marking and Uploading of Supplementary and special examination for semester II, 2024/2025academic year on SARIS   |
| 7th August, 2025   | The 1 <sup>st</sup> NCT Quality Assurance Committee   |
| 8 <sup>th</sup> August, 2025                               | Farmers Day   |
| 11 <sup>th</sup> August, 2025                              | Departmental meeting and publishing of results for supplementary ,special and field results   |
| 13th August, 2025  | Approval and Publishing of results by Examination Committee   |
| 25 <sup>th</sup> -29 <sup>th</sup> August, 2025            | 65 <sup>th</sup> MAB Meeting  |
| <b>SEPTEMBER, 2025</b>                                     |   |
| 1th – 15 <sup>th</sup> September, 2025                     | Assessment of field attachment  |
| 25 <sup>th</sup> August – 15 <sup>th</sup> September, 2025 | <ul style="list-style-type: none"> <li>• Uploading of Semester II Examination Results for September intake 2024/2025 Academic Year</li> <li>• Submission of hard copies of Examination Results</li> </ul> |
| 16th September, 2025                                       | The 4 <sup>th</sup> ICT Steering Committee  |
| 10 <sup>th</sup> October, 2025                             | End of Field Attachment   |

