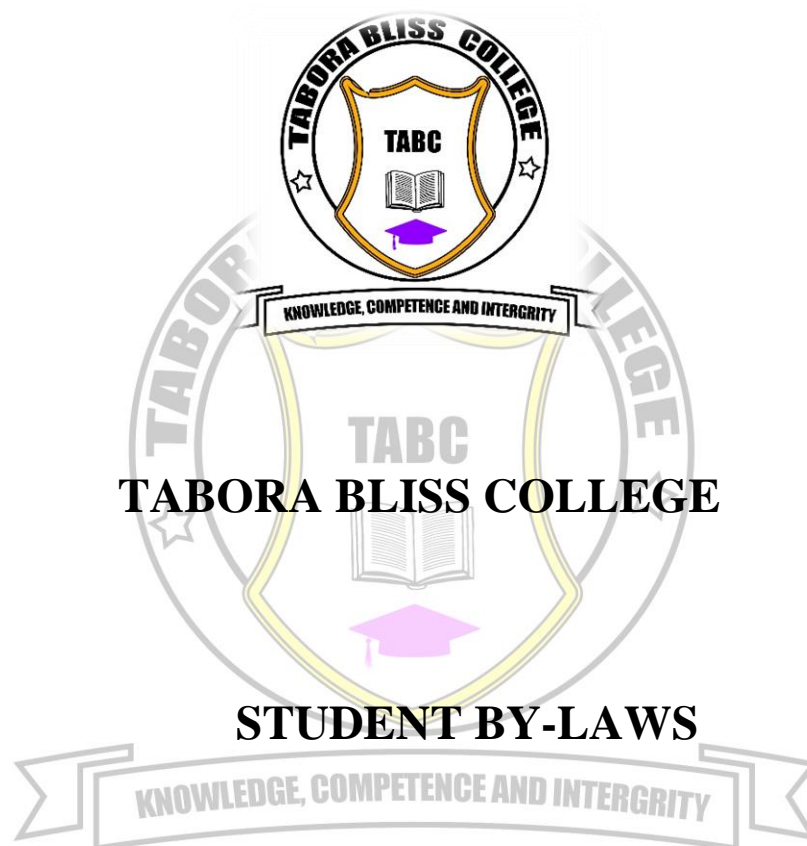


(TABC)



TABORA BLISS COLLEGE

STUDENT BY-LAWS

APPROVED BY
GOVERNING BOARD
(GB)

25 JULY, 2020

PREAMBLE

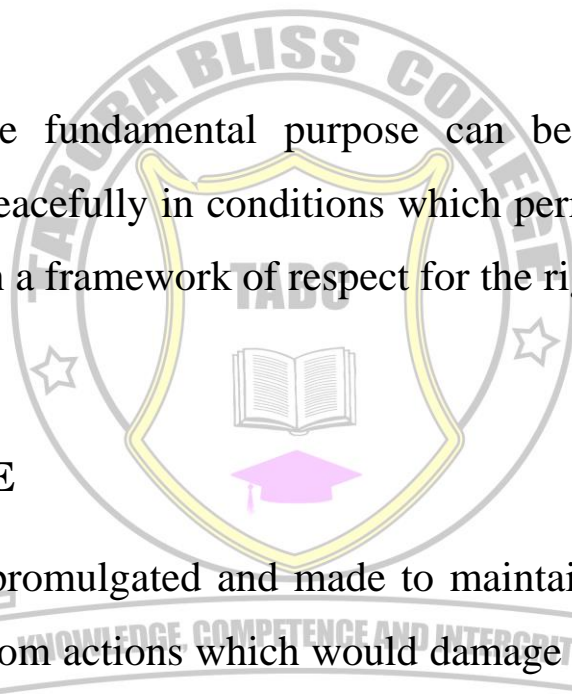
Whereas the **Tabora Bliss College (TABC)** was established and exists for the pursuit of learning;

AND

Whereas the College fundamental purpose can be achieved only if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons;

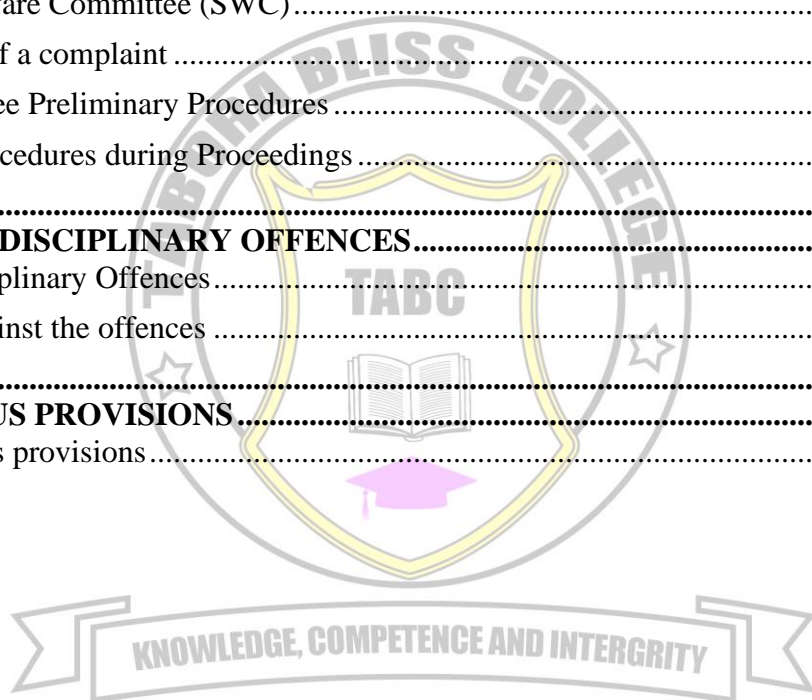
NOW THEREFORE

These By-Laws are promulgated and made to maintain these conditions and protect the College from actions which would damage its academic reputation or the standing of the College and its members.



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PART I PRELIMINARY PROVISION

1. Citation

1. These By-laws shall be cited as **Tabora Bliss College (TABC) Student's By-Laws, 2020** (herein after referred to as the “TABC Students By-Laws”)
2. These By-laws are made by Students Welfare Committee (SWC) in accordance with provision of Article 52 of College charter, 2020

2. Commencement

1. These By-laws are made by Students Welfare Committee (SWC) in accordance with provision of Article 52 of College charter, 2020 and shall come into force on academic year 2020/2021.

3. Application

1. These By-Laws shall apply to all students of the **College** where Dean of Students under supervision of DCPPAF shall be responsible to ensure the effective enforcement of this By-Law.
2. These students' regulations shall apply to any person who is dully admitted and registered as a student of the college.
3. Subject to the provision of Sub-Article (2), these Students By-Laws shall cease upon the expiry of the period for which one is registered as a student of the College or upon the happening of any event which disqualifies one from continuing to be a student of the College.

4. Definition Abbreviations

"CC" shall mean the College Chancellor

"CP" shall mean the College Principal

"GB" Shall Mean the Governing Board

"AC" Shall Mean the Academic Committee

"EC" Shall Mean the Examination Committee

"DCPARC" Shall Mean the Depute CP for Academic, Research and Consultancy

"DCPPAF" shall mean the Depute CP for Planning Administration and Finance

"DoS" shall mean "Dean of Students"

"EO" Shall Mean the Examination Officer

"HoD's" Shall Mean the Heads of Department"

"HRO" Shall Mean the Human Resources Officer

"PS" Shall Mean the Personal Secretary to CP

"QA" Shall Mean the Quality Assurance Officer

"SAC" Shall Mean the Students Admission Committee

"SWC" Shall Mean the **Students Welfare Committee**

"TABC" shall Mean Tabora Bliss College

5. Interpretation

“Academic Programme” shall mean a package of studies, which leads to the National Technical Award (NTA) to students, after successful completion of the program’s requirements.

“Alumin Association” shall mean the organized group of all graduates of the college

“By-Laws” Shall mean the rules and regulations made by Students Welfare Committee (SWC)

“**Baraza**” means Student College Meeting constituted all students at the relevant Department of the College, as a whole;

“College” shall mean the Tabora Bliss College

“Continuous Assessment” shall mean any form of evaluation made during the course of the academic year such as Classroom Test, Individual and Group Assignments, Presentation, project work, and field attachment, which contributes to the final score in examinations;

“Disciplinary Offence”; - shall mean any act or misconduct forbidden under these students By-Laws for the time being in force which in the opinion of the Students Welfare Committee (SWC) constitutes a disciplinary offence”.

“Demonstration” shall mean unlawful demonstration.

“Fabrication of Results” shall mean a student’s or candidate’s claim faithlessly to have carried out **CAT’S, SE, Project Report, And Field Report** as part of his assessed work, or presentation of fabricated results arising from the same with the object of gaining an unfair advantage.

“Graduate” shall mean a person upon whom a diploma, certificate or other academic qualification has been conferred to him/her by the college.

“Halls of Residence” shall mean and include halls of residence, hostels and blocks of residence supervised by the College;

Gross misconduct” shall mean a serious and possibly criminal which shall include stealing, endangering the safety of others or sexual harassment. Drug use, Fighting, Harassing people, Willful damage to property, Subjecting people to racial, gender, religious abuse, Cursing/Swearing, Truancy, Behavior not conforming to prevailing standards or laws.

“Library” shall mean the main academic organ of institution established under this charter responsible for the acquisition of learning material for different programs

“Misconduct” shall mean the behavior of the student that is unacceptable to the College but does not violate criminal statutes including absenteeism, tardiness, bullying and inappropriate language

“Plagiarism” shall mean a situation whereby a candidate for an award of the college qualification dishonestly presents the writings or results of another person as if belong to such a person.

“Student(S)” shall mean any person admitted at College as a candidate for a Basic Technician Certificate, Technician Certificate, Ordinary Diploma or any other award of the College

"Support Staff" shall mean all employees employed by the college who are not members of the academic or the administrative staff.

“Supplementary Examination” shall mean an Examination administered to candidates who fail to obtain a pass in the specified number of modules during regular examinations;

“Special Examination” shall mean an Examination administered to candidates who fail to seat for the first examination during regular examinations.

“Student Organization” shall mean the Tabora Bliss College Students Government

“Sexual Misconduct” shall mean sexual contact without consent by an acquaintance or a stranger and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breast, thighs or buttocks; rape (sexual intercourse without consent or whether by an acquaintance or stranger; attempted rape; sodomy or sexual penetration with an object without consent)

“Tutor” shall mean a person of the academic staff of the college who holds higher teaching qualification recognized by respective authority

“Trespass” means unlawful and/or unauthorized entry into or upon the College’s property or building.

“Vehicle” shall mean includes motor car, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

5. Acceptance of By-Laws Condition for admission

1. Every student on enrolment shall be supplied with a copy of these By-Laws or any other part of the College Rules and Regulations.
2. Acceptance of a place in the College is conditional upon signing an agreement by the students to abide by this By-Law.
3. Every student on enrolment shall be required to access a copy of Student's By-Laws form (www.tabc.ac.tz)

PART II

STUDENTS INVOLVEMENT IN DECISION MAKING

12. Students Welfare Committee (SWC)

1. There shall be the SWC responsible for all policy matters related to student's social welfare according to policy agreed by the governing body.
2. Shall be responsible to hand all social services and welfare of all students, control their general conduct, discipline their actions and pose penalty to the students for their misconduct.
3. Shall be responsible to develop and prioritize lists of matters related to student's social services and welfare.
4. The membership of SWC shall include; -CP/Dean of Students DCPPAF, DCPARC, head of department (HoD's), admission officer, college bursar, librarian, Representative from the Board Member(s), Senior Teaching staffs, Three Other students and two representative form student's organization

13. The Governing Board

1. The governing board (GB) shall be the highest decision making organ of the college responsible for the overall quality control of the training offered by the college.
2. The membership of the CAB shall consist of the following: -The Chairman (who should neither be the owner nor have any personal interest to the respective technical institution, A representative from the respective Ministry, Representative of the Staff of the institution; **Representative of the students' organization of the institution**; Three members representing professions from relevant sectors, one being public and two from private; One member representing government institute; and Senior academic staff from another institution of similar nature.

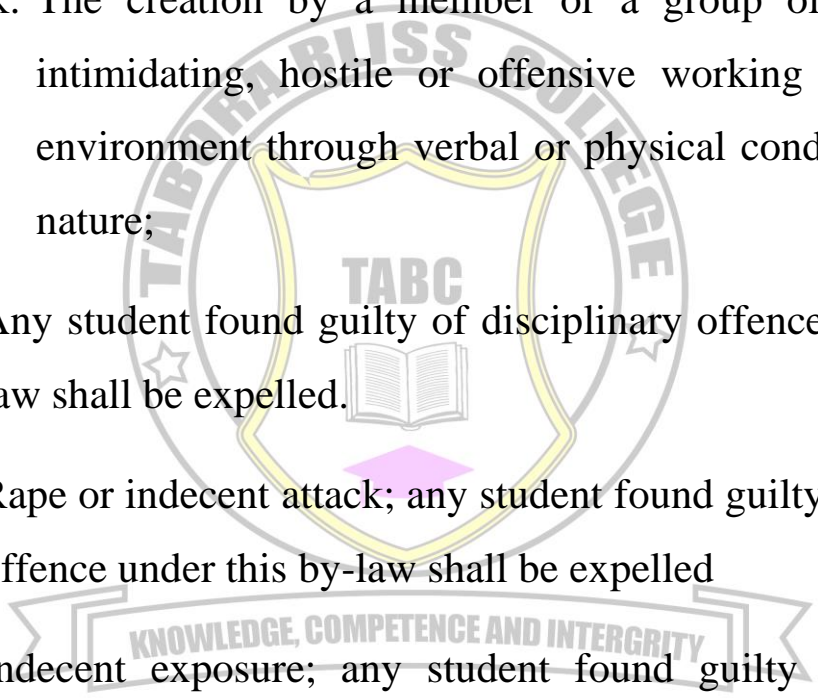


PART III
STUDENTS SOCIAL SERVICES AND WELFARE

14. Provision Related to General Conduct of students

1. Students are required to conduct themselves at all-time [s] and in a manner suitable for the reputation of their status as College students.
2. Students shall be expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and in particular, by observing moral and ethical norms at all times.

3. Any proved sexual misconduct involving students of the same or opposite sex calls for immediate expulsion of both students.
4. Any proved sexual misconduct involving a student and an outside visitor or a member of staff may lead to immediate dismissal of the student concerned
5. **Sexual harassment** shall consist of any or all but not limited to the following:
 - a. Sexual jokes, noises, foul language, obscene gestures,
 - b. Patronizing comments on a person's anatomy,
 - c. Coercing for sexual activity or favors
 - d. Asking about personal sex life,
 - e. explicit sexual suggestions in return for reward;
 - f. Telling lies or spreading rumors about a person's sex life
 - g. Unwanted physical contacts of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting grabbing;
 - h. Displaying of pornographic and sexually suggestive picture and/ or sexual objects.

- 
- i. Transmitting offensive written, telephone or electronic communications of sexual nature.
 - j. The use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or punish another for his or her refusal
 - k. The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;
6. Any student found guilty of disciplinary offence under this by-law shall be expelled.
 7. Rape or indecent attack; any student found guilty of disciplinary offence under this by-law shall be expelled
 8. Indecent exposure; any student found guilty of disciplinary offence under this by-law shall be expelled.
 9. Public and/or group sex; any student found guilty of disciplinary offence under this by-law shall be expelled.

15. Provision Related to Alcohol, Smoking and Drugs

1. Students are prohibited from drunkenness, undue noise, disorderly conduct and nuisance of any kind within the area/premises of the College and off campus.
2. Smoking is prohibited in the Library, Cafeteria, Tutorial Theater and Laboratories and in all public places.
3. Students are prohibited from drug possession and trafficking drugs which shall cause severe disciplinary action including expulsion from the College and or complaints being made to Public Authority calls for prosecution in respect of the relevant misconduct, criminal act (s) as prescribed by the law of the Country.
4. Students breach of this provision will be liable to a penalty of not less than Tsh 100,000/=

16. Provision Related Unauthorized Assemblies and Politics

1. Demonstrations, strikes, mob actions, and unauthorized assemblies are hereby forbidden.
2. Politics on the Campus are also forbidden but subject to certain limitations candidates, government officials, associated campaign and government staff and other political speakers may be invited to speak on campus.
3. Students who engage in political campaigns should do so in their individual capacity.

4. If a student is listed as a supporter of a political campaign or initiative, it should be without mention of institutional affiliation, or with a disclaimer indicating that their actions and statements are their own and not those of the College.
5. No student should feel pressured by colleagues to contribute to, or perform tasks in support of, a political campaign.
6. If a student is running for political office, it is strongly preferred that no campaign activities be conducted on campus, to avoid the appearance of a College endorsement.
7. Students breach of this provision will be liable to a penalty of Not Less Than Tsh 100,000/=

17. Provision Related to Publication

1. Students wishing to publish articles in the college notes board, Newspapers or make use of any print or electronic media shall be expected to observe laws of libel which prohibit publishing of; -
 - a) Defamatory statements about a person which exposes that person to hatred, scorn and contempt, or is likely to injure him or her in his or her trade or profession,

- b) Seditious statements or pictures that may insight people to violence, even if the writer has no intention to do so,
- c) Offensive statements about religious matters that may offend deeply the feelings of those who hold those matters sacred,
- d) Any confidential information received from police or public officers in the course of their official duties or enquiries,
- e) Any matter which is likely to bring a court of law into contempt or to hinder its administration of justice
- f) Works of others without their permission and thereby abusing copyright.

18. Provision Related to Students Illness

1. Illness or accident must be reported to the College clinical Officer via Dean of Student and Head of the Department.
2. If the student is not suffering from complicated health problem the College clinical Officer should recommend the right medicine and ensure the effective administration of such prescribed medicine.

3. If the named students are suffering from complicated health related problem beyond the clinical Officer care shall issue a referral to the nearby hospital
4. The college shall be responsible to take care of the students in the respective hospital until his/her parents or relatives are informed of the case.
5. For students with serious illness the college shall arrange transportation to the nearby hospital and back to the college of the ill students.
6. At the night, the ill students shall be taken direct to the nearby hospital if the clinical Officer is unavailable under the directives of dean of students
7. All student shall be required to pay a non-refundable capitation fee of Tsh 60,400/= to cover their medical care and treatment per year

19. Provision Related to Leave of Absence

1. A student may obtain leave of absence for a period not exceeding ten days during semester time, on the application to the Dean of Students.
2. Such an application shall be accompanied by a written approval of the Student's Class Representative (CR's) and Head of Department on a prescribed form.

20. Provision Related to Vacating the Campus during Vacations

1. Students are generally not allowed to stay at the campus during long vacation days.
2. A student who has a particular and exceptional reason to stay at the campus shall secure the permission from the Dean of Students to stay at the campus
3. The students shall be bound by these By-Laws during his/her stay at the campus and shall be required to make his / her own arrangements for meals, dispensary and hospitalization services.
4. The students who will be permitted to stay at the campus during long vacation days shall be those who finished paying their hostel prescribed fee of not less than **180,000Tsh** per year.

21. Provision Related to Students Motor Vehicles

1. Students wishing to keep and drive motor vehicles (including scooters and motor cycles) within the College campus should not park on official parking place (reserved places).
2. It is provided that the College shall not be responsible for any damage to or loss of the vehicle and / or motor accidents involving students and third parties.
3. The permission for any student to keep and drive a motor vehicle within the campus may be withdrawn wherever it is obvious to the College that the student is a dangerous or reckless driver.
4. Any student found guilty disciplinary offence under article 21 (1, 2&3) shall be served a strict warning and breach shall lead to suspension for a maximum of two (2) week.
5. Any student who wishes to bring a vehicle to the College shall comply with the general Rules and Regulation of the land governing the driving and parking of the vehicles as well as the relevant rule which are in force on the College campus and shall register the vehicle with the Dean of Students office.

22. Provision Related to Students Employment

1. No student may be employed in any kind of employments contracts whatsoever at or outside the campus during semester without prior permission from the DCPARC upon being satisfied that the student's academic work performance will not be affected by such undertaking.
2. Contravention of these rules shall be construed as disciplinary offences punishable under these By-Laws.

23. Students staff relationship Regulations

1. The Dean of students is the one to whom most enquiries and complaints of general discipline should be directed.
2. All Matters of purely academic nature the CR or Head of Departments are the one to be consulted.
3. Unless otherwise stated all consultations with staff must be made in their respective offices.
4. The services of the college staffs e.g.; - secretarial work, photocopy, email etc. shall not be used by the students in a private without prior authorization of the officer in-charge of the section or department as the case may be.

5. No students shall abuse or harass any member of staff of the college or visitors of the staffs at or outside the college campus.
6. No students may offer any money, gift or any inducement of any kind to anyone, any staff members of the college under any circumstances whatsoever.
7. Contravention of this regulation will be construed as an attempt to offer a bribe punishable under the by-laws and may be dealt with through legal proceedings as established by the law of the country
8. Where students are facing charges before the court of law may be suspended if in the opinion of the college management it appears right to so until his/her case has been determined by the court of law in which he/she stands charged.

24. The Students Relationship Regulations

1. The students are expected to conduct themselves in a manner which does not interfere with the welfare of their fellow students and the community in general
2. Conduct which does or is likely to cause violence to other students at outside the college campus shall be seen as a grave offence punishable under these by-laws and or calling for legal proceedings under the laws of the country

25. Provision Related to Students Meeting

1. The meeting of the Students' government and any Committees or any students' organization shall be held after Tutorial hours unless prior permission is obtained from the Dean of Students to hold such meetings during Tutorial hours.
2. This shall apply to any other social clubs or religious organizations at the College.

PART IV STUDENS RESIDENCE REGULATION

26. Provision Related to Hostels

1. Student is encouraged to live in the College hostel at the campus if accommodation is available, or a student may opt to live outside the College campus if the accommodation at the college hostel is unavailable.
2. In the cases, of off-campus residence will be supervised by the College, the By-Laws for College residence within the campus shall *mutatis mutandis* apply to such students living off-campus.
3. The failure to adhere to these regulations will make the student to lose the privilege of staying in the Hostel.
4. Students of the opposite sex are not allowed to share a room/bed in the College hostels.

5. Students who live in College residence shall be obliged to pay accommodation fees specified by the College Authority from time to time.
6. Every student before being granted accommodation or the right to occupy any room in the College residence or any other premises shall pay from such accommodation at full rate of the College as may be determine by the college from time to time.
7. The College authority shall have the right and power to determine the number of students who may share any of the rooms in the College residence.
8. Where College residence is not available it shall be a student's responsibility to find and pay accommodation obtained elsewhere and the knowledge of dean of student.
9. Where the rooms are furnished with beds, mattress, tables, chairs occupants students living there are not allowed to remove any furniture, fittings in the rooms and are responsible for the proper care of all property and any damage or loss must be reported immediately to the dean of students

27. Provision Related to Hostels Clearness

1. Students shall be ordered to take good care of the rooms they occupy during general cleanliness and neatness.
2. In no way May walls of rooms be ruined or damaged with nails, cello tape and pictures.

27. Provision Related to Room Changing and Sharing

1. Students are not permitted to change rooms without the permission of the Dean of students.
2. Such permission will normally come into effect at the beginning of a new semester
3. Students shall be expected to live harmoniously with one another in their allocated rooms.
4. If a student is found to be misbehaving towards his/ her roommate, the misbehaving students may be ordered out of the room or may be given a probationary period of good behavior of up to one semester and shall be called before the SWC to defend him / herself and may be suspended up to a period of one year.

28. Provision Related to Electrical Fittings and Cooking

1. Under no circumstances may students interfere or tamper with electrical fitting and installations nor should they use any electric appliances other than radio sets from the sockets provided for the purpose.
2. The hostels shall be a place of rest hence, there shall be no noise at any time and the Musical instruments shall be tuned at room sound and should not be used after 12:00 midnight.
3. No cooking is allowed in hostels and storing of paraffin, petrol or any other combustibles are not allowed

29. Provision Related to Bed time, Care of Keys and Return of the Keys

1. All students are required to be in their rooms or residence by 10:00pm midnight except where permission is granted by the Dean of students or any other authorized College Official.
2. For an approved social function an extension of up to 12:00 midnight may be allowed.
3. Loss of keys by students must be immediately reported to the Dean of Students.
4. Replacement of the key or lock or key holder will be made upon payment of the replacement cost by the students responsible for its loss or damage.

5. Failure to do so shall involve the paying of full residential charges by the occupants of the room from the beginning of the vacation to the time the key is returned plus any other suitable punishment.

30. Provision related to student leave from the Campus

1. No students shall travel during semester time outside Tabora Region without permission.
2. Permission to travel for a weekend outside Tabora Region may be granted by the dean of students.
3. Permission to travel for less than a week and involving missing lectures, CATs, Laboratory Works and SE May be obtained in writing from DoS with notification to DCPARC and respective HoD's.
4. Permission to travel more than a week shall be obtained from the DCPARC through respective HoD's with notification to dean of students.

31. Provision Related to students Visitors /Unauthorized Person

1. All Students may be allowed to invite a fellow student of either sex in their rooms from 10:00 a.m. to 10:00 p.m.
2. In every case they must show due regard for the rights of their roommate and other students.
3. Visitors from outside must leave the campus by 6:00 p.m. of the respective day of the visit

4. Students shall not be allowed to live with any unauthorized person or persons in their rooms including their children, relatives or spouses.

32. Provision Related to Room Furniture

1. Each student Room shall only have residence Bed and students shall be responsible to take care of the same.
2. The students shall be allowed to add furniture's including chairs and tables to their room for reading or other students' activities.



PART V
THE COLLEGE DRESSING CODE

33. Provision Related to Students Dressing Code

1. All students are hereby reminded that there is a Dress Code put in place by the College which must be observed at all the time.
2. The dress code will be applicable to all students and is a part of the College policy to provide and maintain high professional ethical standards of integrity and discipline on the campus.
3. The dress code must be adhered to by every College Student from Monday to Saturday.
4. All students shall maintain person hygiene, dress in decency and respectable attire in Accordance with acceptable norms.

34. Provision Related to Male Dressing Code

1. All male students shall note that; - the hair should be neat and well combed at all time, should not be colored, well-kept and groomed always, should not carry inscription, curled hair is not acceptable, artificial dread locks, painting, weaving, braiding of hair are not acceptable.
2. Indelible markings and body tattoos by male students, sagging trousers, wearing of earring by male students, rumped and dirty clothes are forbidden.
3. **Dresses not acceptable to male students are:** (i) All types of dresses which have immoral pictures and words which may tarnish the College reputation (ii) All types of shorts (in class sessions) (iii) All types of dresses which have political words of any party on religion which can influence or intervene matters affecting them/or which may influence anything harmful (iv) Monkey style (*mlegezo*) (v) Folded hair (vi) Earrings (vii) Colored/decorated hair (goldish, whitish, yellowish, greenish)
4. Any student who breaches this dressing code shall be required to change the cloth and be served a stern warning or reprimanded and second breach shall lead to suspension for a maximum of three weeks.

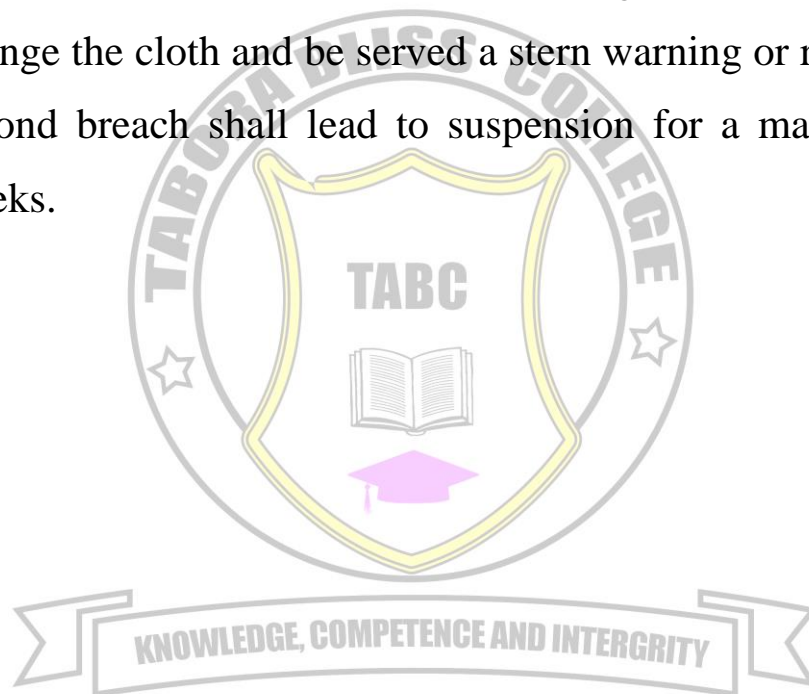
35. Provision Related to Female Dressing Code

1. All female students shall ensure that; - hair extension with colored such as blue, green, white, yellow, red, pink and purples or combination of any of these colors are not acceptable.
2. All female students' wears shall be below the knee level and all traditional and corporate wears that do not reveal sensitive parts of the body are acceptable.
3. You are hereby required to note that the following mode of dressing that will not be tolerated at the college environment including Tutorial Theaters, library, laboratories, examination venue, seminar rooms Administrative building as well as college vehicles; -
 - i. Skin tight fitting wears or transparent clothes, Jeans with holes; Trousers hanging under the buttocks (Mlegezo);
 - ii. Tight trousers, skirts, blouses; Dress/skirts with excessive slit (mpasuo); Any dress that leaves the stomach, waist, breasts, chest, and/or back open;
 - iii. Shorts or skirts that do not cover the thighs when seated; see through closes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, T-shirts with obscene inscription depicting immorality, tracksuits, casual wear like kanga, head scarves; sports shoes,

slippers, shorts and studs/earrings for female are forbidden.

- iv. The Dress that exposes any sensitive parts of the body e.g. Cleavage, chest, back, navel, thigh, heavy make-ups and armpit the closes that reveal the armpits when hands are raised

- 4. Any student who breaches this dressing code shall be required to change the cloth and be served a stern warning or reprimanded and second breach shall lead to suspension for a maximum of three weeks.



PART VI

REGULATION RELATED TO STUDENTS ACADEMIC LIFE

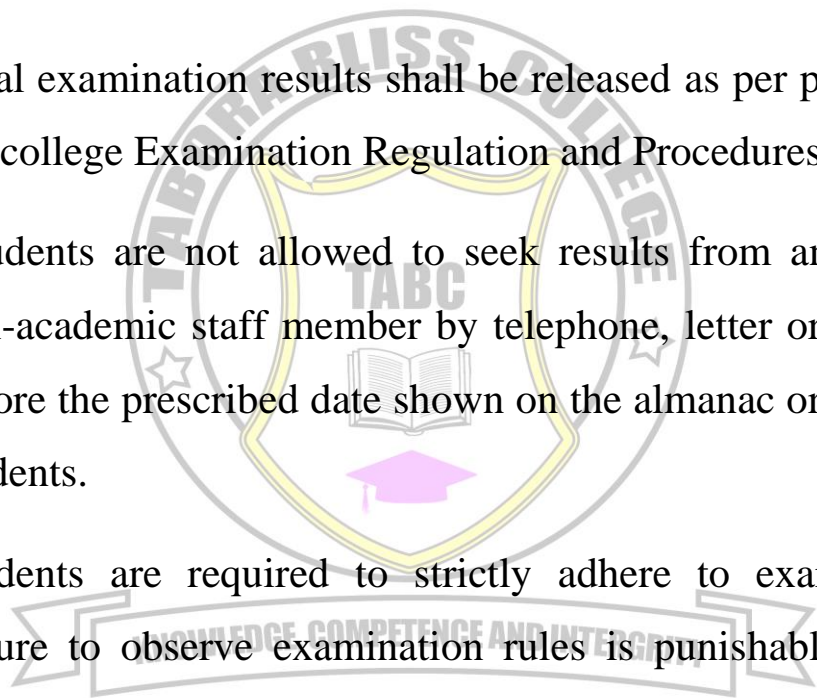
36. Provision Related to Students Attendance

1. All Students shall be required to attend at least 75% of the Tutorial hours to qualify for sitting for Semester Examinations.
2. In the event of a student missing Tutorial, the Class Representative shall inform the Tutor concerned or the Head of Department.

37. Provision Related to Students Continues Assessment (CA)

1. A student shall be required to sit for all tests and examinations prescribed to qualify him / her for the College award.
2. Any special reason that may prevent a student from sitting any examination shall be reported to the Head of Department, and permission granted in writing prior to the time of the examination shall be issued.
3. A student who forge or fake a student Identity card, examination card or any College document contravenes these By-Laws and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action.
4. The students should be given numbers of assignments, (make-up assignments) and tests for them to hit the required marks needed in respective course to seat for the final semester examination.

5. No students shall be allowed to pay for make-up assignment or tests in return of the marks from any of the course instructors as she or he will be punishable under this by laws.
6. Except for final examination, tests and course work assessment results shall be under the mandate of the respective tutors within reasonable time.
7. Final examination results shall be released as per prescribed under the college Examination Regulation and Procedures, 2020.
8. Students are not allowed to seek results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.
9. Students are required to strictly adhere to examination rules; failure to observe examination rules is punishable by expulsion from the College or disqualification from entitlement to the College award.



38. Provision Related to Library Services and Rules

1. Library services shall be available to students at the prescribed operating hours
2. Every student who uses the library shall inform him/ herself with the procedures, rules and regulations of the College library.
3. Failure to observe procedures, rules and regulations of the College library shall constitute a disciplinary offence.

PART VII THE STUDENTS DISCIPLINARY PROCEEDINGS

39. Students Welfare Committee (SWC)

1. All Students disciplinary offences committed by the students shall be dealt with the students' welfare committee.
2. Upon receipt of a complaint that a student has committed an offence, DoS shall make inquiries within reasonable time for preliminary findings of the case.
3. Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated and addressed to the students' welfare committee.

40. Explanation of a complaint

1. In Upon receipt of such information, the students' welfare committee may require the student whom such a complaint is made or is received as the case may be, to tender an explanation and may cause further investigation to be made and such further evidence to be obtained and may seek out such advice and assistance as is thought helpful and appropriate.
2. Provided that SWC may in any case where a complaint is made or information received and where the Committee asks a student for such explanations as aforementioned, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

41. The Committee Preliminary Procedures

1. When a complaint is made to, and information is received by the SWC that a student has committed a disciplinary offence, the SWC shall make preliminary investigation of the case.
2. Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the SWC and a copy of the disciplinary offence availed to the student.
3. For the avoidance of doubt, the SWC may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear

before the SWC or an investigation officer for examination or interrogation.

4. If the SWC is of the opinion that no prima facie has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, no further proceedings shall lie in respect of that complaint or information.
5. Where the SWC is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute.
6. The SWC shall serve upon the student and the complainant *a proper notice*.
7. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held and shall inform the charged student (hereinafter referred to as “the student”) and the complainant of the time and place for holding the disciplinary proceedings;
8. A “**proper notice**” given within a reasonable time provided that such time shall not be less than five days from the date of service of the notice on the students to the date of holding the disciplinary proceedings in so far as conditions will allow;

9. Either party shall, for the purpose of his/her defense or reply as the case may be and upon request in writing or that purpose to the SWC be entitled to be supplied by the SWC with a copy of an explanation, answers or other documents given or sent to the SWC by or on behalf of the other party;
10. Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings serve upon the other, notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice material to the complaint or information or defense, as the case may be.
11. The SWC may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day.
12. The disciplinary proceedings shall be open, and shall be held in public wherever possible and if circumstances allow.

42. The SWC Procedures during Proceedings

1. The complainant shall open the case and produce his/her evidence in support thereof;
2. The SWC shall then give an opportunity to the student to state his/her case and produce evidence in support thereof;
3. At the conclusion of the case by the student, the complainant shall not, without special leave of the SWC make an address in reply;

4. The SWC shall investigate and determine any dispute referred to him/her without due regard to the law of evidence but subject to these By-Laws, shall be entitled to determine its own procedure for any proceedings before it
5. Evidence may be taken by the SWC by oral or written statement;
6. Where a witness is called by a party, he/she shall be first examined by the party which called him/her and then cross-examined by the other party and then if necessary, again by the party which called him/her.
7. The decision of the SWC arrived at with due regard to the advice from College Principal, shall be recorded under his/her own hand and shall be announced by himself/herself in any manner he/she may deem fit.

PART VIII

THE STUDENTS DISCIPLINARY OFFENCES

43. General Disciplinary Offences

1. Conduct which does or is likely to cause damage, defacement or violence to person or property within the College provided that such conduct is that of a student toward another student, member of the College Community or any other employee or employees of the College provided further that the conduct in question occurred on the College campus or hostels rented by the College;

2. Using force or offering violence or threats against or striking a fellow student, an officer or any member of the College community provided that such violence occurs on College campuses or privately rented hostels.
3. Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other property of the College whether or not such property has been leased to any public or private company or person;
4. Act or conduct which is likely to obstruct (s) or frustrate (s) the holding of any academic or administrative activity (i.es) authorized by the College;
5. Unauthorized use of, or interference with, any technical, electrical or other service or installation of the College or Unauthorized possession of a key to College property
6. Refusal or failure to comply with a lawful order or directive given by any officer of the College acting on his/her behalf or under an order from any competent organ or officer of the College.
7. Unauthorized possession of a key to College property;
8. Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf;
9. Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any

officer or employee of the College in the course of performance of such officer's or employee's duties;

10. Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, College, or any other institution whether in cash or otherwise;
11. Knowingly inviting or entertaining a student or students in the College or College leased hostels whose name or names appear on the College notice board as having been barred, suspended or otherwise known to have been barred from the College or leased hostels premises by a competent authority;
12. Refusal or failure to obey any lawful order issued under the College regulations or rules promulgated by a competent organ of the College;
13. Failure or refusal to attend a meeting called or authorized by the Disciplinary Committee or any other competent organ of the College when summoned to do so by a proper written notice by such Authority or organ as prescribed under Rule of these By-Laws;
14. Willful obstruction of proceedings conducted by the Disciplinary Authority or any other competent organ of the College or interference with witnesses in disciplinary proceedings conducted under these By-Laws.

15. If a student, having been called upon to give evidence before the Disciplinary Authority, turns hostile or refuses without lawful excuse to give evidence or to answer a question or to produce a document or any other thing required by such an Authority;
16. Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority of the College;
17. Unauthorized holding of College and/or campus Baraza or general meeting, for avoidance of doubt, such meetings scheduled in the College Almanac currently in force shall be deemed to be authorized.
18. Emergency College Barazas may be held only after the DCPARC has approved provided that the same have the effect of obstructing or frustrating the holding of any tutorial work given or authorized by the College, provided further that in any other cases three days' notice be given to the DCPARC prior to the holding of Such emergency Barazas.
19. Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the College namely, the DCPARC, DCPPAF, DoS, Warden, HoD's, or Students' Organization, as the case may be depending on the intended audience and status of the guest speaker/social entertainers.

20. Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the College or in the wider Community;
21. Without derogating the right to freedom of expression, willful writing or defamatory literature and uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the College, or against the College, Government or any civil leader;
22. Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provisions of the student's organization's constitution for the time being in force;
23. Collecting or charging money from any student or student groups without prior permission of the College organs; namely the DoS, the Students' organization, or in special cases, the HoD's, as the case may be;
24. Unauthorized carrying of weapons within the campus which is likely to jeopardize peace; for avoidance of any doubt, weapons shall include but not limited to the following: firearms, sticks, knives, machete, clubs, and the like weapons.

25. Illegal entry into another student's room; Unallocated room and occupy any other form of trespassing as well as Instigating or inciting students to boycott classes;
26. For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intention that the student or students persuaded, pressured, threatened or encouraged shall commit(s) the offence in question.
27. Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration.
28. Theft, going on strike, and fighting with the fellow students within or outside the college campus
29. Cooking is not allowed in the College residence except in designated premises;
30. No student is allowed to engage "house girl(s)/boys".
31. Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the College authority.
32. No electrical devices other than reading lamps, table fan, electrical iron, computer, electric razor, and electric hair dryer,

electric kettle, radio, record player or TV set shall be used in College residence.

33. Musical appliances and instruments, such as records players, radio, video, TV set and other sound making instruments may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents.
34. No student shall be allowed to live with any unauthorized person or persons in their rooms, including unauthorized student or other relatives.
35. No students shall be allowed to gather in the same area with his/her tutors rather than in respective classroom and office discussing any matter related to academic, administrative or social welfare affairs unless otherwise permitted to do so via the office of DCPARC, DCPPAF or The College Principal Office.

44. Penalties Against the offences

1. **Upon the breach of Article 43 (1)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall be (a) suspended for a maximum of three weeks, (b) take care of All hospital bill for such a student (c) Issued a Warning letter for such a conduct and (d) should be asked to pay the equivalent fee of the property and a fine not less than Tsh 50,000/=.

2. **Upon the breach of Article 43 (2)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall be (a) suspended for a maximum of Eight weeks, (b) take care of All hospital bill for such a student (c) Issued a Warning letter for such a conduct and (d) should be asked to pay a fine not less than Tsh 50,000/=
3. **Upon the breach of Article 43 (3)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall be (a) suspended for a maximum of Eight weeks, (b) Issued a Warning letter for such a conduct and (c) should be asked to pay a fine not less than Tsh 50,000/=
4. **Upon the breach of Article 43 (4)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall (a) suspended for a maximum of Eight weeks, (b) Issued a Warning letter for such a conduct and (c) asked to pay a fine not less than Tsh 50,000/=

5. **Upon the breach of Article 43 (5)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall be (a) suspended for a maximum of Eight weeks, (b) Issued a Warning letter for such a conduct.
6. **Upon the breach of Article 43 (6)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall be (a) suspended for a maximum of Eight weeks, (b) Issued a Warning letter for such a conduct.
7. **Upon the breach of Article 43 (7)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall (a) suspended for a maximum of four weeks, (b) Issued a Warning letter for such a conduct and (c) asked to pay a fine not less than Tsh 30,000/=
8. **Upon the breach of Article 43 (8)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall (a) suspended for a maximum of Eight weeks, (b) Issued a Warning letter for such a conduct and (c) asked to pay a fine not less than Tsh 20,000/=

9. **Upon the breach of Article 43 (59)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall (a) suspended for a maximum of Eight weeks, (b) Issued a Stern Warning letter for such a conduct and (c) asked to pay a fine not less than Tsh 20,000/= per each slanderous/abusive or any threatening words.
10. **Upon the breach of Article 43 (10)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall (a) suspended for a maximum of One Academic Year, (b) Issued a Stern Warning letter for such a conduct and (c) asked to pay a fine Equivalent to the amount under Forging document intended to cause loss to any person, college or any other institution whether in cash or otherwise (d) Asked also to pay for a fine not less than 100,000/= if such forging is not equivalent to payment receipt of the students tuition fees.
11. **Upon the breach of Article 43 (11)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority will impose any student found guilty of such disciplinary offence shall (a) Issued a Stern Warning letter for such a conduct and (b) Asked also to pay for a fine not less than 50,000/= for Knowingly inviting or entertaining a student or students in the College whose name or names appear on the College Notice board as having been

barred/suspended or otherwise knowing to have been barred from the College premises by the College authority;

12. **Upon the breach of Article 43 (12)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence with (a) an expelled penalty or (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh100,000/=
13. **Upon the breach of Article 43 (13)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence with (a) stern warning letter or (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh10,000/=
14. **Upon the breach of Article 43 (14)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) suspended for not less than Eight Weeks or (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.
15. **Upon the breach of Article 43 (15)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority

shall impose any student found guilty of such disciplinary offence shall be (a) suspended a student for not less than Eight Weeks or (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.

16. **Upon the breach of Article 43 (16)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be expelled from the college.

17. **Upon the breach of Article 43 (17)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) suspended a student for not less than Six Weeks or (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.

18. **Upon the breach of Article 43 (18)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.

19. **Upon the breach of Article 43 (19)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.
20. **Upon the breach of Article 43 (20)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.
21. **Upon the breach of Article 43 (21)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Suspend a student for not less than eight weeks (b) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine not less than Tsh50, 000/= or both penalty (a) and (b) at the same time.
22. **Upon the breach of Article 43 (22)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Suspend a student for not less than one Academic Year (b) Given a stern warning letter (b) Asked any student found guilty

of such disciplinary offence to pay back the embezzled funds or both penalty (a) and (b) at the same time.

23. **Upon the breach of Article 43 (23)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Suspend a student for not less than Eight Weeks (b) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine of not less than 50,000/= or both of the two (a) and (b).

24. **Upon the breach of Article 43 (24)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Suspend a student for not less than Eight Weeks (b) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine of not less than 50,000/= or both of the two (a) and (b).

25. **Upon the breach of Article 43 (25)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine of not less than 50,000/= or both of the two (a) and (b).

26. **Upon the breach of Article 43 (26)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine of not less than 20,000/=
27. **Upon the breach of Article 43 (27)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) suspended a student for not less than one academic year (b) Given a stern warning letter (b) Asked any student found guilty of such disciplinary offence to pay a fine of not less than 100,000/=
28. **Upon the breach of Article 43 (28)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Expelled from the college or (b) suspended a student for not less than One academic year or (c) Given a stern warning letter (d) Asked a student to return back the theft property or to pay back the money equivalent to the value of the theft property or (d)

Asked any student found guilty of such disciplinary offence to pay a fine of not less than the value of the theft property.

29. **Upon the breach of Article 43 (29)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) suspended a student for not less than six weeks or (b) Given a stern warning letter (c) Asked a student to pay a fine not less than 50,000/=
30. **Upon the breach of Article 43 (30)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) suspended a student for not less than six weeks or (b) Given a stern warning letter (c) Asked a student to pay a fine not less than 50,000/=
31. **Upon the breach of Article 43 (31)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence his/her unauthorized furniture's shall be confiscated.
32. **Upon the breach of Article 43 (32)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence his/her unauthorized devices shall be confiscated.

33. **Upon the breach of Article 43 (33)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Issued a stern Warning letter (b) Asked a student found guilty to pay a fine not less than 30,000/= and (c) confiscate their Musical appliances and instruments used.
34. **Upon the breach of Article 43 (34)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) Issued a stern Warning letter (b) Asked a student found guilty to pay a fine not less than 30,000/= or (b) evict such student from the college hostel.
35. **Upon the breach of Article 43 (35)** of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose any student found guilty of such disciplinary offence shall be (a) suspended for not less than six week (b) Issued a stern Warning letter (c) Asked a student found guilty to pay a fine not less than 20,000/=

PART IX MISCELLANEOUS PROVISIONS

45. Miscellaneous provisions

1. Where there is an emergency need for overt operations of security official or Police amidst students, in student compounds the students' leadership shall be informed as soon as possible of such presence.
2. These By-Laws are not exhaustive of rules and regulations governing students conduct at the College and do not exclude the application of College Charter, 2020 and special regulations applicable in specific organs of the College such as the College Library.
3. All students are advised to open a Bank account with any Bank in Tabora Region.
4. Any student, who resumes studies at the College after being suspended under any of the provisions of these By-laws or any other law in force applicable to such student, shall personally bear all the consequences of such suspension.