



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM



ACADEMICS POLICY, 2024

NOVEMBER, 2024

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
PREFACE	iv
INTERPRETATION	vi
ACRONYMS	viii
CHAPTER ONE	1
INTRODUCTION.....	1
1.1. Background.....	1
1.2. Vision and Mission	2
1.2.1 Vision.....	2
1.2.2 Mission.....	2
1.3. Purpose.....	2
1.4. Objectives of the Policy.....	2
1.4.1 General Objective	2
1.4.2 Specific Objectives	3
1.5. The Rationale of the Policy	3
1.6. Situational Analysis	3
1.7. Alignment of Bandari College Academics and National Development Policies.....	4
1.8. Scope.....	5
CHAPTER TWO	6
POLICY ISSUES, STATEMENTS AND STRATEGIES	6
2.1 Introduction.....	6
2.2 Policy Issue 1: Design of New and Review of Existing Programmes	6
2.2.1 Policy Statement	6
2.2.2 Policy Strategies.....	7
2.3 Policy Issue 2: Curriculum Development and Review.....	7
2.3.1 Policy Statement	7
2.3.2 Policy Strategies	8
2.4 Policy Issue 3: Management of Admission, Registration and Orientation of Students.....	8
2.4.1 Policy Statement	8
2.4.2 Policy Strategies	8
2.5 Policy Issue 4: Workload Allocation	9

2.5.1	Policy Statement	9
2.5.2	Policy Strategies	9
2.6	Policy Issue 5: Delivery of Competence Based Training	9
2.6.1	Policy Statement	9
2.6.2	Policy Strategies	10
2.7	Policy Issue 6: Students' Assessment	10
2.7.1	Policy Statement	10
2.7.2	Policy Strategies:	10
2.8	Policy Issue 7: Industrial Practical Training (IPT).....	11
2.8.1	Policy Statement:	11
2.8.2	Policy Strategies	11
2.9	Policy issue 8: Academics Certification.....	11
2.9.1	Policy statement	12
2.9.1	Policy Strategies	12
2.10	Policy Issue 9: Capacity Building	12
CHAPTER THREE		14
POLICY MANAGEMENT AND IMPLEMENTATION		14
3.1	Introduction.....	14
3.2	Bandari College Academics Policy Principles	14
3.3	Institutional Framework	14
MONITORING AND EVALUATION		20
CHAPTER FIVE		21
CUSTODIANSHIP, APPROVAL AND REVIEW		21
5.1	Custodian of the Policy	21
5.2	Approval and Review	21

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POLICY SUMMARY

DESCRIPTION	DETAILS
Prepared By:	BCD
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Regulations Version Number	1
Recommending Authority	PBC
Approving Authority	BOG

PREFACE

Bandari College Dar es Salaam (BCD) is the training institution under the ambits of the Tanzania Ports Authority (TPA) mandated with providing technical and operations training, research, and consultancy in the field of marine, port and port related services and facilities.

The establishment of BCD goes way back prior to the breakup of the East Africa Community (EAC) in 1977 whereby port training were conducted by a school owned by East Africa Cargo Handling Services Ltd, a subsidiary company of East Africa Harbours Corporation. The school was then located along the City Drive , presently referred to as the Sokoine Drive and offered port operations courses such as clerical checker "C", "B", "A" and equipment operations, engineering maintenance and operation supervision courses for Tanzania Ports. Courses for port operations supervisors and officers were conducted at Kipevu Training School in Mombasa Port. After the collapse of the EAC, the training school in Tanzania was converted to Bandari College in 1980's and undertook all the training functions. However, it was an In-house Training Centre for staff employed by the then Tanzania Harbours Authority (THA). BCD continued to focus primarily on providing specialised and skills enhancing training to THA staff. Thereafter, BCD also started offering training to the general public and started operating under the ambit of NACTVET (then NACTE) and was accordingly registered and accredited to date. This required BCD to not only to revamp the conduct of its training so that it meets the minimum training standards set by NACTVET (then NACTE) but also provide products which meet its customers' needs and expectations.

In the current vibrant and competitive market, to enable BCD to retain its niche, the training programmes offered must be consistent, relevant and flexible to industrial best practices and technological changes. This requires a well thought and clear, transparent, flexible framework which guides training activities at BCD while allowing horizontal and vertical expansion and growth with focus on quality delivery of services.

It is therefore our expectation that this Policy will provide the necessary framework on the conduct and general administration of academics and related activities at BCD from curricula development and review, admission, training delivery, assessment, certification and quality assurance. This Policy is a useful tool to the academics and non-academics staff, students, parents /or sponsor and other key stakeholders. I therefore encourage all BCD staff to be conversant with the Policy in order not only to ensure fulfilment of mission and vision of BCD but also sustainability and competitiveness of BCD.



Dr. Lufunyo S. Hussein
PRINCIPAL

INTERPRETATION

In these Regulations, the following words unless the context otherwise requires shall have the following meaning:

“Academics Certificate” means a document duly signed by relevant authority awarded to a student upon successful completion of his programme of studies which the College classifies as an Award;

“Academics Staff” means an instructor or part time instructor at the College;

“Alumni” means a person who has graduated from BCD;

“Assessment” means any mode or combination of modes of testing a candidate's acquired skills and knowledge, understanding, performance in a particular module of study;

“Award” means a conferment upon a candidate who has successfully completed a given programme of study;

“Board” means the Board of Governors of the College;

“Course” means long term programmes categorized as NTA Level.

“Deputy Principal” (DP) means an officer employed and/or appointed to be an assistant to the Principal in the following sections:

- (a) Planning, Finance and Administration (PFA)
- (a) Academics, Research and Consultancy (ARC)

“Examination” means a measurement of academics or professional achievement attempted at the end of an academics phase or professional training phase, which helps to provide accurate predictions for future academics success or future professional competence of a candidate;

“External Examiner” means academics staff member employed by another institution who is appointed by the College for the purpose of examinations moderation or as an external marker of a candidate's examination;

“Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;

“Semester” means an academics period in which one set of programmes modules in each discipline is offered and examined;

“Transcript” means a document duly signed by the relevant authority of the College listing grades for all modules in all semesters and indicating a cumulative GPA for all semesters assessed during a period of studies which is issued after successful completion of studies in a particular programme;

“Student” means a person duly registered as a candidate by the College to pursue any of its academics programmes;

“Staff” means an employee of Bandari College;

“Registrar” means any officer of the College employed and/or duly appointed to be a Registrar;

“Principal” means the Principal of the College;

“Programme” means any combination of modules leading to an academics award;

ACRONYMS

BACOSO	Bandari College Students Organization
BCD	Bandari College Dar es Salaam
DP-ARC	Deputy Principal-Academics, Research and Consultancy
DP-PFA	Deputy Principal-Planning, Finance and Administration
EAC	East African Community
NACTE	National Council for Technical Education
NACTVET	National Council for Technical and Vocational Education and Training
NTA	National Technical Award
PBC	Principal Bandari College Dar es Salaam
SIMS	Students Information Management System
THA	Tanzania Harbours Authority
TPA	Tanzania Ports Authority

CHAPTER ONE

INTRODUCTION

1.1. Background

Bandari College Dar es Salaam (BCD) is a technical institution registered by NACTVET (then NACTE) in 2004 with registration number REG/EOS/018. Since 2017, the programmes offered by the BCD are accredited by NACTVET.

The College is owned by Tanzania Ports Authority (TPA). Its history can be traced to the defunct East Africa Harbours Corporation which had a subsidiary company called East Africa Cargo Handling Services Ltd which was charged with conducting port training activities among others. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) Act, 1977 was enacted and passed by the Parliament of the United Republic of Tanzania which established the Tanzania Harbours Authority (THA). THA was mandated among other things to control and manage seaports in mainland Tanzania. THA Act was later repealed and replaced by the Ports Act, Cap.166 as amended, which is the governing law to-date. The functions of the College as a training institution was general preserved. Whereby under section 12(1)(k) of the Act, the College is mandated to provide technical and operations training, research and consultancy in the field of marine, port and port related services and facilities.

BCD offers competence based curricula in its programmes in line with NACTVET standards with a flexible mode of delivery and assessments at National Technical Award Levels 4, 5 and 6 (Basic Technician Certificates, Technician Certificates and Ordinary Diploma). The programmes offered at BCD are in line with its statutory mandate which among other is to provide technical and operations training in the field of marine, port and port related services and facilities. BCD currently offers programmes in Shipping and Port Operations Management, Maritime Transport and Logistics, Freight Clearing Forwarding and Shipping Management, Mechanical Engineering and Fire and Safety Management.

Therefore, BCD developed this Academics Policy not only to provide a framework for governing Academics activities but also motivate and reward excellence in curricula development, training delivery and certification, building capacity, enhance quality and compliance, utilize resources, build knowledge which enhances teaching and conduct and general administration of academics and lead the College towards the realization of its Vision and Mission.

1.2. Vision and Mission

1.2.1 Vision

To be the Centre of excellence in training, research, and consultancy in port management and maritime logistics in sub-Saharan Africa.

1.2.2 Mission

To offer competency-based training, undertake applied research and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport sub-Sector.

1.3. Purpose

The purpose of this policy is to provide supportive framework for academics and related activities at BCD by providing clear guidelines and a transparent regulatory framework which covers inter alia, development and review of curriculum, admission, registration of students, orientation, training, quality assurance and delivery, examination, certification and other academics related activities.

1.4. Objectives of the Policy

1.4.1 General Objective

The overall objective of this Academics Policy is to provide the framework for the conduct, governance and general administration of academics and related activities at BCD.

1.4.2 Specific Objectives

The specific objectives of the Policy are to:

- (i) Set an appropriate framework for designing, development, implementation and management of new market driven programmes.
- (ii) Set an appropriate framework for development, review and implementation of BCD programmes curricula.
- (iii) Achieve and maintain a level of quality of training which will enhance BCD's reputation, compliance and competitive edge.
- (iv) Ensure BCD's compliance with all NACTVET standards, rules, regulations and any other relevant documents governing technical training in Tanzania.

1.5. The Rationale of the Policy

Academics policy guides the entire process of conducting and managing academics activities. Currently, BCD does not have in place standard and systematic processes which are harmoniously and uniformly executed. Further, there is an increasing number of students, academics and supporting staff and expansion of BCD activities, hence the need to ensure consistency in the provision of academics activities. Therefore, this Policy has been formulated to provide the framework for systematic and standard academics processes which span from curricula development, review, admission, training delivery, assessment, award and certification. This comprehensive policy will be central academics governing document at BCD.

1.6. Situational Analysis

BCD academics activities are now guided by the Fourth Rolling Strategic Plan (2021/22–2025/26) under Strategic Objective “D” (Port Capacity and Service Delivery Enhanced). This strategic objective demands strengthening of BCD staff teaching, research, innovations and consultancy capabilities.

Since its inception BCD has been conducting Academics, Research and Consultancy in the areas of Maritime Transport and Logistics, Shipping and Port Operations, Freight Clearing and Forwarding, Equipment Maintenance and Operations, Leadership and Management, Business Administration, engineering and related disciplines.

The College has continued to expand and grow horizontally and vertically, such expansion has posed a number of challenges which includes inadequate number of competent and experienced staff to deliver programmes which meet the market needs, lack of facilities, , exposure of students in real environments for enhancing practical skills, market competition, dynamic technological advancement, increasing number of programmes and need for robust and high secured Students Information Management System (SIMS). All these factors have necessitated the development of an Academics Policy to govern the management of academics activities at BCD.

1.7. Alignment of Bandari College Academics and National Development Policies

BCD academics activities are now guided by the Fourth Rolling Strategic Plan (2021/22–2025/26) under Strategic Objective “D” (Port Capacity and Service Delivery Enhanced). This strategic objective demands strengthening of BCD staff on academics, research, innovation and consultancy capabilities so as to enhance the quality of BCD services and products.

The formulation of this Academics Policy is in line with the Tanzanian Development Vision 2025 (URT, 2000), the National Five-Year Development Plan (2021/22–2025/26), The Port Master Plan and TPA’s Fourth Corporate Strategic Plan (2021/2022–2025/2026). The policy is also aligned with regional and global development dynamics, such as the United Nations 2030 Agenda for Sustainable Development Goals (SDGs) and the African Agenda 2063 (UN, 2015; AU,2014a), which aims to frame the development goals and objectives of individual societies and the international community.

1.8. Scope

The Policy applies to all staff members and students of BCD as well as external stakeholders who might be engaged to perform academics related activities at BCD. Where the circumstance so requires, this Policy will be read together with other BCD's academics related policies and documents.

CHAPTER TWO

POLICY ISSUES, STATEMENTS AND STRATEGIES

2.1 Introduction

This Policy is in line with the mandate, vision and mission of BCD. As a training college in Port Management and Maritime Logistics in Tanzania, BCD has the responsibility of contributing to the national efforts towards attaining sustainable development by training competent, versatile and skilled manpower for the sector and ancillary services to ensure efficient, cost-effective and productive global logistics and supply chain provided by sea and lake ports.

In order to promote and provide the framework for efficient undertaking of academics activities at BCD the following policy issues, statements and strategies shall form the bedrock.

2.2 Policy Issue 1: Design of New and Review of Existing Programmes

BCD currently lacks a formalized framework for designing new academics programmes. This absence of a structured process hinders the college's ability to quickly adapt to market competition, dynamic technological advancement and incorporate innovative training practices.

2.2.1 Policy Statement

BCD will establish and implement a formalized framework for the development and design of new academics programmes. This framework will be structured to ensure that all new programmes are responsive to evolving industrial needs, market competition, dynamic technological advancement, innovative training practices.

CHAPTER TWO

POLICY ISSUES, STATEMENTS AND STRATEGIES

2.1 Introduction

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2.2.2 Policy Strategies

BCD will:

- (i) Create a standardized process for the development and approval of new academics programmes, including clear guidelines and procedures.
- (ii) Establish a dedicated Program Development Committee responsible for overseeing the design, review, and implementation of new programmes.
- (iii) Conduct regular industry needs assessments to identify emerging trends and skills gaps that should inform new program development.
- (iv) Engage with industry stakeholders, including employees, employers, alumni, professional bodies and associations, to ensure new programmes align with current and future market demands.
- (v) Integrate cutting-edge pedagogical approaches and technologies into the program design process, including e-learning, simulations and practical learning opportunities.
- (vi) Encourage interdisciplinary program development that combines areas of study such as sustainability, digitalization, and supply chain management.
- (vii) Establish a monitoring and evaluation mechanism to track the performance of new programmes against defined objectives and outcomes.

2.3 Policy Issue 2: Curriculum Development and Review

BCD has been developing and reviewing curricula based on NACTVET standards and guidelines. However, these standards and guidelines are quite general. BCD does not have its own internal procedures for curriculum development and review.

2.3.1 Policy Statement

BCD will develop its curricula by using internal standardized procedures and externally governed rules and regulations.

2.3.2 Policy Strategies

BCD will:

- (i) Establish Curricula Development and Review Committee.
- (ii) Develop standardized procedures for developing and reviewing its curricula that align with NACTVET standards, regulations and guidelines.
- (iii) Implement a robust quality assurance mechanism for delivery of the curriculum.
- (iv) Establish a system for continuous feedback from alumni, other stakeholders on the effectiveness of the curriculum.

2.4 Policy Issue 3: Management of Admission, Registration and Orientation of Students

Students Admission, Registration and Orientation are some of the crucial aspects of training as they directly impact the success and growth of the college. They determine the number of students attending the college into various academics programmes with the available resources. However, BCD does not have comprehensive regulations on matters related to admission, registration and orientation.

2.4.1 Policy Statement

BCD will conduct admission, registration and orientation to students efficiently as per the guiding regulations.

2.4.2 Policy Strategies

BCD will:

- (i) Review regulations for admission, registration and orientation processes.
- (ii) Review an online system to facilitate user-friendly admission and registration processes.
- (iii) Create, preserve and retain records of students during and upon completion of registration.
- (iv) Ensure provision of essential online information to familiarize prospective students and stakeholders with BCD environment and its location.

- (v) Assist prospective students both Tanzanian and International with information about suitable living and accommodation.

2.5 Policy Issue 4: Workload Allocation

Evidence shows that workload allocation at the BCD is being regularly done. Allocation is done mainly to ensure that all modules have instructors to facilitate them. The current procedures guiding workload allocation at BCD proved to be ineffective by its failure to give a balanced workload among the module instructors. This necessitates the need of reinforcing of workload, evenly distribution to instructors to ensure high quality, efficiency, compliance and productive training.

2.5.1 Policy Statement

BCD will establish a comprehensive guideline for effective utilization of human and physical resources.

2.5.2 Policy Strategies

BCD will:

- (i) Review the workload guidelines and principles.
- (ii) Enforce the workload guidelines and criteria through acceptable forum.
- (iii) Conduct a regular check of the available human resources for smooth workload allocation.

2.6 Policy Issue 5: Delivery of Competence Based Training

Bandari College develops and implements approved competence-based curricula. However, BCD has ineffective instructional strategy for implementing its curricula. In addition, there is insufficient training of trainers to its instructors on designing training content, structure, sequence and training delivery during training sessions.

2.6.1 Policy Statement

BCD will apply standardized instructional strategy when delivering competence-based training curricula.

2.6.2 Policy Strategies

BCD will:

- (i) Develop, maintain and implement instructional strategy for competence-based training;
- (ii) provide capacity building to all instructors on designing training content, structure, assessment plan and sequence;
- (iii) Ensure availability of appropriate and sufficient training equipment and facilities.
- (iv) Equip library with appropriate and current teaching and learning resources.
- (v) Encourage utilization of library resources.

2.7 Policy Issue 6: Students' Assessment

BCD is responsible for establishing a system of student assessment that is both valid and reliable. Currently the system which governs assessments of students has inadequate guidelines and procedures to ensure proper assessments of students for ensuring alignment with regulatory authority requirements.

2.7.1 Policy Statement

BCD will assess its students systematically in accordance with the regulatory authority requirements.

2.7.2 Policy Strategies:

BCD will:

- (i) Review and enforce standardized procedures for students' assessment.
- (ii) Develop and enforce standardized procedures for handling of students' appeals.
- (iii) Regularly review legal and regulatory authority's requirements to ensure compliance.
- (iv) Benchmark with reputable colleges and universities both regional and international to acquire best practices in assessment.

- (v) Keep detailed records of students' assessments both electronically and physically (electronic systems, students' information database and strong room for safe keeping of assessment records).

2.8 Policy Issue 7: Industrial Practical Training (IPT)

IPT is a key and mandatory component in competence-based education and training. BCD implements competence-based curricula hence has a responsibility of ensuring that IPT is carried out according to the required regulations and regulatory authority's standards. Currently, the BCD has inadequate IPT regulations for ensuring compliance with regulatory authority requirements related to placement, supervision, marking, recording, grading and documentation.

2.8.1 Policy Statement:

BCD will conduct effective industrial practical training in accordance with the regulatory standards.

2.8.2 Policy Strategies

BCD will:

- (i) Regularly review and enforce IPT guidelines.
- (ii) Regularly review legal and regulatory authorities' requirements to ensure compliance.
- (iii) Keep records of students' IPT assessment logbooks and reports.
- (iv) Ensure instructors are familiarized with supervision and assessment of IPT.

2.9 Policy issue 8: Academics Certification

BCD Management have a responsibility of ensuring that provisional statement of results, academics transcripts and certificates are accurately and promptly issued to graduates. Currently, the BCD has inadequate certification framework for ensuring alignment with regulatory authority's requirements on academics certification.

2.9.1 Policy statement

BCD will prepare accurate academics certificates and issue to its graduates promptly in accordance with internal standardized procedures.

2.9.1 Policy Strategies

BCD will:

- (i) Review and enforce standardized procedures for academics certification.
- (ii) Automate academics certification processes.
- (iii) Regularly monitor the certification process and seek feedback to identify areas for improvement.
- (iv) Use security features to prevent fraud and ensure the authenticity of academics certificates.
- (v) Keep detailed records of academics certification.
- (vi) Develop verification processes that allow employers and other stakeholders to verify the authenticity of academics certificates and transcripts.
- (vii) Regularly review legal and regulatory requirements to ensure compliance.
- (viii) Ensure appropriate signatories on the academics certificates and transcripts.
- (ix) Ensure academics certificates and transcripts design and layout are in accordance with the requirement set by the regulatory authority.

2.10 Policy Issue 9: Capacity Building

BCD has been randomly conducting different trainings with a view of capacitating its academics staff on different issues relating to academics. There was no guide listing specific academics areas requiring training and the kind of training. Lack of guided direction on capacity building poses a possibility of forgetting some essential academics areas.

2.10.1 Policy Statement

BCD will apply a systematic approach in capacitating its academics staff on academics matters.

2.10.2 Policy Strategies

BCD will:

- (i) Identify and prioritize academics areas requiring capacity building.
- (ii) Determine the kind of capacity building forum relevant for the respective academics area.
- (iii) Ensure staff requiring capacity building are identified based on BCD priority areas.
- (iv) Encourage and facilitate staff to seek fora aimed at enhancing their skills and exposure on academics endeavour.
- (v) Promote collaborations with other local and international organizations for sharing best practices, skills and experience on academics matters.

CHAPTER THREE

POLICY MANAGEMENT AND IMPLEMENTATION

3.1 Introduction

The management, implementation and evaluation of this policy shall be governed through the office of the PBC, DP ARC, registrar, quality assurance, heads of academics departments/units, and instructors following appropriate forum established by this Policy, related BCD documents and other regulatory authority documents governing academics activities at BCD.

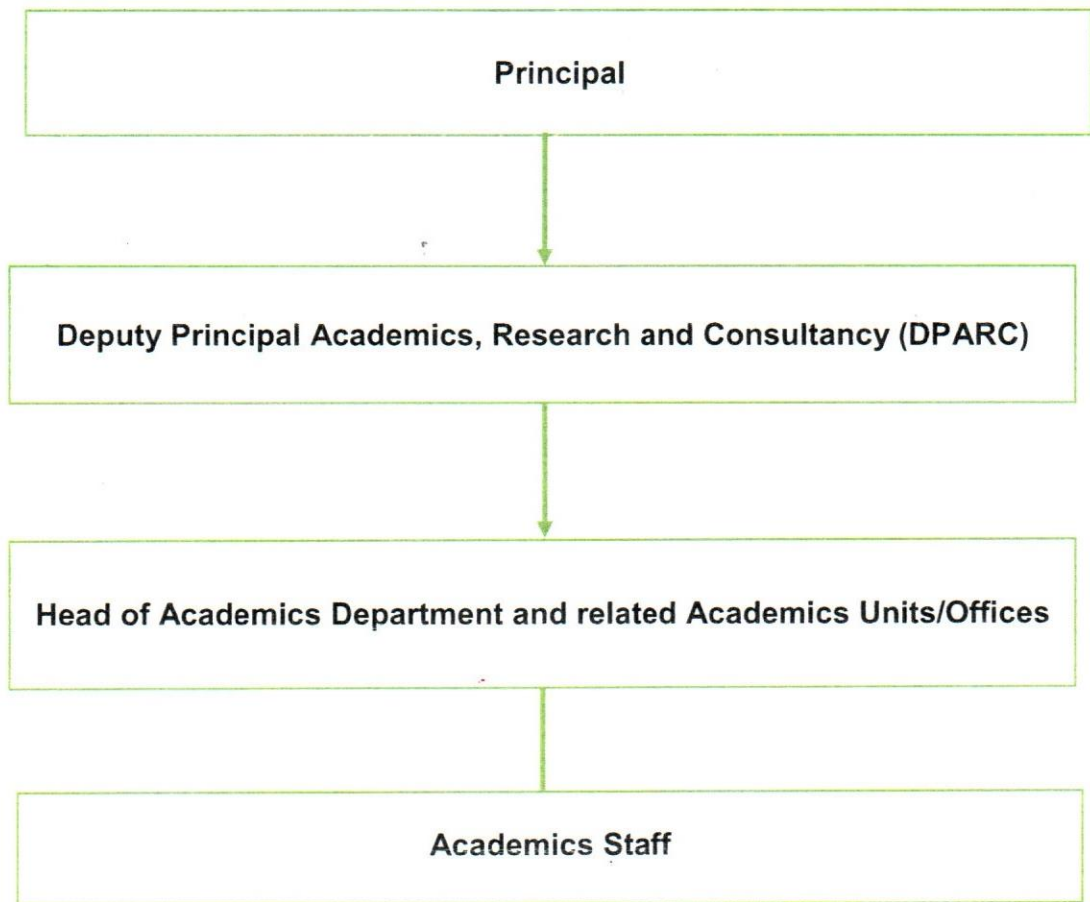
3.2 Bandari College Academics Policy Principles

Every academics and non-academics staff in the implementation of this Policy will:

- (i) Ensure that there is no conflict of interest in the execution of the Academics Policy.
- (ii) Adhere to the Public Service Code of Ethics.

3.3 Institutional Framework

Successful and smooth implementation of Academics Policy requires adherence to BCD institutional setup and guidelines. Below is the institutional setup for management, implementation and evaluation of an Academics Policy at BCD.



3.3.1. The Principal

The PBC is responsible for the overall conduct and management of academics activities conducted by BCD.

3.3.2. The Deputy Principal Academics Research and Consultancy

The DP ARC is responsible for the day-to-day management of academics activities and overall coordination of the entire training processes at BCD.

DP ARC will work closely with the heads of academics department and related academics units/offices to ensure the smooth and effective of training processes from admission to certification.

To achieve the above, the DP ARC will:

- (i) be responsible for smooth running and development of academics in the College;
- (ii) facilitate learning (by teaching) of academics programmes in the institution;
- (iii) advise on all matters pertaining to Academics Management, quality, control and assurance;
- (iv) evaluate current progress of academics in the College and recommending future programmes;
- (v) recommend appropriate budgets for the Academics departments;
- (vi) oversee Training, research and consultancy activities at the College;
- (vii) coordinate the development and establishment of academics programmes and management of academics resources;
- (viii) Oversee admission, examinations and certification.
- (ix) Perform any other duties as may be assigned from time to time by the PBCD.

3.3.3. Registrar

The Registrar will:

- (i) plans, coordinate, monitor and control admission and registration process;
- (ii) plans, coordinates, monitors and controls all matters related to setting, moderation and externalization of examinations, compiling and handling of results;
- (iii) handles matters related to academics transcripts and certificates;
- (iv) liaises with the divisions of academics, research and consultancy; and finance and administration to reconcile finances, bills and balances related to fees and other dues, and provide clearance to existing students;
- (v) liaises with departments on matters of admission and registration of students;
- (vi) updates and produce academics almanac and annual prospectus;

- (vii) provides assistance to the DP ARC for general administration of academics affairs;
- (viii) processes administrative matters relating to the activities of academics departments, and examination board/committees' functions;
- (ix) maintains "students and academics management information system" including among others, relational database for relevant records;
- (x) Liaises with NACTVET on matters related to accreditation and standards.
- (xi) Perform any other duties as may be assigned from time to time by the DP ARC.

3.3.4. The Head of Academics Units

The Heads of Academics Departments will:

- (i) Oversee the smooth running of the day-to-day activities of the department including maintaining good order and discipline.
- (ii) administer the academics activities of the department which include registration of students, the processing for approval of the academics programmes, teaching, and coordination of examinations;
- (iii) oversee the appointment of external examiners for all examinations conducted by the department;
- (iv) Oversee all research, technology developments including innovations, technology brokerage and consultancy activities of the department.
- (v) coordinate the development and periodic review of curricula and research agenda of the department;
- (vi) promote the dissemination of the major research findings/technological development including innovations through seminar conferences workshop and symposia;
- (vii) plan, coordinate, direct and manage financial, human, and physical resources of the department;

- (viii) Promote academics excellence with respect to teaching, research and consultancy services of the department in line with BCD and NACTVET provisions.
- (ix) develop and use performance indicators in monitoring standards of teaching and learning, research and innovations and community services in the department;
- (x) conduct regular department meeting with staff members and students to discuss matters of the department and their welfare;
- (xi) hold departmental examiners meeting comprising internal and external examiners from each academics semester;
- (xii) prepare annual plans and budget of the department in line with the College Strategic Plans and submit the same to the deputy principal academics research and consultancy by the end of December each year;
- (xiii) prepare a performance report of the department for each academics semester and submit the same to the DP ARC within a month from the end of the semester
- (xiv) Perform any other duties as may be assigned to them from time to time by the DP ARC.

3.3.5. Head of Library Unit

The Head of Library will:

- (i) Be the head of the BCD Library.
- (ii) Responsible to the DP ARC in respect of such matters pertaining to library affairs.
- (iii) Be the advisor to the DP ARC in respect of such matters pertaining to library affairs.
- (iv) Overall responsible for the supervisory and administrative functions of Library.
- (v) Responsible for safe keeping of tools, machines and equipment entrusted to his/her custody for the facilitation of services.
- (vi) Administer routine ordering and processing of books.

- (vii) Recommend appropriate budgets for the Library.
- (viii) Responsible for training of staff to carry out normal library duties.
- (ix) Responsible for the smooth running of the library unit.
- (x) Liaise with Principals, Deans and Departments regarding requirements of books, pamphlets, periodicals and journals.
- (xi) Advise the DP RC on all matters pertaining to Library Services.
- (xii) Supervise work performance in the unit.
- (xiii) Perform any other duties as may be assigned from time to time by the DP ARC.

3.3.6. **BCD Management Academics Committee**

There shall be a BCD Management Academics Committee comprising of the following members:

(i) DP-ARC	Chairperson
(ii) Heads of Academics Departments	Members
(iii) Head of Quality Assurance	Member
(iv) Head of Students Welfare	Member
(v) Head of Library	Member
(vi) Registrar	Secretary

The Office of the Registrar shall be the Secretariat.

- 3.3.7. BACOSO will be represented in the Management Academics Committee in matters of examinations. In such meetings BACOSO will appoint in writing two representatives.
- 3.3.8. The BCD Management Academics Committee powers and functions shall be as stipulated in BCD academics related Regulations.
- 3.3.9. There shall be Department Examination Committee whose composition, powers and functions shall be as stipulated in the Examination Regulations, 2021.

CHAPTER FOUR

MONITORING AND EVALUATION

4.1 Monitoring

Monitoring of the policy will be carried out by the Registrar. The Registrar will make follow ups on the implementation of the policy, identify progress made and report implementation status.

4.2 Evaluation

The Registrar will conduct evaluation of the Policy and assess relevance, efficiency and effectiveness of the policy. Periodical performance report shall be one of the tools to evaluate implementation.

CHAPTER FIVE

CUSTODIANSHIP, APPROVAL AND REVIEW

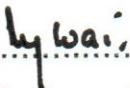
5.1 Custodian of the Policy

PBC is the custodian of this Policy and on his behalf the DP ARC shall be responsible for ensuring due implementation and review of this Policy.

5.2 Approval and Review

- (i) This Policy shall become applicable after approval by the Board of Governors.
- (ii) This Policy may be reviewed after five (5) years or earlier where need arises.

Approved by the
Board of Governors


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Eng. Anthony F. Swai
Chairperson, Board of Governors


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Dr. Lufunyo S. Hussein
Principal/Secretary

Dar es Salaam

Date...18th November, 2024.....