



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



BOARD OF GOVERNORS' CHARTER

AUGUST, 2022

A handwritten signature in blue ink, consisting of stylized letters.

PREFACE

This charter has been prepared to guide the Board of Governors and its Committees during the conduct of their business. The charter spells out matters related to the powers, responsibilities, composition and conduct of Board of Governors meetings.

The Board of Governors is committed to transform Bandari College Dar es Salaam (BCD) into a successful technical institution and a centre of excellence in training, applied research and advisory services in port operations, logistics and maritime transport and related sub- sector in Sub-Saharan Africa.

The Charter is therefore a tool in which the Board of Governors will operate within its mandate whilst serving the best interest of BCD, students and other stakeholders. This vision is attainable when the Board of Governors focus as a matter of priority on revamping the training wing and strongly encourage applied research and consultancy services offered at BCD.

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Eng. Anthony F. Swai

CHAIRPERSON

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BANDARI COLLEGE'S VISION, MISSION AND CORE VALUES

VISION

“To be a centre of excellence in training, research and consultancy in port management and maritime logistics in sub-Saharan Africa”

MISSION

“To offer competence based training, undertake applied research, and provide consultancy services in port management and maritime logistics to respond to current and future needs.”

CORE VALUES

- Integrity
- Customer Care
- Dynamism
- Teamwork
- Excellence
- Respect,

BOARD OF GOVERNORS AND ITS COMMITTEES

1. INTRODUCTION

This Charter shall apply to BCD Board of Governors and was adopted by the Board of Governors during its 40th Ordinary Meeting held on 9th November, 2022.

2. PURPOSE OF THE CHARTER

In carrying out its responsibility and power, the Board of Governors shall at all times recognize its overriding responsibility to act honestly, fairly, diligently and in accordance with the laws of the United Republic of Tanzania and in the interest of BCD, Tanzania Ports Authority (TPA) and the Government of United Republic Tanzania.

3. POWERS OF THE BOARD OF GOVERNORS

3.1 The Board of Governors is responsible for the overall quality control and quality assurance of the training, research and consultancy services offered by BCD.

3.2 The Board of Governors shall specifically:

- (i) Govern and monitor all academic activities in the mandates areas of training, applied research and consultancy.
- (ii) Issue guidance and approve academic and operational policies and guidelines including fees structures.
- (iii) Advice and guide on required infrastructure and training facilities, human resources management, quality management and administration of BCD.
- (iv) Establish such number of committees as it deems fit to assist in performance of its duties and responsibilities.

- (v) Consider and make determination on reports and recommendation from its various committees and management.
- (vi) Conduct oversight of its committee.

4. COMPOSITION OF THE BOG

4.1 The setup of the Board of Governors shall at a minimum include the following members;

- (a) Chairperson;
- (b) Representative from the sector Ministry;
- (c) Representative from BCD Staff.
- (d) Representative from the students' organization;
- (e) Three (3) members representing professions from relevant sectors, one being from public sector and two from private sector;
- (f) One member from National Council for Technical and Vocational Education Tanzania (NACTVET); and
- (g) Senior academic staff from another institution of similar nature.

4.2 The Principal of BCD shall be the Secretary to the BoG.

5. ROLES AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

5.1 The roles and responsibilities of Board of Governors shall be as follows:

- (i) Set strategic direction and provide oversight of BCD academic activities.

- (ii) Provide strategic direction of BCD business strategy with aim to serve the interests of BCD, TPA, Government and stakeholders.
- (iii) Approve recommendations from its Committees on BCD management's proposals relating to training, research, and consultancy services and quality management
- (iv) Provide advice and guidance on issues relating to improvements of teaching facilities and infrastructure and BCD administration.
- (v) Deliberate and approve BCD academic policies, regulations, rules and guidelines.
- (vi) Review and make recommendations to the Director General on the organizational structure and academic scheme service of BCD.
- (vii) Establish procedures for the Board of Governors to exercise oversight on BCD academic activities.
- (viii) Oversee College's compliance to academic policies and procedures and other applicable laws and regulations.
- (ix) Handle any other issues relevant to the Board of Governors.

6. CONDUCT OF AFFAIRS OF THE BOARD OF GOVERNORS

6.1 Meetings

The Board of Governors and its Committees shall during its meeting shall:

- (i) Determine the conduct of its meetings.
- (ii) Ensure Quorum consists of more than half of its members and the Secretary.

- (iii) Ensure meetings are presided by the Chairperson and in his/her absence the Vice Chairperson. In the event that the Chairperson and the Vice Chairperson are absent, the present constituting a quorum members shall appoint acting Chairperson.
- (iv) Meet once in every quarter or more where there is an exigency.
- (v) Reach decisions through consensus. In the event of lack of consensus, the decision of the majority shall prevail.
- (vi) Convene scheduled meeting as per its calendar which will be adopted at the beginning of each financial year.
- (vii) Ensure Members attendance and in case of constraint to attend, send an apology in advance to the Secretary.

6.2 Agenda

- (i) The Chairperson in consultation with the Secretary will propose Agenda for meetings. However, each member is free to suggest the inclusion of any item.
- (ii) Notice, Agenda and Memoranda for Board of Governors and its Committees meetings will be provided to Members at least seven (7) days prior to the meeting.

6.3 Record of Meetings

- (i) The Secretary shall ensure that all proceedings of the Board of Governors and its Committees meetings are recorded and kept in safe custody.

- (ii) The Secretary shall ensure that all minutes of Board of Governors and its Committees meetings are confirmed and signed by the Chairperson.

6.4 Declaration of Conflict of Interest

- (i) During meetings, all members present prior to transacting its business of the day shall be required to declare any interest on matters to be deliberated upon and whether the Member has direct or potential interest in any matter or issues to be deliberated upon.
- (ii) Where a conflict of interest has been declared, the Member shall not take part in the consideration, discussion and decision on matter which the Member has conflict and shall exit during deliberations.
- (iii) The disclosure of interest made under paragraph 6.4(i) shall be recorded in the minutes of the meeting in which it was made.

6.5 Reporting Responsibilities.

The Board of Governors shall report to Director General TPA on its decisions.

7. ESTABLISHMENT OF COMMITTEES

- 7.1 The Board of Governors has powers to establish and appoint members of its Committees as it deems appropriate.
- 7.2 The Committees exercise delegated authority and are established to assist the Board of Governors to effectively carry out its duties and responsibilities.

7.3 In accordance with NACTVET guidelines, the Board of Governors shall have the following Committees:

- (i) Students' Admission
- (ii) Examinations
- (iii) Academic:
- (iv) Planning, Finance and Development
- (v) Human Resources and Students' Affairs Services

8. SET UP AND RESPONSIBILITIES OF THE COMMITTEES

8.1 Set Up of the Committees

- (i) The Committees of the Board of Governors shall consist of at least three (3) members but shall not exceed five members. The Principal BCD shall be Secretary to the Committee.
- (ii) Members of the Committee shall elect a member from among themselves to be a Chairman. The Chairman will hold the position for the term of the Committee.
- (iii) The Committees shall submit to the Ordinary Meeting of the Board of Governors its reports signed by the Chairperson after each of its meetings.

8.2 Students' Admission Committee

The Committee shall be responsible to advise the Board of Governors on all matters related to students' admission at BCD as follows:

- (i) Monitor and make recommendations to the Board of Governors on admission and registration processes and procedures.
- (ii) Ensure that, admission information are timely disseminated to all stakeholders and prospective students.

- (iii) Monitor compliance by BCD of admission qualifications and registration requirements and procedures as provided in approved curricula.
- (iv) Ensure proper implementation of Board of Governors directives issued to College Management on admission and registration matters.
- (v) Carry out any other duties directed by the Board of Governors.

8.3 Examinations Committee

The Committee shall be responsible to advice the Board of Governors on all matters related to examinations as follows:

- (i) Monitor and recommend to the Board of Governors on all matters related to examinations, which include but are not limited to examinations setting, moderation, conduct, marking, results publication, appeals, supplementary examinations, discontinuation, and certification.
- (ii) Monitor compliance by students and staff of BCD Examination Regulations, 2021.
- (iii) Monitor timely dissemination of examination information to all students and staff.
- (iv) Ensure proper implementation of Board of Governors directives on examinations matters issued to College Management.
- (v) Carry out any other duties directed by the Board of Governors.

8.4 Academic Committee

The Committee shall be responsible to advice the Board of Governors on all matters related to academic activities as follows:

- (i) Monitor and recommend to the Board of Governors on all matters related to academic quality and standards.

- (ii) Review and recommend to the Board of Governors on academic policies and regulations.
- (iii) Deliberate and recommend to the Board of Governors on all academic matters which do not fall under the mandate of the Admission or Examinations Committees such as training (long and short courses), research, consultancies, graduation, curricula development and Industrial Practical Training.
- (iv) Monitor compliance of all other academic policies and guidelines by students and staff which do not fall under the mandate of the Admission or Examination Committees.
- (v) Ensure academic information are timely disseminated to all students, staff and key stakeholders.
- (vi) Ensure proper implementation of Board of Governors directives on all academic matters issued to College Management.
- (vii) Carry out any other duties directed by the Board of Governors.

8.5 Planning, Finance and Development Committee

The Committee shall be responsible to advise the Board of Governors on all matters related to planning, finance and development matters as follows:

- (i) Monitor and recommend to the Board of Governors on all matters related to BCD planning, finance and development projects.
- (ii) Deliberate and recommend to the Board of Governors on BCD business plans, annual budgets and development projects for sustainability.

- (iii) Monitor effective and efficient implementation of the BCD Master Plan and Strategic Plan.
- (iv) Ensure proper implementation of Board of Governors directives on planning, finance and development matters issued to College Management.
- (v) Carry out any other duties directed by the Board of Governors.

8.6 Human Resources and Students' Services Committee

The Committee shall be responsible to advise the Board of Governors on all matters related to students' welfare as follows:

- (i) Monitor and recommend to the Board of Governors on all matters related to students' affairs and welfare.
- (ii) Deliberate and recommend to the Board of Governors on College Management's reports on students' affairs and welfare.
- (iii) Deliberate and recommend to the Board of Governors on policies, charters and regulations related to students' affairs and welfare
- (iv) Review and recommend to the Board of Governors on proposals related to the college organization structure, manning levels and staff development.
- (v) Review and recommend to the Board of Governors on all students' complaints, conflicts and disciplinary matters except for examinations offences.
- (vi) Monitor timely dissemination of students' welfare information to all students, staff and parents/sponsors.

- (vii) Ensure proper implementation of Board of Governors directives on students' affairs and welfare matter issued to College Management s.
- (viii) Carry out any other duties directed by the Board of Governors.

9. REVIEW OF THE CHARTER

This Charter may be reviewed by the Board of Governors whenever the 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. 09th November, 2022