

**MARY IMMACULATE INSTITUTE OF TECHNOLOGY AND
MANAGEMENT
(MIITM)**

**PROVISIONAL STUDENTS' BY LAWS OF MARY IMMACULATE INSTITUTE
OF TECHNOLOGY AND MANAGEMENT**

Introduction

The MIITM Students' By Laws have the following purposes:

- (1) To be the code of conducts acceptable by the members of MIITM
- (2) To instill to the students the values of the Institute
- (3) To ground the students in proper ethics, human values as well as proper respect of the individual rights of the members of MIITM and the society at large
- (4) To ensure that all the students work peacefully without fear and with proper freedom of thought and expression within the Institute's framework

Because of its infancy, MIITM has yet to have Students' By Laws, hence the development of this document. These By Laws closely resemble the By Laws of other DMI institutions in Tanzania. This document has therefore been developed by internalizing the SJUIT Students' By Laws contained in its Students' Handbook of 2016.

The By Laws document has 4 parts as follows:

Part I: Preliminaries, Definitions and Acceptance of the By Laws

Part II: Disciplinary Offences

Part III: Exercise of Disciplinary Powers

Part IV: Amendments to the By Laws

The main document of these By Laws is being attached as ANNEX I

ANNEX I

MARY IMMACULATE INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDENTS' BY-LAWS

CONTENTS

0.0. Preamble

PART I

1.0. Preliminary

2.0. Definitions

3.0. Acceptance of the By-law

PART II

4.0. Disciplinary Offences

5.0. On Hostel Accommodation and Conduct

6.0. On Provisions Relating to Cafeteria, Kitchen and Shops

7.0. On Possessing & Driving Automobile Vehicles in
the Campus.

8.0. On Collection of Donations or Contributions
in Kind or Cash

9.0. On Using the Name of the College/
Institution and its Emblem

10.0. On Official Correspondence

11.0. On Part-time Employment

12.0. On Payment of Fees

13.0. On Using the Transport Facilities of the
University/College/Institution

14.0. On Dealing with the Staff and Other
Members of the College/Institution

15.0. On Code of Conduct during Industrial
Visits & Training Sessions.

16.0. On Attending and Behaving in the Study and
pleasure tours organized by College/
Institution or its students.

PART III

17.0. Exercise of disciplinary powers

18.0. Composition of the Disciplinary Panel

19.0. Procedure of Conducting Disciplinary action

20.0. Penalties

21.0. Appeals

PART IV

22.0. Amendments to the By Laws

0.0 PREAMBLE

DMI-Max Educational Services Ltd/College/Institutions are Catholic Institutions, belonging to the Catholic Sisters of DMI. One of these institutions is the Mary Immaculate Institute of Technology and Management MIITM). The DMI institutions are founded with the following well laid out Mission Statement:

Capacity Building of Children of Africa to meet the Emerging Challenges happening in the World, by imparting Quality Employable Education with Discipline which leads to Self-Enlightenment and Development of the Nation.

The DMI institutions believe that by instilling to the students, the noble values specified in the Mission, they can produce graduates of high caliber, conversant with modern high technology and well-grounded in ethics as well as human values.

AND

Whereas, the MIITM's goals can be achieved only if its members can work peacefully, without any fear and with proper freedom of thought and expression within the Institute's framework, and also respecting the rights of every individual member and the society at large.

NOW THEREFORE:

This code of conducts is promulgated and made to maintain these conditions and protect the Institute from actions which could damage its academic reputation or the standing of the Institute and its members. This code of conduct is subject to amendments at any time by the Institute needs arise.

PART I

1.0 PRELIMINARIES

- 1.1 These rules shall be cited as the Mary Immaculate Institute of Technology and Management Students' By-Laws 2020 (Guidance and Conduct, Disciplinary Offences, Disciplinary Proceedings and Penalties) hereafter referred to as the "By-Laws" and shall come into force on such a date as the Institute's Advisory Board may approve.
- 1.2 These regulations are laid down by the Advisory Board to facilitate the Guidance, Control, Governance and Administration of the Institute

2.0. DEFINITIONS

The definitions of the terms and jargons in these By-Laws are stated for greater clarification. In the event of any ambiguity or dispute, the decision of the Principal is final.

"Baraza" stands for and includes campus Students' Baraza, constituted by all students at of the Institute

"Campus" stands for the academic, training blocks, auditorium, open grounds, hostels for students and staff quarters of the institute

"College/Institution" stands for the group of Institutions of DMI-St. Joseph group in various parts of the world.

"Common Breakage" means any damage or loss in full or in part, or any irreparable damage which renders it useless and the loss cannot be attributed to any single individual and which needs to be shared by the users of the facilities.

"Competent Authority" shall have the same meaning as "Competent Organ."

"Competent Organ" includes the Advisory Board, Panel, Committee, Office or Officer of the /Institute vested with express or implied legal powers to do or to disallow or to order the execution or disallowance of such an act/ acts as is/ are referred to in any of the respective provisions of these By-Laws.

"Advisory Board" means the MIITM Advisory Board.

"Dean," means the Dean of Students

“Director” means the Director of Operations of the Trust of Daughters of Mary Immaculate and Collaborators.

"Disciplinary Panel" means a Panel or the Authority established under Part III of these By-Laws.

"Disciplinary Offence” shall have the meaning ascribed to it when different sections of these By-Laws as well as the other code of conduct in force at different Departments and the Institute are violated.

“Fees” means the tuition fee, accommodation fee and or any other fees prescribed by the Institute, related to providing education, residence, books and stationery, training, industrial visits and tours, academic associations/clubs, societies and assessments, examinations or any other services related to the Institute.

“Institute” refers to the Mary Immaculate Institute of Technology and Management

“Key Holder”, means the student to whom the key(s) of the room or any other facility is given and entrusted with;

“Member of the Institute” refers to any member of the staff of the Institute or any bona-fide student of the Institute.

"Natural Justice" shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law/rule/regulation alleged to have been violated; use the right to tender defense and the right to appeal.

“Presiding Officer- election”, means the officer appointed by the Principal of the Institute to conduct various elections of students for different organs.

“Officer” means any member of the Institute, holding an independent position or authority within the College/Institution or any member of the Head Office or any member of the other institutions visiting to discharge an official duty or on a social call.

“Presiding Officer- Disciplinary Panel” means the Head of a Disciplinary Panel or the Officer assigned to preside over disciplinary proceedings, by the competent authority.

“Resident” means any bonafide student of the Institute who is a resident of the Hostel and is applicable only to the particular Hostel where he/she is admitted.

“Scholarship or Sponsorship” means the support for studies offered by the Management of the Institute to students to promote education.

“Sexual Misconduct” means any physical sexual relation between any two members of the opposite sex and or members of same sex, wherein those two members are not legally married as per the Special Marriage Act of United Republic of Tanzania or its equivalent.

“Staff” refers to any member of the Institute Principal, Vice Principals, teaching members, non-teaching members.

“Students Appeals Panel” means the Appeals Committee established under these By-Laws to provide an opportunity for the students to appeal against the verdict by the Disciplinary Panel.

“Student” means any person admitted to the College/Institution as a candidate for diploma award of the College/Institution.

“The Students Government” means the students Government or Students Governments of Mary Immaculate Institute of Technology and Management. It bears the same meaning as that ascribed to it as per the policy on students government of the Institute.

“Vehicle” refers to motorcar, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

“Visitor” stands for any person who is not a member of the Institute.

“Weapons and firearm” refers to any instrument which is defined as a weapon and firearm by the laws of the land.

Wherever it appears in these By-Laws, a masculine pronoun shall include the feminine and a singular noun shall include a plural form and vice versa.

3. ACCEPTANCE OF THE BY-LAW

Acceptance of these By-Laws is a conditions for Admission to MIITM

3.1 Every student, on enrolment shall be supplied with a copy of these By-Laws; and relevant Institute regulations in-force for the time being. Acceptance of a place in the Institute depends on condition, or upon agreement, by the student to abide by the By-Laws.

3.2 The operation and application of the By-Laws is without prejudice to the Constitution and the General Laws of the of the United Republic of Tanzania, the guidelines given by the National Council for Technical Education, Ministry of Education and or relevant ministries under which jurisdiction the institute falls.

3.3 Payment of the prescribed fees shall be a condition for registration to pursue and/ or to continue with studies at the Institute; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the Institute's Prospectus for the relevant year or any official. For clarity, "prescribed fees" shall be such fees as are mentioned in the Prospectus.

PART II

4.0 DISCIPLINARY OFFENCES

For the purpose of these By-Laws, General Disciplinary Offences shall include the following:

4.1. Conduct which is or is likely to amount to vandalism and which causes damage, defacement or violence to any member of the Institute or any person or property within the Institute's campus and or any such activity outside the campus, on account of any Institute- related issues.

4.2. Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic, administrative, cultural, promotional activity or all such activities authorized by the Institute, whether the obstruction happens either inside the campus or outside.

4.3. Using force or offering violence against or assaulting or pretending to assault a fellow student, an officer or any member of the Institute's community provided that such violence occurs in the campus or even outside the campus but with a mollified intention which is related to Institute affairs.

4.4. Maliciously damaging, defacing or destroying a wall, gate, fence, post, vehicle or any other item of property of the Institute or which the Institute has taken on lease, rent or hire and also includes the same of any member.

4.5. Maliciously damaging, defacing or destroying a wall, gate, fence, post, vehicle or any other item of property of the Institute whether or not such property is leased to any other third party by the Institute.

- 4.6. Unauthorized use of, or interference with, any mechanical, technical, electrical or other service or installation of the Institute.
- 4.7. Where a student is charged with the offence of theft under the law;
- 4.8. Where a student is charged with any offence which contravenes the law of the United Republic of Tanzania and a police complaint is registered against him/her, he/she will be summarily suspended pending the verdict and on conviction will be dismissed.
- 4.9. Unauthorized possession of a key to Institute property.
- 4.10. Cheating in any form.
- 4.11. Offering bribes to any members of the Institute for benefit of any kind;
- 4.12. Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his/her behalf or under an order from any competent organ or officer of the Institute.
- 4.13. Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person on his behalf;
- 4.14. Use of slanderous abusive, obscene or threatening language by any student against any other student or students or against any officer or Member of the Institute in the course of performance of such officer's or member's duties or any individual or organization to which the /Institute has delegated the work or service.
- 4.15. Use of slanderous, abusive, obscene or threatening language by any student against any officer or officer's family even outside the campus, on account of the affairs of the Institute.
- 4.16. Forging a document or uttering false information or supplying false information to seek admission, or any benefit or favour from the Institute.
- 4.17. Forging a document or uttering a false information or perpetrating forgery with an intent to cause loss to any person, the Institute, member or any other institution.
- 4.18. Knowingly inviting or entertaining a student or students in the Institute, whose name or names appear on the Institute's Notice Board as having been barred, or otherwise known to have been barred from the Institute's premises by a competent authority.

4.19. Refusal or failure to obey any lawful order issued under the Institute's Regulations or Rules promulgated by a competent organ of the Institute.

4.20. Failure or refusal to attend a meeting called or authorized by the Presiding Officer of the Disciplinary Panel or any other competent organ of the Institute when summoned to do so by a proper written notice.

4.21. Willful obstruction of the work or proceedings conducted by the Presiding Officer of the Electoral Committee, Disciplinary Panel, Appeals Committee or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By-Laws,

4.22. Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Presiding Officer of the Disciplinary Panel or any other competent authority of the Institute.

4.23. Inviting outsiders as guest speakers and/or social entertainers or religious speakers without the permission of the relevant organs of the Institute, namely, the Principal and Dean of Students.

4.24. Forming and or establishing unauthorized students' groups based on religion, ethnic, geographical or political or which are likely to cause disunity and disorder at the Institute or in the wider community;

4.25. Without derogating the right to freedom of expression, willful writing of 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/member of the Institute, or against the Institute, Government or any Civil or Religious Leader.

4.26. Harassment, whether mental, physical, verbal or written;

4.27. Sexual misconduct inside the Institute campus or even outside when on training or fieldwork, even with mutual consent.

4.28. Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment may be physical and/ or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal or physical sexual advances including gestures made with the same intent; or sexually explicit derogatory statements or sexually discriminatory remarks made by a student of the Institute which are offensive or may be reasonably interpreted as offensive to a fellow student (victim) involved; or which make the student (victim) feel threatened, humiliated, patronized (in a restricting,

possessive fashion) or harassed or which interfere with the student's (victim's) smooth and peaceful pursuance or his/her studies or which undermine the latter's general feeling of security or creates a threatening or intimidating study environment.

4.29. Eve-teasing of any kind.

4.30. Rape or indecent physical assault.

4.31. Unauthorized holding of Institute and /or campus Baraza or general meeting or any political/religious meeting.

4.32. Mismanagement and/ or embezzlement of student organization funds and/or of any other recognized bodies and associations.

4.33. Collecting or charging money from any student or student groups without prior permission of the Institute's organs; namely, the Principal or Dean of Students.

4.34. Unauthorized possession, carrying or use of lethal weapons or chemicals or firearms or any inflammable/ flammable material within the campus which is likely to jeopardize security and peace.

4.35. To possess or bring any licensed weapons or firearms inside the Institute's campus.

4.36. To bring or entertain any unauthorized person/s inside the campus.

4.37. Unauthorized/ Illegal entry of the opposite sex into the Institute's hostels or messes.

4.38. Illegal entry into another students' room.

4.39. Instigating or inciting students to boycott classes.

4.40. Leaving the Institute premises or training premises or field work premises during working hours without prior written permission.

4.41. Hazardous activities like causing a fire, falsely reporting or signaling a fire alarm or making a bomb threat or creating any form of havoc.

4.42. Possession of any alcohol or alcoholic drinks or any drugs inside the campus or campus hostel campus.

4.43. Being under the influence of any alcohol or drugs anytime inside the campus or hostels or during any Institute activity.

4.44. Smoking inside the campus or inside the classes or during any Institute's activity.

4.45. Using chewing gums or any other similar stuff or munching any eatables inside the class, training, workshop, assessment halls, labs or in library.

4.46. Using of mobile phones/pagers or any other communication device and/ or keeping them in switch- on mode, during the working and assessment hours of the Institute inside the campus except the students' residences.

4.47. Using radio or any form of music or audio/video instrument, inside the campus other than students' residences.

4.48 MALPRACTICES IN EXAMINATIONS

The following acts are considered as malpractice in examinations:

4.48.1. Possessing hand written/printed/photocopied material, in the form of book or loose sheets, pertaining/not pertaining to the subject in the hall ticket, scale, calculator covers, hand books, dresses, parts of body, question paper, table, drawing board, wall etc., bringing programmable calculators, digital diaries, memory pads, cell phones, pagers, walkmans etc., into the examination hall.

4.48.2. Writing registers number or name anywhere in the main answer book or additional sheet, writing irrelevant or unconnected matters, sketches, songs etc., in the answer book or additional sheets, writing indecent, filthy and vulgar words and sketching obscene figures in the answer sheets.

4.48.3. Placing identification marks in the answer book, tearing of sheets from the main answer book, wasting exam stationery, taking away unused additional sheets from examination hall and exchanging scales, rulers calculators, hand books, question papers, additional sheets etc., with the neighbour(s);

4.48.4. Showing signals to neighbours or others, talking to other students and trying to communicate with students inside or outside the hall;

4.48.5. Misbehaving with the examination staff inside or outside the hall;

- 4.48.6. Writing any appeal to examiner, inserting currency notes inside the answer book with or without appeal;
- 4.48.7. Writing address, phone nos. etc., in the answer book;
- 4.48.8. Enclosing empty additional sheets with main book;
- 4.48.9. Writing any examination without valid hall ticket;
- 4.48.10. Possessing handbooks or tables which are not permitted by the Controller of Examinations;
- 4.48.11. Noting down answers of questions in the question paper before leaving the hall;
- 4.48.12. Showing or giving the answer book to the neighbour for copying;
- 4.48.13. Procuring, getting or keeping the answer book of others during an examination;
- 4.48.14. Inserting additional sheets written by others into the answer book;
- 4.48.15. Allowing others to write in the answer book;
- 4.48.16. Removing fly slip from the answer book or writing wrong registration number in the fly slip;
- 4.48.17. Writing answers to question papers of previous exams and replacing the main answer book, and taking away the written answer book without handing over it to the hall invigilator even after the final bell;
- 4.48.18. Damaging the answer book(s) of others, disturbing other candidates in any manner and preventing other candidates from entering the hall;
- 4.48.19. Destroying or making any attempt to destroy the malpractice material when being caught and refusing to handover the malpractice material;
- 4.48.20. Indulging in acts of threats, violence and refusing to give a written statement when caught in act of malpractice, refusing to receive show cause notice, refusing to attend to the enquiry and running away from exam hall when caught red handed;

4.48.21. Causing damage to examination-related records or the belonging(s) of examination staff;

4.48.22. Teasing the examination staff with acts such as shouting, whistling, laughing etc., inside or outside the /Institute premises and defying in any manner any of the Rules and Regulations, promulgated by the Examinations Officer from time to time.

4.49. Any act of violation of Individual Code of Conduct in respect of hostels, laboratories, library, workshops, examinations or training programmes will constitute a severe disciplinary offence.

4.50. Students repeating the same offence or other offence either pardoned or punished will have to face serious consequences depending on the severity and frequency of the offence.

5.0. HOSTEL ACCOMMODATION AND CONDUCT

The Vice Principal-PFA is the Warden of the hostels.

5.1. Residents may be offered accommodation in the Institute hostels inside the campus or any other building rented by the Institute whenever hostel accommodation is not available on the campus. Priority shall be given to disabled students and girls and such other categories as the Advisory Board shall decide from time to time;

5.2. The rooms are furnished with cot(s), table(s), light fitting(s), fan(s) and chair(s).

5.3. Some rooms may have individual cupboard and or common cupboard.

5.4. Occupants shall be required to sign a Lesser-Lessee contract at the beginning of each year.

5.5. Any damage or loss of the hostel property must be reported immediately to the Deputy Warden.

5.6. Residents are not allowed to remove permanent fittings from their rooms or common rooms or common places in the hostel and are responsible for taking good care of the entire property.

5.7. Residents shall be required to sign for all items of property found in their rooms at the beginning of each year and sign off at the end of each year. They shall also ensure that

They sign off at the end of each semester, as otherwise, they will be charged for the property not handed over.

5.8. Payment of rent shall be made at the beginning of each year. Any deviation should be channeled through the concerned class teacher, Deputy Warden, Dean of Students or Warden or the permission obtained from the Director.

5.9. While vacating the Hostel, the outgoing residents shall return all the relevant documents to the Hostel Warden, and get the contract terminated.

5.10. Residents shall take together proper care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms. Any damage or repair or loss should be replaced or made good as the Warden deems fit.

5.11. Residents themselves are responsible for the good condition of the furnishings and fittings in the room. Any damage, repair, loss or theft should be replaced or made good as the Warden deems fit.

5.12. Residents shall bear the responsibility for any repair or failure of the electrical instruments installed in the room.

5.13. An inmate shall use any additional facility like a computer, TV, or music systems only after getting prior written permission from the Warden her/himself, on payment of the prescribed license fee, along with the NOC obtained from the room mates.

5.14. The water/electricity charges shall be shared on an equal basis by the residents of the concerned block.

5.15. Cooking is not allowed in the rooms. For avoidance of any doubt, cooking includes: frying, roasting, baking and boiling, irrespective of the source of energy;

5.16. Cooking is allowed in the designated kitchens only. Using any inflammable material is not permitted.

5.17. Residents shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute building without prior written permission from the office of the Deputy Warden or the officer designated.

- 5.18. Notwithstanding the generality of this paragraph, any inmate wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Deputy Warden or the officer designated;
- 5.19. No cooking or cooling appliances and no electric devices of any kind will be allowed in the rooms.
- 5.20. Residents will not be allowed to play music instruments loudly, at noise levels that are a nuisance and cause annoyance to fellow-residents or other residents of the hostel.
- 5.21. Electric lights shall not be left burning during the day time or when the occupants are not in the room;
- 5.22. For specific official students' functions, permission to extend the time for musical performance in specified places within the Institute may be granted by the Deputy Warden or Dean of Students until but not beyond 10- 00 pm;
- 5.23. A resident shall obey rules and instructions given in respect of the hostel and refrain from any conduct which may bring discredit upon his/her hostel of residence or is prejudicial to the welfare of the other residents of the hostel such as drunken and disorderly conduct, playing excessively loud music, etc;
- 5.24. No resident shall be allowed to entertain visitors of either sex in his/her room.
- 5.25. Only on weekends, residents may be allowed to receive visitors at the Reception or Visitors' Room till 06.00pm.
- 5.26. No resident will be permitted to entertain any other student at the hostel at any point of time.
- 5.27. Residents shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children or other relatives;
- 5.28. No resident is permitted to leave the hostel and travel outside the Dar es Salaam without prior written permission from Dean of Students.
- 5.29. Written permission for travel for more than a week, shall be obtained from the Head of the relevant Department, having been duly notified to the Dean of Students and the Warden;

5.30. Subletting to any unauthorized person in the hostel(s) of residence shall be considered as a serious, punishable offence. (For avoidance of any doubts, unauthorized person include student(s) and/or any other person not allocated to the particular room/ hostel of residence);

5.31. Failure or delay in the payment of accommodation fees within the stipulated period, without approval of Vice Principal will not be allowed;

5.32. Any breach of Lesser-Lessee contract will be considered as a Disciplinary Offence.

5.33. All residents shall be required to vacate the hostel of residence at the end of each semester when the Institute closes for "vacation"

5.34. Students in their final year, may be granted permission to stay in the hostel of residence for the short vacation immediately preceding their final examinations, provided , in that event, they shall undertake to meet the cost of their stay at rates prescribed;

5.35. Students may, under special circumstances not specified above, be permitted to live in hostels of residence during vacation with the recommendation of the Dean of Students and the approval of the Warden;

5.36. Loss of keys by students must be immediately reported to the Deputy Warden or Janitor on duty. The key will be replaced on payment of the cost of a new lock by the key holder for its loss or for its safe custody

5.37. Keys shall be returned when residents leave the room assigned, at the end of each semester. Failure to do so, shall result in the key-holder- paying proportionate residential charges from the start of the vacation to the time the key is returned;

5.38. Each key- holder must ensure that he/she has signed in the key book when he/she returns the key to the Deputy Warden or Janitor.

5.39. Residence within the campus shall apply mutatis mutandis to the students living in off-campus residences under the supervision of the Institute;

5.40. Students repeating the same offence either pardoned or punished will have to face consequences depending on the severity and frequency of the offence.

6.0 Provisions Relating to Cafeteria, Kitchen and Shops

Students utilizing the Institute catering facilities or any private catering or cafeteria or shops inside the campus are required to observe the regulations governing cafeteria. Failure to observe any of the following rules shall constitute a disciplinary offence;

6.1. The kitchens shall be out of bounds to all students except for the designated students who are authorized to oversee, by the Dean of the Students or the Vice- Principal-PFA.

6.2. Smoking is not allowed in the cafeteria;

6.3. Consumption of alcohol or alcoholic drinks or drugs will not be permitted in cafeteria.

6.4. No student will be permitted to take any equipment such as crockery, glasses, cutlery, etc from the kitchen or cafeteria;

6.5. Any criticism of, or complaint about, cafeteria service shall be made through a suggestion box to the Dean of Students or to the Vice- Principal-PFA.

6.6. No student is allowed to sit or loiter in the cafeteria or the shopping area during class hours.

6.7. No student is allowed to force the cafeteria/ shop operator to lend food or any other service free or on loan. Any such activity will be deemed as a Disciplinary Offence.

7.0 Possessing and Driving any Automobile Vehicles in the Campus.

Any student intending or who intends to bring, keep and drive any automobile vehicle inside the campus shall observe the following regulations. Failure to do so will be considered as a Disciplinary Offence;

7.1. Any student who wishes to bring a vehicle to the campus shall comply with the Motor Vehicle Act and other related acts of the United Republic of Tanzania as well as the relevant rules which are in force on the campus.

7.2. Students should register the vehicle with the Dean of Students; provided that registration shall be conditional upon production of the following documents for inspection:

1. The motor vehicle registration card;
2. An NOC from the owner duly authorized and certified by a Notary Public, if the vehicle is not in the applicant's name.

3. The current certificate of insurance, and wherever applicable, a certificate of road worthiness;
4. A valid and clean current driving license in the applicant's name, provided that such a registration shall be renewed annually.
5. Only the student who obtains such a permission is allowed to drive the vehicle.

7.3. Any violation of this rule will be deemed as a disciplinary offence and both the parties involved will be charged.

7.4. Any accident resulting in any form of physical damage will be reported to the police and appropriate compensation shall be paid to the victim by the offender.

8.0 Collection of Donations or Contributions in Kind or Cash:

Collection of any money, subscription of donation in cash or kind should be done with the prior permission of the Dean of students or Vice- Principal PFA.

8.1. Application for permission to make a general collection of money including "Students Organization" subscriptions or entrance fees for film shows or other functions, shall be made to the Vice Principal-PFA through the Dean of Students by the body concerned.

8.2. The details for which the collection is meant should be stated clearly.

8.3. Upon completion of the collection of money, the details of collection shall be submitted to the Dean of Students and later displayed in the appropriate notice board with the permission of the Dean of Students.

8.4. Students/ student organization or anybody is not permitted to make any collection for the purpose of benefit of any ethnic group or political party.

9.0 Using the Name of the Institute and its Emblem

Students are advised to follow the regulations regarding the use of the name of the Institute and its emblem. Any non-compliance will be considered as a violation and will be treated as a Disciplinary Offence.

9.1. Students, or any organization of students or bodies are not allowed to use the name of the Institute or its emblem without the prior permission of the Principal of the Institute.

9.2. No student, student organization or student body will be allowed to imitate or create any similar or near- similar name(s) or emblem(s) and use that.

10.0. Official Correspondence.

All students, student organizations and or student bodies are expected to adhere to the regulations regarding the official correspondence or communication or any interview given to the press and media. Any non-compliance in this regard will be considered as violation and will attract severe disciplinary action.

10.1. Students may not communicate with outside institutions and the news media in their individual capacity as students.

10.2. Any official correspondence or communication from any student body or bodies or societies or students organization, to the media or the press should be done with the written permission of the Principal through the Dean of Students.

10.3. All official correspondence by students, officials of the Student Organization or by officials of recognized student societies to Government ministries, parastatals, non-governmental organizations and correspondence addressed to the higher authorities in the management, the State House, Representatives of foreign governments, international non-governmental organizations or any other such official bodies shall be routed through the Dean of Students and the Principal, as required.

11.0. Part-Time Employment.

11.1. Students may undertake paid employment during semester vacations subject to prior written permission from the respective Head of Departments. Assurance will be given provided that the academic work of such students would not suffer through such employment;

Failure to observe any of the prohibitions/provisions of this section shall constitute a minor Disciplinary Offence.

12. Payment of Fees.

Payment of the prescribed fees shall be a condition for registration to pursue and/ or to continue with the studies at the Institute, apart from fulfilling other conditions:

12.1. All students shall pay the required fees for the Institute, hostel and any other facilities before availing the service and or before attending the classes.

12.2. Any case of non-payment will result in the name of the student being removed from the rolls or hostel, or denial of access to any particular service or facility of the Institute.

13. Using the Transport Facilities of the Institute

The Institute shall operate/ hire borrow transport facilities for its administration and related works. The Institute may also provide transport facilities between the Institute and the hostel/town/city. Students are advised to follow the regulations in place, in this regard. Any failure to comply with the same will be considered as a major Disciplinary Offence.

13.1. No student is allowed to enter into or travel in the institute's transport facilities without permission.

13.2. No student is permitted to obstruct/ damage/ any vehicle of the Institute.

13.3. If the student has paid the required fee for transport and is a bona fide traveler, he/she shall possess a valid permission and submit it to the designated authority for verification, whenever required.

13.4. The bonafide traveler shall never ask/force the driver of the vehicle to divert the vehicle in a different route other than the one assigned.

13.5. No bonafide traveler shall invite any student or any other person to travel in the authorized vehicle.

13.6. No traveler shall cause any activities that will endanger the lives of the passengers or the vehicle or the general public.

13.7. All other regulations that will apply to the campus are applicable to this also.

14. Dealing with the Staff and other Members of the Institute

Basic respect for individuals, seniors and teaching and non-teaching members of the Institute is very important. The Institute believes that discipline starts from respecting others. Hence, the Institute strongly recommends the following code of conduct. Any violation will be treated as major Disciplinary Offence.

14.1. Students should address members of the staff with proper respect; they should use Mr. /Ms with their names or call Sir/Madam/ Doctor/ Professor/ Sister.

14.2. Students should not enter into the personal vehicle(s) of the staff until and unless invited by the staff.

14.3. Proposing or using words of love or invitation for sex, marriage, affair or any casual acquaintance, is not acceptable from a student and a member of the staff. Complaints from any affected person will result in severe punishment of the offender.

14.4. Teasing any member of the staff in any form, inside/outside the campus is a serious offence.

15.0. Code of Conduct during Industrial Visits and Training Sessions

15.1. The provisions on code of conduct, attendance and other sections of behavior inside the campus apply to any student who is on industrial visit and or on off-campus training, in equal measure.

15.2. Any violation of the same will attract the same disciplinary action as violation of the code of conduct inside the campus will do.

16. Attending and Behaving in the Study and Pleasure Tours Organized by the Institute or its Students

The rules governing the behavior and code of conduct of a student during the industrial training sessions and visits are applicable here also.

PART-III

17. EXERCISE OF DISCIPLINARY POWERS

The guidelines meant for disciplinary actions are given below, for easy reference and instilling discipline in the students

18.0. Composition of the Disciplinary Panel.

In the exercise of his statutory functions, the Principal/Vice Principal-PFA is the only competent authority to constitute the Disciplinary Panel, which shall consist of:

18.1. Two senior academic members of staff, one of whom shall serve as the Presiding Officer

18.2. The Dean of Students;

18.3. One representative from the non-teaching staff;

18.4. One student nominated by the Student Organization; provided that the Principal is satisfied that the nominated student is not directly related to the case;

18.5. The Head of Department or his/her appointee to which the charged student belongs;

18.6. Any other person who is an expert on the field of the offence committed as felt by the Presiding Officer; and

18.7. A member from the Registrar's Office;

19.0. Procedure for Conducting Disciplinary Action.

19.1. Any complaint in respect of the Disciplinary Offence by any individual or body shall be given in writing to the Principal of the Institute

19.2. Even if a complaint is made orally, the same shall be formulated in writing and addressed to the Principal.

19.3. When a complaint is made to, and information is received by the Principal/Vice Principal-PFA that a student has committed a Disciplinary Offence, the Presiding Officer of the Disciplinary Panel shall conduct preliminary investigation of the case to satisfy himself/herself.

19.4. Upon satisfaction, the Presiding Officer of the Disciplinary Panel may require the student against whom such a complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may conduct further investigations, collect further evidence wherever possible and obtain such counsel as is thought appropriate.

19.5. Provided that the Presiding Officer of the Disciplinary Panel may in any case in which a complaint is made or information received and shall in any case where he asks a student for such explanation as aforesaid, 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;

19.6. If the Presiding Officer of the Disciplinary Panel is of the opinion that no Prima facie case 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, in which case, no further proceedings shall be conducted in respect of that complaint or information;

19.7. Where the Presiding Officer of the Disciplinary Panel is of the opinion that there is a prima facie case for a disciplinary action, disciplinary proceedings shall be set in motion forthwith.

19.8. The Presiding Officer of the Disciplinary Panel shall serve upon the Student and the Complainant a proper notice. Such a 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;

19.9. In this paragraph "a proper notice" in terms of time means notice given within a reasonable time provided that such time shall not be less than three days from the date of service of the notice on the student to the date of holding the disciplinary proceedings;

19.10. Either party shall, for the purpose of his/her defense or reply as the case may be, and upon request in writing for that purpose to the Presiding Officer of the Disciplinary Panel, be entitled to be supplied by the Presiding Officer of the Disciplinary Panel with a copy of an explanation, answers or other documents given or sent to the Presiding Officer of the Disciplinary Panel by or on behalf of the other party;

19.11. 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 a notice, material to the complaint or information or defense, as the case may be;

19.12. The Presiding Officer of the Disciplinary Panel may summon any witness to attend the disciplinary proceedings at the prescribed place and time on the appointed day;

19.13. The disciplinary proceedings shall be open to any member of the Institute; provided that the Presiding Officer of the Disciplinary Panel may, if he/she thinks fit, at any stage of the disciplinary proceedings, exclude the public generally, or any particular person;

19.14. At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Presiding Officer of the Disciplinary Panel

shall satisfy himself/herself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in these By-Laws.

19.15. The complainant shall open the case and produce his/her evidence in support thereof;

19.16. The Presiding Officer of the Disciplinary Panel shall then give an opportunity to the Student to state his/her case and produce evidence in support thereof;

19.17. At the conclusion of the case, the student and the complainant shall not, without special leave of the Presiding Officer of the Disciplinary Panel, make an address in reply;

19.18. The Presiding Officer of the Disciplinary Panel shall investigate and determine any dispute referred to him/her/it with due regard to the law of evidence and, subject to these By-Laws, shall be entitled to determine his /her/ its own procedure for any proceedings before him/her/it ;

19.19. Evidence may be taken by the Presiding Officer of the Disciplinary Panel in written statement(s) only;

19.20. Where a witness is called by a party, he/she shall be the first one to be 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;

19.21. The decision of the Presiding Officer of the Disciplinary Panel arrived at with due regard to the advice of the Principal, be recorded in his/her own hand and shall be announced by himself/her in any manner he/she may deem fit.

20.0. Penalties

PENALTIES	OFFENCES
20.1. Reprimand or issue of a stern warning, following an apology in writing from the student and cancellation of scholarship.	4.1, 4.6, 4.9, 4.10, 4.13, 4.48.8, 4.48.13, 5.5, 5.6, 5.10, 5.16, 5.19, 5.20, 5.21, 5.22, 5.26, 5.28, 5.29, 5.30, 5.31, 5.41, 6.0, 6.4, 6.5, 6.6, 6.7, 11.1, 11.2, 13.0, 13.3, 14.1
20.2. Reprimand or issue of a stern warning with apology in writing from the student and cancellation of scholarship and compensation/replacement for lost/damaged property.	4.1, 4.6, 4.9, 4.10, 4.13, 5.5, 5.10, 5.16, 6.0, 6.4, 14.1
20.3. Reprimand or issue of a stern warning following an apology in writing from the student and cancellation of scholarship and penalty up to Tsh. 150,000/-	4.6, 4.9, 4.10, 4.13, 5.5, 7.0, 7.1, 7.2, 7.4, 14.1

20.4. Suspension for 3 working days with an apology in writing from the student and cancellation of scholarship	4.6, 4.9, 4.10, 4.13, 4.25, 4.36, 4.38, 4.40, 4.45, 4.46, 4.47, 5.5, 5.23, 5.24, 10.0, 10.1, 10.2, 10.3, 14.1,
20.5. Suspension for 3 working days with an apology in writing from the student and cancellation of scholarship and compensation	4.6, 4.10, 4.13, 4.36, 4.38, 4.40, 4.45, 4.46, 4.47, 5.5, 5.12, 5.37, 6.0, 6.1, 14.1
20.6. Suspension for 7 working days with an apology in writing from the student and cancellation of scholarship	4.6, 4.10, 4.12, 4.13,,4.18, 4.23, 4.24, 4.27, 4.29, 4.31, 4.35, 4.36, 4.37,4.38,4.40, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 5.05,5.24, 5.27, 6.0, 6.2, 6.3, 13.0, 13.1, 14.1
20.7. Suspension for 7 working days with an apology in writing from the student and cancellation of scholarship and compensation/replacement for property lost/damaged	.2, 4.3, 4.4, 4.5, 4.6, 4.10, 4.11, 4.13, 4.14, 4.15, 4.16, 4.17, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.31,4.32, 4.33, 4.35, 4.36, 4.37, 4.38,4.40, 4.42, 4.43, 4.44, 4.45, 4.46, 4.47, 4.4.49, 4.50, 5.5,5.15, 5.42, 6.0, 6.7, 8.0,8.1, 8.2, 8.3, 8.4, 9.0, 9.1, 9.2, 13.0, 13.4, 13.5, 13.6, 13.7,14.1
20.8. Rustication of the student for a maximum of 9 months to one academic year	4.1, 4.2, 4. 3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.31, 4.32, 4.35, 4.37, 4.39, 4.42, 4.43, 4.44, 4.47, 4.48, 4.49, 4.50, 5.5, 5.42, 14.3, 14.4
20.9. Suspension of student(s) pending the verdict of the Court of Law and if convicted he/she shall be terminated from studies	4.8,4.10, 4.34, 4.35, 4.50, 5.5, 5.42, 13.0, 13.2, 4.34,
20.10. Compensation for loss/damage to be paid by the student as per the Committee’s decision and cancellation of scholarship	. 4.7, 4.8, 4.50, 5.5, 5.7, 5.10, 5.11, 5.35, 5.36, 5.38, 5.39, , 5.40, 5.42, 13.0, 13.2,
20.11 Summary expulsion of the student from the Institute.	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16, 4.17, 4.18, 4.19, 4.20, 4.21, 4.22, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.30, 4.31, 4.34, 4.35, 4.39, 4.41, 4.49, 4.50, 5.05, 5.42, 8.0, 8.1, 8.2, 8.3, 8.4, 12.0,12.1, 12.02, 14.0, 14.3, 14.4
20.12 Summary expulsion from the hostel and cancellation of scholarship.	4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.8, 4.12, 4.23, 4.24, 4.25, 4.26, 4.27, 4.28, 4.29, 4.49, 4.50, 5.05, 5.13, 5.14, 5.17, 5.18, 5.24, 5.25, 5.28,5.32, 5.33, 5.34, 5.35, 5.36,5.42, 12.0,12.1, 12.2
20.13 Any of the above punishments that the Panel deems fit along with repayment.	4.32, 4.33, 4.49, 4.50, 5.42 ,
20.14 Any of the above punishments that the Panel deems fit along with forfeiting the certificate till repayment is made.	.32, 4.33, 4.50, 5.42, 8.0, 8.1, 8.2, 8.3, 8.4
20.15 Punishments will be awarded ranging from “cancellation of a maximum of all modules written by the candidate in that sitting” to “ debarring him/her for 3 subsequent Semester Exams” depending on the nature of malpractice committed by the candidate. DISCONTINUATION from studies.	4.48 and its sub clauses, 4.50, 5.5, 5.42 4.48.3, 4.48.4, 4.48.12, 4.48.20.

20.16 Two warnings will lead to suspension and still higher penalty on the third occurrence of offence.

20.17 Any student who gets two penalties for similar or different offence(s) will be given higher penalty on the subsequent occurrence.

20.18 A student who will be found to have committed such an offense twice shall be discontinued from studies.

20.19 Any suspension or expulsion from the Institute will automatically apply to the hostel also and need not be vice versa unless specified.

APPEALS

The provisions of these By-Laws provide for the constitution of an Appeals Board which will serve as an appellate authority against the decision of the Disciplinary Panel, wherein a student or an aggrieved Party who is not satisfied with the decision of the Disciplinary Panel, can prefer an Appeal.

21.1. Any aggrieved Party shall file his/her Appeal within 7 days of receiving the decision of the Disciplinary Panel.

21.2. The Principal is the sole authority empowered to constitute the Appeals Board consisting of three senior most members of the staff, of whom one will serve as Chairperson.

21.3. The Appeals Board shall meet within 14 days following the receipt of an Appeal and direction from competent authority.

21.4. Any member of the Panel who serves on the Disciplinary Panel cannot take part in the Appeals Board constituted for the same case.

21.5. Such an Appeal shall spell out in detail, the ground(s) of Appeal, and a copy of the same shall be sent to the Disciplinary Panel also.

21.6. When an Appeal is lodged with the Appeals Board, execution of any penalty imposed by the Disciplinary Panel shall be stayed, pending the verdict of the Appeal. Instead status quo will be maintained.

21.7. Appeals Board should also intimate the Disciplinary Panel the admission of the Appeal.

21.8. At the hearing of any appeal by the Appeals Board, both the parties concerned shall be given an opportunity to be heard. No other person(s) in any defensive, or representative, capacity for the aggrieved party, will be allowed to appear before the Appeals Board.

21.9. In disposing of an Appeal, the Appeals Board will have the power to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, reduce or set aside, any penalty imposed by the Disciplinary Panel.

PART IV

AMENDMENTS TO THE BY LAWS.

The Institute the Head Office can amend these By Laws whenever necessary, with the consent of the Advisory Board of MIITM. However, in the event of any necessity, if any part of these By Laws is amended by the Academic Board, the same should be ratified by the Advisory Board in the subsequent meeting of the Board.