

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH COMMUNITY DEVELOPMENT GENDER ELDERLY AND CHILDREN
Misungwi Community Development Technical Training Institute

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Ref: IMJ/CDTTI/E.10/8

Date: 04th June, 2019.

To:
P.O.BOX

Dear Student,

**Re: STUDENTS JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE
IN CIVIL ENGINEERING AND COMMUNITY DEVELOPMENT (NTA LEVEL 4)
PROGRAMME FOR ACADEMIC YEAR 2019/2020.**

I am pleased to inform you that you have been selected for admission to **Basic Technician Certificate in Civil Engineering with Community Development** offered by Misungwi Community Development Technical Training Institute (**Misungwi CDTTI**).

This is a one year course commencing on the **15th October 2019**. The following instructions are provided for your guidance and you are requested to read them very carefully before you come to the Institute.

Upon arrival you will be issued with Student's By-Laws, which cover more fully the regulations governing your stay at Misungwi Community Development Technical Training Institute (CDTTI).

GENERAL INSTRUCTIONS

1. Location of Misungwi Community Development Technical Training Institute (CDTTI).

Misungwi Community Development Technical Training Institute (CDTTI) is located in Misungwi town, 45kilometres south from Mwanza City and about 400 m east off Mwanza-Shinyanga road and next to Misungwi District Hospital.

In order to arrive at Misungwi Community Development Technical Training Institute (CDTTI) from Mwanza, you will have to board a commuter bus from the bus stand in Mwanza specifically at Buhongwa/Nyashishi center. Commuter Buses operate daily up to 8.00 p.m. in the evening and the current cost per passenger isTZS.1, 500/= per trip).

2. **Mode of Fee Payment**

All students are required to pay their fees through Control Number that will be created by the Institute Accountant and Deposit to any **NMB Branch**. Other detail is found in the attached Institute fee structure.

No student will be registered unless he/she brings original bank pay-in-slip as evidence of fee payment on registration day and cash in hand is strictly prohibited.

3. **Arrival**

You should arrive at Misungwi CDTTI before **25th October 2019**. Please make your own travel arrangements to enable you travel to Misungwi CDTTI. You are to meet all travel expenses on your own and there would be no refund/reimbursement.

4. **Registration**

You will be required to register yourself officially at Misungwi CDTTI. This registration will take place during the week of **15th October 2019** from **9.00 a.m. to 04.30 p.m.** and not thereafter.

The Student Registration Form will be given for your completion and submission to the **Vice-Principal Academics** in person. Late registration will **NOT** be allowed.

For registration purposes, you are required to bring two recent passport photographs and all your **original certificates/transcripts**. Failure to do so will result in cancellation of admission to the Institute.

Please also note that presentation of forged certificates will result into cancellation of admission and legal measures taken against the culprit.

5. **Orientation Week**

From 20th – 25th October 2019 is also scheduled for orientation of new students. All students are required to participate fully in the orientation programme. Further information about this programme will be given to you on your arrival. Non-participation in the orientation programme may result in non-registration.

6. **Class Attendance**

Misungwi CDTTI students are required to attend at least 90% of all lectures and seminars in order to qualify for the prescribed End of Semester Institute Examinations. A registered student absenting himself/herself from the Institute without a written permission may be regarded as having absconded from studies and will be de-registered. A student may obtain leave of absence for a period not exceeding 5 days during semester time on application to the Dean of Students. Such an application shall be accompanied by a signed approval of the Students Class Supervisor and Dean of Students.

7. **Accommodation**

The Institute has limited on-campus accommodation which is allocated as guided by the Institute Accommodation Policy which provides categories of students to be given first priority.

For those who will secure on campus accommodation all rooms are shared. The charge for accommodation is stipulated in the attached Institutes' fee structure.

7.1 Bedding

The Institute does not provide students with bed linen. You are therefore advised to bring the following items with you:-

(i) One pillow (ii) Two bed sheets (iii) Two blankets (iv) One mosquito net.

You will be provided with one key for your room, a bed and a mattress. All facilities provided to you inclusive of the dormitory infrastructure should be looked after carefully. In case of a loss or any damage you will bear the cost of replacing the same. All facilities provided to you must be returned to the Warden when vacating your room. Failure to do so will necessitate a charge equivalent to each item not returned and disciplinary action will be taken against you.

7.2 Cleanliness of Rooms

The task of sweeping and keeping your room clean is yours. Cleaners will only clean the toilets and bathrooms. You are expected all the time to maintain general cleanliness in and outside your hall of residence.

7.3 Meal Services

The Institute has outsourced catering services to private firms. Students can thus, use this facility. For the forthcoming academic year, the recommended minimum student maintenance cost with respect to this service is stipulated in the attached students' direct costs. Students should therefore, budget for meals for the whole academic year. This is paid to students directly by sponsors.

N.B. It is strictly prohibited for students to cook in their rooms. Any student breaching this regulation will be punished according to students By- Laws.

8. Departmental Students requirement

- Protractors
- Furniture and Circle stencils
- Drawing Board A3 size
- Drawing Papers A3 size- 1 roll
- Drawing Compass (Mathematical Set)
- Laptop
- Triangle Templates
- Square Templates
- Clutch Pencils
- Fine liner
- French Curves
- Scale ruler

9. MISUNGWI CDTTI Students Government

All Students of MISUNGWI CDTTI are automatic members of MISUNGWI CDTTI Students 'Organization (MISO). Through this organization, students communicate to the MISUNGWI CDTTI authority matters affecting their welfare.

NB: In accordance with the MISO Constitution, each and every student admitted at MISUNGWI CDTTI is automatically a member of the MISUNGWI CDTTI Student's Organization (MISO) and he/she is required to pay annual subscription of TZS.10,000/= through MISO Bank account mandatorily. (Account No 31310005698)

10. Library, Computer Center and Learning Resources

The MISUNGWI CDTTI Library and Documentations Unit offer a variety of facilities to the MISUNGWI CDTTI Community. It has a collection of a limited number of book and periodical titles, both national and international that can only be accessed in library building. However photocopying of the same on may be arranged under Librarian supervision and on students' expenses. The collection covers all the major programmes taught at the MISUNGWI CDTTI, and it also supports the research activities of the MISUNGWI CDTTI. Also the computer center covers all necessary information on Engineering programmes like PRIMAVELA, AUTOCAD and ARCHCAD and ALL computers are connected with Internet (Wireless network).

11. General

For obvious reasons, not everything can be mentioned in this letter. Other issues about the MISUNGWI CDTTI will be made known to you during the orientation week Also, as you settle down you will increasingly become aware of the extent to which you will be involved in the main facets of life at this Institute.

12. Declaration Regarding Compliance with MISUNGWI CDTTI's Regulations

All students accepting admission at this Institute will be required to sign "The Students Declaration Form" which is a binding undertaking by the student concerned that he/she shall be governed under the MISUNGWI CDTTI By-Laws regarding General Welfare; Conduct; Discipline; Disciplinary proceedings and Penalties.

We warmly welcome you to Misungwi Community Development Technical Training Institute.



**Dongo Nzori Dongo
FOR PRINCIPAL
Misungwi CDTTI**

PRINCIPAL
MISUNGWI COMMUNITY DEVELOPMENT
TECHNICAL TRAINING INSTITUTE
MWANZA



Student Medical Examination Record Form

- ❖ The Medical form must be completed by the student and the Physical form completed by a Doctor.
Forms must be returned to our office via hand delivered.

A. Medical History Form.

➤ **Demographic Information**

Last name First name.....Middle name.....
 Home address.....Region.....District.....
 Home phone:..... Alternate Phone.....Email:.....
 Date of Birth..... Gender

Please check (YES) and (NO) For each condition.

	YES	NO		YES	NO		YES	NO
Allergies			Joint problem			Malaria		
Chills			Chest pain			Back pain		
Paralysis			Cancer			Ear infections		
Anemia			Depression			Heart Disease		
Thyroid			Fainting			Vomiting		
Asthma			Nervousness/panic			Chronic cough		
fainting			Head injury			pneumonia		
Bloodpressure			Sexually transmitted disease			Frequent Urinary track Infections		
Ulcers			Sickle cell					

Are you allergic to any foods medications or other substances? Yes.....No.... If yes please list

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Student signature Date

B. Physical Examination Form

Evaluations

Vital Signs			Laboratory Results and Immunizations Report		
	Normal	Abnormal	Hct.....	Normal	Abnormal
Blood pressure			Hgb.....		
Temperature			Fasting blood pressure		
Pulse			Urinalysis		
Weight			Chest X ray		
Height			(only if TB is positive)		
Mood					

General appearance

	normal	abnormal		Normal	Abnormal
Eyes			Genitalia		
Ears			Neurological		
Nose			Muscular skeletal		
Chest					

List all known Allergies.....

Physical Activity Restriction Recommended ?. YES.....NO.....:

History of Surgery/Hospitalization

Physician name and Signature

Date

Office stamp

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MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER ELDERLY AND CHILDREN
MISUNGWI COMMUNITY DEVELOPMENT TECHNICAL TRAINING INSTITUTE
FEE STRUCTURES FOR 2019/2020 ACADEMIC YEAR (All Amounts in TZS)

A: DIRECTLY PAYABLE TO INSTITUTE

LEVEL	Tuition Fee	Registration Fee	Identity Card	Accommodation (Boarding and Lodging when available)	Wear and Tear	Medical Contribution (NHIF)	First Aid (Non refundable)	NACTE Quality Assurance Fee	Workshop Practice Fee	Examination Fee	Certification (certificate + transcript)	TOTAL
ORDINARY DIPLOMA LEVEL 6)	700,000	15,000	10,000	200,000	10,000	50,400	10,000	15,000	130,000	30,000	15,000	1,185,400
TECHNICIAN CERTIFICATE (NTA LEVEL 5)	700,000	15,000	10,000	200,000	10,000	50,400	10,000	15,000	130,000	30,000	15,000	1,185,400
BASIC TECHNICIAN CERTIFICATE (NTA LEVEL 4)	600,000	15,000	10,000	200,000	10,000	50,400	10,000	15,000	130,000	30,000	15,000	1,085,400

B: DIRECTLY PAYABLE TO STUDENTS

Meals	Field Allowance	Books and Stationery
850,000	300,000	150,000

C: DIRECTLY PAYABLE TO STUDENTS ORGANIZATION

Student Organization Annual Fee	10,000
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**CHUO CHA MAENDELEO YA JAMII UFUNDI MISUNGWI
MCHANGANUO WA NAMNA YA MALIPO YA ADA NA MICHANGO MENGINE
(TUITION FEES AND OTHER CHARGES)**

	ITEM	SEMESTER I	SEMESTER II	TOTAL
TUITION FEE (ADA)				
NTA LEVEL 4 (Basic technician certificate)	A	300,000	300,000	600,000
NTA LEVEL 5 & 6 (Technician certificate and Ordinary Diploma)	A	350,000	350,000	700,000
OTHER CHARGES (MICHANGO MENGINE)				
Registration fee (usajili)	B	15,000	-	15,000
Identity card (kitambulisho)	B	10,000	-	10,000
Accommodation (malazi)	B	100,000	100,000	200,000
Wear and tear (uchakavu) <i>non refundable</i>	B	10,000	-	10,000
Medical contribution NHIF (BIMA YA AFYA)	B	50,400	-	50,400
First Aid (huduma ya kwanza)	B	10,000	-	10,000
NACTE Quality Assurance fee	B	15,000	-	15,000
Workshop practice fee	B	65,000	65,000	130,000
Examination fee (mitihani)	B	15,000	15,000	30,000
Certification (certificate & transcript)	B	-	15,000	15,000
TOTAL FOR NTA LEVEL 4	A&B	590,400	495,000	1,085,400
TOTAL FOR NTA LEVEL 5 & 6	A&B	640,400	545,000	1,185,400

NAMNA YA MALIPO :

A: TUITION FEE (ADA): Mode of Fee Payment and Other Charges.

All students are required to pay their fees through **CONTROL NUMBER** that will be created by the **Accountant (+255755680053 or +255759509439)** and deposit to **Misungwi CDTTI NMB Branch.**(Wanafunzi wote wanapaswa kulipa malipo ya ada kupitia Control Number zitakazoandaliwa na Mhasibu kisha kupeleka Benki ya NMB Tawi lolote wasilaiana na Mhasibu kwa nambari **+255755680053 or +255759509439.**

B: OTHER CHARGES (MALIPO MENGINE) NHIF and NACTE Quality Assurance fee

All students are required to pay their other charges through the bank payable to the **Misungwi CDTTI accounts: Account name: CDTTI Mafunzo 31301100002 Misungwi –NMB Branch.**(Wanafunzi wote wanapaswa kulipa malipo ya **NHIF and NACTE Quality Assurance fee** kupitia akaunti namba 31301100002 – CDTTI Mafunzo Account Misungwi NMB).

NOTE: No student will be registered unless he/she brings original bank pay-in-slip as evidence of fee payment on registration day and cash in hand is strictly prohibited.