

# MINISTRY OF COMMUNITY DEVELOPMENT, GENDER AND CHILDREN



## COMMUNITY DEVELOPMENT TRAINING INSTITUTE BUHARE

### STUDENTS' RULES AND REGULATIONS

#### Introduction

The general objective of establishing these rules and regulations at the Institute is to make sure that there is conducive academic environment to enable students, institute staff and the management in general to effectively and efficiently execute their responsibilities.

These rules and regulations will enhance peace and tranquility in the Institute and ensure that there is a proper discipline, security and safety of properties owned by students, staff and Institute in general. In observing these rules and regulations, students will preserve their human dignity and reputation for themselves, their Institute and the Parent Ministry in general.

#### Institute Advisory Board.

1. The Ministry of Community Development, Gender and Children has established Institutes Advisory Boards. Therefore, Buhare – Community Development Training Institute has five members in its advisory board as follows:
  - Board Chairperson – Mara Regional Administrative Secretary (RAS), is the chairman of all board meetings.
  - Board Secretary – The Institute Principal. He/she shall be a secretary of all meetings and chief executive of daily responsibilities.
  - Regional Community Development Officer - Mara (Member)
  - Principal VETA – Mara (Member)
  - The Municipal Executive Director – Musoma Municipal Council (Member)
  - President, Buhare Institute Students Organisation (BISO)
2. The Advisory Board has the responsibility of overseeing institute operation and advise the Parent ministry accordingly. Since the institute is semi-autonomous institution in which the prime jurisdictions over institute operations originate from its parent ministry.
3. The Advisory Board shall meet twice per academic year. In case of emergency the advisory Board shall meet accordingly.

## **Institute Leadership And Management**

1. The Institute is owned by Ministry of Community Development, Gender and Children. The major objective of this Institute is to prepare Community Development professionals who will work on Community Development and other related sectors.
2. At the Institutional level there is an Institute Management Committee responsible for the day to day operations of the institute.

## **Student Organisation**

1. There shall be a student organisation that will be formed by students themselves under Institute guidance and advice. Student organization will be formed within two weeks from commencement of new academic year.
2. Students organization leadership and management will appear as per Students Organization constitution.
3. The student organization will be an important bridge between student and Institute management towards implementation of these rules and regulations.
4. During student Baraza, there will be a representative from the Institute management for clarification of issues when need arises.
5. Student Baraza shall have the meetings as stipulated in Students Organization constitution.

## **Class Related Duties.**

There shall be a representative in every class chosen from class members. He/she will be acting as bridge between class members and tutors , student organization.

## **Communication**

A student shall have to observe communication channels/bureaucracy established by the Institute in dealing with different issues.

## **Student's Rules And Regulations (By-Laws)**

1. Every student is required to fulfill his/her responsibilities by participating fully in studies and other extra curricular activities approved by the institute, protect the Institute's properties, be smart, and show good respect to every one.
2. Every student is required to be present at the area she/he is required in accordance to Institute's timetable
3. Every student is responsible of making cleanliness in his/her room, dormitory and classroom.
4. No student is allowed to post any type of pictures and drawings, on the walls of Institute's buildings. Pictures, drawings and announcements should be placed on notice boards upon approval from the institute management.

5. A student is not allowed to make noises in the classroom or to cause noises either in class, dormitories nor library. Lights, radio and other music instruments should be off by 2300 hours.
6. No students is allowed to appear in a room other than his/her own after 2300 hours.
7. No male student is allowed to sleep in female's rooms/dormitories nor females sleeping in male's rooms/dormitories.
8. Except during long and short vacation, all student journeys outside Musoma municipality should be permitted by the principal.
9. No any guest is allowed to enter students rooms/domitories.
10. Students are not allowed to smoke in classroom, dining room, library, domitories and near other people within the institute campus.
11. Students are not allowed to carry alcoholic drinks in the campus. A student seen drunkard in the institute campus deserves punishment.
12. All foods shall be taken in the mess except for the sick one who shall have special permission from responsible officer (doctor, catering officer) who shall be served by the responsible person. Either a student is not allowed to enter in the dining , office, classroom or library with slipper or night dress or while brushing teeth.
13. No student is allowed to make or receive a call during class hours and in meetings.
14. Every student is expected to show self-respect. Any action of misrespects such as despise, insult, snub, disregard, drunkard-ness, gossips, theft, and hooliganism shall never be tolerated.
15. Any students is not allowed to enter in the institute kitchen without any special permission.
16. Every students must follow/comply with the library rules and regulations. Any violation of such laws must be accompanied with punishment.
17. All entertainment activities which will be conducted during night time must be permitted by the principal.
18. The principal must provide permission to all entertainment activities that will involve people from outside the institute.
19. Except students with legal permission to stay outside institute rooms and dormitories, no any student admitted as full time students and having residence within the institute's rooms/dormitories shall be allowed to sleep outside the institute dormitory/room unless sick and admitted at the hospital.
20. Student with different denomination should conduct their religious activities without interfering any institute time table
21. The Institute management will not consider any telephone communication as an official information when dealing with student matters.
22. Punctuality in classes, dinning hall and domitories should be observed by all students.
23. The Institute will not entertain any character / behavior which is contrary to the national ethics; such behavior includes, fighting, theft, prostitution, smoking, drinking, drug abuse and any other alcoholic drinks.
24. A student is strictly forbidden to wear/put on unmannered clothes/garments

25. All gabbages, unused papers and food remains should be disposed in dust bins and legalized disposing area.

## **PUNISHMENT**

Punishments shall be divided into 5 categories

- A. Dismissal.
- B. Discontinuation.
- C. Suspension.
- D. Warning.
- E. Sanctions and manual works.

### **A. Dismissal**

This punishment shall be given under the following grounds;

- 1. Importing in a female/male in the institute room/dormitory.
- 2. Theft.
- 3. Cheating in the examination.
- 4. Rejecting punishments given..
- 5. Drunkard-ness and causing disturbance and chaos.
- 6. Fighting.
- 7. Boycotting.
- 8. Male student sleeping in female's rooms/domitories or Female student sleeping in male's rooms/domitories.
- 9. Prostitution
- 10. Cause insecurity

### **B. Discontinuation**

A student may be discontinued from studies due to:-

- 1. Poor academic performance.

### **C. Suspension**

- 1. Showing no respect to staff and fellow students.
- 2. Failure to clean domitories/rooms/classroom.
- 3. Posting pictures/drawing/words on walls.
- 4. Making noises including radio and musical instruments in classroom, library and domitories.
- 5. Students making a trip outside Musoma Municipality without approval by the principal.
- 6. Student inviting guests to enter students rooms/domitories.
- 7. Student smoking in classroom, dining room, library, domitories and near other people.
- 8. Student carrying alcoholic drinks in classrooms, dining rooms, offices, dormitories and library.

9. Students conducting entertainment activities (functions and occasions) during night time and/or which involving people external to the institute without permission from the principal.
11. Spending a night out of the institute room/dormitory.

#### **D. Warning**

1. Excessively dirty and roughly dressing.
2. Posting and/or punching manuscript on notice boards without approval by authorized personnels.
3. Student entering in the dining , office, classroom or library with slippers or night dresses or while brushing teeth.
4. Students entering in the institute's kitchen without any special permission.

#### **E. Sanctions and mannual works**

1. Student making or receive a call during class hours or meetings.
2. Students failing to comply with the library rules and regulations.
3. Students failing to observe pancuality in classes, dinning hall and domitories.
4. A student wearing/put on unmannered clothes/garments.
5. A student found to dispose gabbages, unused papers and food remains out of dust bins and legalized diposing area.

**Note:** It should be greatly understood that criminal offences that violates country's law, the guilty person shall be treated according to the country's law and shall be dismissed accordingly.