JR INSTITUTE OF INFORMATION TECHNOLOGY





WELL COME TO

JR INSTITUTE OF INFORMATION TECHNOLOGY

JR Institute of Information technology (JRIIT) history is traced back in 1999 when JR Electronics LTD, a company dealing with IT communication and network branched itself to give a start to an education entity called JR Institute of Information Technology (JRIIT). Initially JRIIT scope of action was simply limited to train the workers (and candidates to employment) of the parental company. But soon JRIIT transformed itself into a fully Educational Institute embracing more local young people who were eager to learn new IT skills.

JRIIT is fully registered under the National Council for Technical Education (NACTE). Further, JRIIT has established partnership with other vocational entities such as CompTIA, Prometric and Pearson Vue.

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MESSAGE FROM THE PRINCIPAL



Mr. Ibrahim Issa Mwamgohiganga

Dear Prospective Student,

It is my pleasure to welcome you to the Jr Institute of Information Technology (JRIIT). JRIIT is a private technical learning Institution established in 1999 to provide trainingin business administration, information technology and electronics and telecommunication. JRIIT has a wonderful learning environment for students from all over the World who come to pursue different programmes at different levels!

We hope you will consider the JR Institute of Information Technology as your next route to your life success!

MOTTO

Bridging the gap of education by creating opportunities through business development

VISSION

Training youths who are unable to pursue secondary education acquire appropriate quality technical skills through holistic development simultaneously preparing them to graduate O level.

That JR Institute of Information Technology is a centre for career education. It is recognized by the community, commerce and industry as well as the public sector as being responsive to the needs of society. It transforms its community by producing graduates that are engaged citizens, skillful at their work and knowledgeable about the world around them.

That JR Institute of Information Technology is the premier provider of quality technical Education in a student centered community that maximizes the potential of each student in developing the skills for meaningful employment and life-long learning. It is a non-racial, non-sexist and democratic community.

MISSION

Developing into participants various skills in line with the present and future requirement of the Tanzanian society

Producing modern day professionals with high skill of entrepreneurship and professionalism to see Tanzania through the challenge of the 21st century.

Providing equal learning opportunity to the under privileged and the have-nots of the society. Providing a second chance to unsuccessful standard seven and form four leavers to clear their grades while simultaneously continue to acquire technical skills.

CORE VALUES

In order to carry out the mission and to reach the vision, there is need to stress values so as to stay committed to students and ourselves as aspiring for excellence in teaching, learning and research, and the community. Thus JRIIT Values are:

- To offer instruction in the various courses offered a level comparable to the best
- > To anticipate the future needs of the employment sector and plan course materials to suit those needs.
- > To provides facilities for independent studies
- > To develop programs for lower, medium and higher educational institutions in the region.
- > To train and assist teachers and prospective teaching faculty an ability to formulate curriculum planning in their own institutions.

MEMBERS OFTHE JRIIT GOVERNING BOARD

- 1) Dr. Neduvoto Mollel (Member)
- 2) Mr. Pascoal J Nabuba (Member)
- 3) Erasto Njavike (member)
- 4) Erick Rowberg (member)
- 5) Felista Mangalu (Chair Person)
- 6) Seleman Kainda Abubakar (student representative)
- 7) Love Ambakise (staff representative)
- 8) Godfrey Komba (member)
- 9) Julius Karata (member)
- 10) Erick Kinsey (member)
- 11) Ibrahim Issa Mwamgohiganga (Secretary)
- 12) Dr Erick V Mgaya (member)

COLLEGE EXECUTIVES

Principal

Mr Ibrahim Issa Mwamgohiganga

Vice Principal Academic

Mr David Msigwa

REGISTRAR OFFICE

Registrar

Mr. Zeno Mkwawi

Examination Officer (Acting)

Mr Zeno Mkwawi

HEADS OF ACADEMIC AND RELATED DEPARTMENTS

Computing and Information Technology

Mr. Wilfred Japhet

Business Administration Department

Ms Naserian Joseph

General Studies Department

Ms Lucy Mkunda

Electronic and Telecommunication Department

Mr. Senkoro Mrutu

ABRREVIATION

| JRIIT – | JR | Institute | of | Informa | tion | Techno | logy |
|---------|----|-----------|----|---------|------|--------|------|
|---------|----|-----------|----|---------|------|--------|------|

DCS – Diploma in Computer Science

DET -Diploma in Electronics and Telecommunication

DCE – Diploma in Computer Engineering

ICT – Information and Communication Technology

DBA – Diploma in Business Administration

DA – Diploma in Accounts

NACTE - National Council for Technical Education

NTA - National Technical Award

GPA – Grade Point Average

NVA - National Vocational Award

VETA - Vocational Education and Training Authority

MAJOR CONTACT ADDRESS

POSTAL ADDRESS

JR INSTITUTE OF INFORMATION TECHNOLOGY

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PRINCIPAL

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VICE PRINCIPAL ACADEMIC

Mobile: +255766 078 411

Email: vp@jriit.ac.tz

ADMISSION PROCESS

Call for applications

Advertisements for the courses are made in the media in early March and the deadline for submitting applications is August each year.

For March intake programmes, advertisement is made early December and deadline for application is February each year.

How to apply

Application is made through downloading the application form from the college website www.jriit.ac.tz or visit the admission office located at Sakina – Arusha behind Lion Safari

Follow the instructions to apply the course of your own choice

Applicants with foreign certificates will be required to submit their certificates to National Examination Council of Tanzania (NECTA) for equivalence.

To download equivalence form visit: http://www.necta.go.tz/fomu.html

For those who will experience any difficulties during application process or have no/limited access to internet may obtain assistance at the admission office.

College documents to be made available to students upon Registration

Upon admission, all new students must obtain and read thoroughly the followings:

- (i) Students Guide, Rules and Regulations
- (ii) Examination Rules 2016. As amended in July 2019
- (iii) The constitution of JR Institute Of Information Technology Students Organization (JRIITSO).
- (iv) Library Regulations
- (v) JRIIT Prospectus
- (vi) College Dress Code

(vii) Any other regulations issued by the College from time to time

The above documents containing the regulations may be obtained from library
and/or the Dean of Students "office/College Website.

Documents to be produced during Registration

During Registration every student must produce the following documents:

- (i) Sponsor"s commitment form
- (ii) A dully filled acceptance form to abide by the College Rules and Regulations
- (iii) A dully filled medical Examination form
- (iv) Original certificates, academic transcripts, statement of results etc.
- (v) Birth Certificate.
- (vi) Two passport size photographs (coloured) recently taken
- (vii) Resident permit (foreigners only).

Admission Regulations

- I. Selected candidates are required to register after they have paid at least first installment of the tuition fee. The time frame for fee payment and registration will be one month (30days) from the date the College opens; this also applies to students with repeat module or carry forward. Students who will have not completed registration and fee payment process within the specified time frame will automatically lose their students" status and not be able to undertake any course during the particular Semester.
- II. No student shall be allowed to change an academic programme later than the second week from the commencement of the programme.
- III. No change of names by the student shall be allowed during the course of study.
- IV. students shall be allowed to use names appearing on the certificates which qualified them for admission

V. Certificates obtained outside Tanzania should get translation from the National Examinations Council of Tanzania (NECTA).

Enrolment:

The College enrolment shall be limited to the available facilities.

The management will from time to time determine the number of students to be enrolled at the college.

Medium of Instruction:

English is the medium of instructions

Transfers Procedure:

Registered student from any recognized academic institution may request a transfer to the JR Institute of Information Technology and study one of its programmes of study provided that: -

- (i) He has fulfilled all the transfer procedures provided by relevant authorities.
- (ii) The programme content of study between the two institutions are alike and compatible.
- (iii) Grading and assessment criteria of the programmes are compatible and accepted by the College.
- (iv) Prescribed fee and other financial dues are duly paid to the College.
- (v) He has no any examination irregularity or disciplinary case.

PROGRAMMES OFFERED AND ENTRY QUALIFICATIONS

Diploma programmes

Applicant will be deemed eligible for consideration to join a Two-Year Diploma Programme if she/he has at least 4 passes excluding religious subjects in Certificate of Secondary Education and/or possess the following:-

Diploma in Business Administration (DBA)

- Any NTA level 4 certificates from recognized NACTE institution or
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects

Diploma in Accounts (DA)

- Any NTA level 4 certificates in Accountancy or equivalent from recognized NACTE institution
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects, must have passed mathematics at O 'level or
- ATEC I (NBAA)

Diploma in Computer Science Engineering (DCS)

- Any NTA level 4 certificates in any ICT related field or equivalent from recognized NACTE institution and must possess certificate of Secondary education with at least four passes including mathematics and physics or
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects, one of which must be either physics or mathematics

Diploma in Computer Engineering (DCE)

- Any NTA level 4 certificates in any ICT related field or equivalent from recognized NACTE institution and must possess certificate of Secondary education with at least four passes including mathematics and physics or
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects, one of which must be either physics or mathematics

Diploma in Electronic and Telecommunication Engineering (DET)

- Any NTA level 4 certificates in any related field from recognized NACTE institution and must possess certificate of Secondary education with at least four passes including mathematics and physics or
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects, one of which must be either physics or mathematics

Diploma in Information and Communication Telecommunication (DICT)

- Any NTA level 4 certificates in a related field from recognized NACTE institution or
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects

Basic Technician Certificate Programmes

Application will be eligible for consideration to join a One Year Certificate Programme if he/she possess the following:-

Basic Technician Certificate In Business Administration (BCBA)

• Certificate of Secondary Education with at least four passes excluding religious subjects.

Basic Technician Certificate In Computer Science (BCCS)

• Certificate of Secondary Education with at least four passes including mathematics and physics, excluding religious subjects.

Basic Technician Certificate in Information and Communication Technology (BCICT)

• Certificate of Secondary Education with at least four passes excluding religious subjects.

Basic Technician Certificate in Computer Engineering (BCCE)

• Certificate of Secondary Education with at least four passes including mathematics and physics, excluding religious subjects.

Basic Technician Certificate in Electronic and Telecommunication (BCET)

• Certificate of Secondary Education with at least four passes including mathematics and physics, excluding religious subjects.

Basic Technician Certificate in Accounts (BCA)

• Certificate of Secondary Education with at least four passes including mathematics, excluding religious subjects.

THE STRUCTURE OF THE MODULES

BUSINESS ADMINISTRATION DEPARTMENT

NTA LEVEL 4

Generally, there shall be eight (8) Core modules and four (4) Fundamental modules. In Semester I, there are 3 Core Modules and 3 Fundamental modules while in Semester II, there are five (5) Core Modules and I Fundamental module. Fundamental modules are supportive modules to core modules, which are necessary for the award of the Basic Technician certificate in Business Administration. The description of those Core and Fundamental modules is summarized in the tables below.

Semester 1

| No | Module name | Status |
|----|--|-------------|
| 1 | Introduction to Customer Care | Core |
| 2 | Introduction to Business communication | Fundamental |
| 3 | Business Computer Application | Fundamental |
| 4 | Basic accounting | Core |
| 5 | Introduction to Business Mathematics | Fundamental |
| 6 | Introduction to Economics | Core |

| No | Module name | Status |
|----|-----------------------------------|-------------|
| 1 | Introduction to Money and Banking | Core |
| 2 | Basic Management skills | Core |
| 3 | Introduction to Commerce | Fundamental |

| 4 | Introduction to Procurement and supply | Core |
|---|--|------|
| 5 | Basic Entrepreneurship skills | Core |
| 6 | Basic Sales Management Skills | Core |

CODING SYSTEM

The system of coding has adopted from a combination of letters and numbers, which have specific meaning. The module code will consist of three letters which represents the initials of the name of the department followed by two numbers which represent the NTA level, two numbers representing the semester in which the module is studied and two numbers representing the order of the module in the particular semester. It follows that, for a module named "introduction to customer care" has been coded as BAT 04101 in which:

- **BAT** Represents the program name "business administration technician"
- 04 Represents the respective NTA Level 4
- 1 Indicates the semester in the academic year in which the module is conducted
- O1 Represents the serial number to which a particular module "Introduction to Customer Care" is assigned in the respective Department.

Summary of Modules

| S/N | Module Code | Module Name | Semester 1 | Semester 2 |
|-----|----------------|--|------------|------------|
| 1 | BAT 04101 | Introduction to Customer Care | $\sqrt{}$ | |
| 2 | GST 04102 | Introduction to Business Communication | V | |
| 3 | GST 04103 | Business Computer Application | √ | |
| 4 | BAT 04104 | Basic Accounting | $\sqrt{}$ | |
| 5 | GST 04105 | Basic Business Mathematics | √ | |
| 6 | BAT 04106 | Introduction to Economics | √ | |
| 7 | BAT 04201 | Introduction to Money and Banking | | V |

| 8 | BAT 04202 | Introduction to Business Management | $\sqrt{}$ |
|----|-----------|--|-----------|
| 9 | GST 04203 | Introduction to Commerce | V |
| 10 | BAT 04204 | Basic Entrepreneurship Skills | V |
| 11 | BAT 04205 | Basic Sales Management Skills | V |
| 12 | BAT 04206 | Introduction to Procurement and Supply | $\sqrt{}$ |

NTA LEVEL 5

The program is a covered in two semesters. It consists of thirteen (13) modules; some which are core and others are fundamental modules. It is a full time and intensive course. This design is intended to be a comprehensive preparation for competent professional graduates who are capable of meeting the requirements of the available wide range of labour demand in modern business markets in both government and non government sector. The modules for both semesters are summarized below:

Semester 1

| Module Code | Module name | Status |
|--------------------|---|-------------|
| BAT 05101 | Introduction to Management Principles | Core |
| BAT 05102 | Introduction to Business Law and Ethics | Core |
| BAT 05103 | Introduction to Marketing | Core |
| BAT 05104 | Fundamentals of Economics | Core |
| GST 05105 | Business Communication | Fundamental |
| GST 05106 | Business Mathematics and Statistics | Fundamental |

| Module Code | Module name | Status |
|--------------------|---|-------------|
| BAT 05201 | Small Business Management | Core |
| BAT 05202 | Introduction to Financial Accounting | Core |
| GST 05203 | Introduction to Information and Computer Technology | Fundamental |

| BAT 05204 | Introduction to Environmental Economics | Core |
|-----------|---|------|
| BAT 05205 | Sales Management | Core |
| BAT 05206 | Procurement and Supply | Core |
| BAT 05207 | Field Practical | |

NTA LEVEL 6

Generally, there shall be six (6) Core modules and four (4) Fundamental modules. In Semester I, there are four (4) Core Modules and one (1) Fundamental module while in Semester II, there are two (2) Core Modules and three (3) Fundamental modules. Fundamental modules are supportive modules to core modules, which are necessary for the award of the Ordinary Diploma in Business Administration. The description of those Core and Fundamental modules is summarized in the tables below

Semester 1

| Module code | L | T | P | S | Credit |
|-------------|----|----|---|----|--------|
| GSD 06106 | 3 | 2 | 0 | 1 | 9 |
| BAD 06101 | 4 | 2 | 0 | 2 | 12 |
| BAD 06102 | 4 | 3 | 0 | 3 | 15 |
| BAD 06103 | 4 | 2 | 0 | 2 | 12 |
| BAD 06104 | 4 | 2 | 0 | 2 | 12 |
| TOTAL | 19 | 11 | 0 | 10 | 60 |

| Module code | L | T | P | S | Credit |
|-------------|---|---|---|---|--------|
| GSD 06204 | 4 | 2 | 0 | 2 | 12 |
| BAD 06202 | 4 | 2 | 0 | 2 | 12 |
| GSD 06205 | 4 | 2 | 0 | 2 | 12 |

| BAD 06203 | 4 | 2 | 0 | 2 | 12 |
|-----------|----|----|---|----|----|
| GSD 06206 | 4 | 2 | 0 | 2 | 12 |
| BAD 06201 | - | - | - | - | 10 |
| TOTAL | 20 | 10 | 0 | 10 | 70 |

Learning Hours per Week

| Module code | L | T | P | S | Total |
|-------------|----|----|---|----|-------|
| Semester 1 | 19 | 11 | 0 | 10 | 40 |
| Semester 2 | 20 | 10 | 0 | 10 | 40 |

ACCOUNTANCY DEPARTMENT

NTA LEVEL 4

Generally, there shall be five (5) Fundamental modules and four (4) Core modules. In Semester I, there are 2 Core Modules and 3 Fundamental modules while in Semester II, there are two (2) Fundamental Modules and 2 Core modules. Fundamental modules are supportive modules to core modules, which are necessary for the award of the Basic Technician certificate in Accountancy. The description of those Core and Fundamental modules is summarized in the tables below.

| No | Module name | Status |
|----|-------------------------------|-------------|
| 1 | Basic Book Keeping | Core |
| 2 | Basic Commercial Arithmetic | Core |
| 3 | Communication Skills | Fundamental |
| 4 | Basic Entrepreneurship Skills | Fundamental |
| 5 | Basic Computer Applications | Fundamental |

Semester 2

| S/N | Module name | Status |
|-----|--|--------|
| 1 | Basic Sales Management Skills | Core |
| 2 | Introduction to Customer care and Ethics | Core |
| 3 | Essentials of Managing Business | Core |
| 4 | Basic Accounting | Core |

NTA LEVEL 5

Generally, there shall be eleven (11) modules that are spread over two semesters. The modules shall be covered in 34 weeks of which are divided into 17 weeks of each of the two semesters.

There shall be core and fundamental modules. The core modules shall present theme of the programme, and they are four (4) modules. The fundamental modules are supportive modules to core modules, which are necessary for the award of the Basic Technician certificate in Accountancy. There shall be seven (7) fundamental modules.

Summary of modules

| S/N | Module Name | Status | of the Module |
|-----|---|-----------|---------------|
| | | Core | Fundamental |
| 1. | Elements of Business Mathematics and Statistics | $\sqrt{}$ | |
| 2. | Commercial Knowledge | | V |
| 3. | Business Communication and Office Practices | | V |
| 4. | Elements of Costing and Procurement & Supply | $\sqrt{}$ | |
| 5. | Application of Computer in Accountancy | | V |
| 6. | Principles of Accounts | | |
| 7. | Principles of Cooperative Accounting | | V |

| 8. | Principles of Economics | | V |
|-----|--------------------------------------|-----------|---|
| 9. | Elements of Customer care and Ethics | | V |
| 10. | Elements of Auditing | | V |
| 11. | Principles of Book-keeping | $\sqrt{}$ | |
| 12. | Field Practicals | | V |

NTA LEVEL 6

Generally, there shall be eleven (11) modules that are spread over two semesters. The modules shall be covered in 34 weeks of which are divided into 17 weeks of each of the two semesters.

There shall be core and fundamental modules. The core modules shall present theme of the programme, and they are five (5) modules. The fundamental modules are supportive modules to core modules, which are necessary for the award of the Basic Technician certificate in Accountancy. There shall be six (6) fundamental modules. The summary of the description of those Core and Fundamental modules is summarized in the tables below.

Summary of modules for the NTA Level 6 in Accountancy

| S/N | Module Name | Status | of the Module |
|-----|--|--------|---------------|
| | | Core | Fundamental |
| 1. | Elements of Cost Accounting | V | |
| 2. | Banking and Credit Management | V | |
| 3. | Business Communication | | V |
| 4. | Tax Compliance Advocacy | | V |
| 5. | Application of Computer in Accountancy | | V |
| 6. | Statistics for Business | V | |
| 7. | Principles of Management | | V |
| 8. | Fundamentals of Tax Audit | | V |
| 9. | Public Sector Accounting | V | |

| 10. | Entrepreneurship and Development | | V |
|-----|---|-----------|---|
| 11. | Research Methodology in Business Operations | $\sqrt{}$ | |

COMPUTER ENGINEERING DEPARTMENT

NTA LEVE 4

Module – Semester I

| Code | Module Title | S | Scheme of Study Hours / | | | | |
|------------|--|----|-------------------------|----|----|----------|--|
| | | | | | | | |
| | | L | T | P | AS | CreJRIIT | |
| CoET | Computer System Maintenance and Repair | 3 | | 3 | 2 | 12 | |
| 101 | | | | | | | |
| CoET | Local Area Network | 3 | | 3 | 2 | 12 | |
| 102 | | | | | | | |
| CoET | Computer Application I | 3 | | 3 | 2 | 12 | |
| 102 | | | | | | | |
| GCT 142 | Communication Skills I | 1 | | | 1 | 2 | |
| GMT | Advanced Mathematics I | 2 | 1 | | 1 | 5 | |
| 141 | | | | | | | |
| EET 102 | Principle of Electrical Engineering I | 1 | | 2 | 1 | 6 | |
| LTB 108 | Physical Science I | 1 | | 1 | | 3 | |
| MET 132 | Workshop Technology | 1 | | 2 | 1 | 6 | |
| GET 143 | Entrepreneurship and Development | 2 | | | | 3 | |
| | | | | | | | |
| Sub – Tota | Sub – Total Hours / Week | | 1 | 14 | 10 | 61 | |
| Total Hour | rs / week | 40 | | | | | |

Module – Semester II

| Code | Module Title | S | Scheme of Study Hours / | | | | | |
|------------|--|---|-------------------------|----|----|----------|--|--|
| | | | week | | | | | |
| | | L | T | P | AS | CreJRIIT | | |
| CoET | Computer Peripheral Maintenance and Repair | 3 | | 3 | 2 | 12 | | |
| 201 | | | | | | | | |
| CoET | Wide Area Network | 3 | | 3 | 2 | 12 | | |
| 202 | | | | | | | | |
| CoET | Computer Application II | 1 | | 2 | 1 | 6 | | |
| 202 | | | | | | | | |
| GCT 242 | Communication Skills II | 1 | | | 1 | 2 | | |
| GMT | Advanced Mathematics II | 2 | 1 | | 1 | 5 | | |
| 241 | | | | | | | | |
| EET 202 | Principle of Electrical Engineering II | 1 | | 2 | 1 | 6 | | |
| SLT 363 | Physical Science II | 1 | | 2 | 1 | 3 | | |
| GET 243 | Entrepreneurship and Development II | 1 | | | 1 | 3 | | |
| IPT I | Industrial Practical Training | | | | | 10 | | |
| Sub – Tota | Sub – Total Hours / Week | | 1 | 12 | 10 | 59 | | |
| Total Hour | Total Hours / week | | | 40 | | | | |

NTA LEVE 5

Module – Semester I

| Code | Module Title | Scl | Scheme of Study Hours / week | | | ours / week |
|--------------------|--------------------------------------|-----|------------------------------|----|----|-------------|
| | | L | T | P | AS | CreJRIIT |
| CoET 301 | Computer Programming | 3 | | 3 | 2 | 12 |
| CoET 302 | Operating System | 3 | | 3 | 2 | 12 |
| CoET 303 | Measurements and Instrumentation | 1 | | 2 | 1 | 6 |
| CoET 304 | Digital Electronics | 3 | | 3 | 2 | 12 |
| ETT 407 | Data Communications | 2 | | 1 | 1 | 6 |
| EET 101 | Basic Electronics | 1 | | 2 | 1 | 6 |
| GCT 152 | Communication Skills III | 1 | 1 | | | 2 |
| GET 153 | Entrepreneurship and Development III | 2 | | | | 2 |
| MET 113 | Engineering Drawing | 1 | | 2 | 1 | 3 |
| GMT 151 | Advanced Mathematics III | 2 | 1 | | | 3 |
| Sub – Total | Sub – Total Hours / Week | | | 16 | 10 | |
| Total Hours / week | | | 47 | 7 | | 64 |

Module – Semester II

| Code | Module Title | Scl | Scheme of Study Hours / week | | | ours / week |
|-------------|---|-----|------------------------------|----|----|-------------|
| | | L | T | P | AS | CreJRIIT |
| CoET 401 | Data Structure and File Handling | 3 | | 3 | 2 | 12 |
| CoET 402 | Advanced Computer Peripherals Maintenance and | 2 | | 2 | 1 | 6 |
| | Repair | | | | | |
| CoET 403 | Microprocessor Technology | 3 | | 3 | 2 | 12 |
| CoET 404 | Sequencial Circuits | 1 | | 2 | 1 | 6 |
| CoET 405 | Internetworking | 3 | | 3 | 2 | 12 |
| ETT 205 | Electronic Circuits | 1 | | 2 | 1 | 6 |
| GMT 251 | Advanced Mathematics IV | 1 | 2 | | 1 | 6 |
| EET 104 | Electrical Installation | 1 | 2 | | 1 | 6 |
| GCT 252 | Communication Skills | 1 | 1 | | | 2 |
| GET 253 | Entrepreneurship and Development IV | 2 | | | | 2 |
| Sub – Total | Sub – Total Hours / Week | | | 15 | 11 | 70 |
| Total Hours | Total Hours / week | | | 9 | • | 70 |

NTA LEVEL 6

Modules – Semester I

| Code | Module Title | , | Scheme of Study Hours / week | | | |
|--------------------------|--|----|------------------------------|----|----|--------|
| | | L | Т | P | AS | Credit |
| CoED 06101 | Introduction to Software Engineering | 3 | | 3 | 2 | 12 |
| CoED 06102 | Introduction to System Analysis and Design | 3 | | 3 | 2 | 12 |
| CoED 06103 | Network Management | 3 | | 3 | 2 | 12 |
| CoED 06104 | Introduction to Automation and Control | 3 | | 3 | 2 | 12 |
| CoED 06105 | Introduction to Multimedia | 3 | | 3 | 2 | 12 |
| CoED 06106 | Advanced Electronics | 1 | | 2 | 1 | 6 |
| CoED 06107 | Project I | 0 | | | | 5 |
| GMD 06161 | Advanced Mathematics V | 2 | 1 | | | 4 |
| GCD 06162 | Communication Skills V | 1 | 1 | | | 2 |
| GED 06163 | Entrepreneurship and Development V | 2 | 1 | | | 2 |
| Sub – Total Hours / Week | | 21 | 3 | 17 | 11 | 79 |
| Total Hours / week | | | 5 | 2 | | |

Module – Semester II

| Code | Module Title | S | Scheme of Study Hours / | | | |
|--------------------------|-------------------------------------|----|-------------------------|----|------|--------|
| | | | | V | veek | |
| | | L | T | P | AS | Credit |
| CoED 06201 | Web Design and Hosting | 3 | | 3 | 2 | 12 |
| CoED 06202 | Signal and Data Processing Circuits | 1 | | 2 | 1 | 6 |
| CoED 06203 | Multimedia Application Production | 3 | | 3 | 2 | 12 |
| CoED 06204 | Industrial Automation System | 3 | | 3 | 2 | 12 |
| CoED 06205 | Active Directory | 2 | | 2 | 1 | 6 |
| CoED 06207 | Project II | | | | | 5 |
| GMD 06261 | Advanced Mathematics VI | 2 | 1 | | | 3 |
| GCD 06262 | Communication Skills VI | 1 | | | | 1 |
| GED 06263 | Entrepreneurship and Development VI | 2 | 1 | | 1 | 4 |
| Sub – Total Hours / Week | | 20 | 5 | 17 | 12 | 76 |
| Total Hours / week | | | 5 | 4 | | |

Key Note

L – Lecture Hours

T – Tutorials Hours

P – Practical Hours

 $AS-Assignment\ Hours$

COMPUTER SCIENCE DEPARTMENT

NTA LEVE 4

SEMESTER I

| S/N | MODULE CODE | MODULE NAME | CREDIT | MODULE TYPE |
|-----|----------------|-------------------------------------|--------|----------------|
| 1 | CoST04101 | Internet Services & Web Development | 12.0 | Core |
| 2 | GST04113 | Engineering Mathematics I | 9.0 | Fundamental |
| 3 | GST04106 | Python Programming Language | 12.0 | Core |
| 4 | GST04112 | Communication Skills I | 2.0 | Fundamental |
| 5 | GST04114 | Entrepreneurship And Development I | 3.0 | Fundamental |
| 6 | CoST04105 | Graphics Design I | 12.0 | Core |
| 7 | CoST04104 | Computer Programming Language | 12.0 | Core |
| 8 | CoST04102 | Basic Of Computer Science | 10.0 | Core |

SEMESTER II

| S/N | MODULE CODE | MODULE NAME | CREDIT | MODULE TYPE |
|-----|----------------|--------------------------------------|--------|----------------|
| 1 | CoST04201 | C Programming Language | 9.0 | Core |
| 2 | CoST04202 | C Programming Language Laboratory II | 12.0 | Core |
| 3 | CoST04204 | Computer Technology | 10.0 | Core |
| 4 | CoST04205 | Graphics Design II | 10.0 | Core |
| 5 | CoST04210 | Basic IT Security | 10.0 | Core |
| 6 | EET04204 | Data Communication And Networking | 12.0 | Core |
| 7 | GST04207 | Communication Skills II | 2.0 | Fundamental |
| 8 | GST04208 | Engineering Of Mathematics II | 6.0 | Fundamental |
| 9 | GST04209 | Entrepreneurship Development II | 2.0 | Fundamental |
| 10 | IPT04203 | Industrial Practical Training | 10.0 | Core |
| 11 | MET04201 | Technical Drawing II | 9.0 | Core |

NTA LEVE 5

SEMESTER I

| S/N | MODULE CODE | MODULE NAME | CREDIT | MODULE TYPE |
|-----|----------------|--|--------|----------------|
| 1 | CoST05101 | Data Structures And Algorithms | 9.0 | Core |
| 2 | CoST05102 | System Programming | 9.0 | Core |
| 3 | CoST05103 | Data Structure Laboratory | 12.0 | Core |
| 4 | CoST05104 | Software Laboratory | 12.0 | Core |
| 5 | CoST05106 | MYSQL | 10.0 | Core |
| 6 | ET05105 | Electronics Circuits And Microprocessor | 9.0 | Core |
| 7 | ETT05106 | Electronics Circuits And Microprocessor Laboratory | 12.0 | Core |
| 8 | GCT05153 | Communication Skills III | 10.0 | Fundamental |
| 9 | CoST05105 | System Analysis And Design | 9.0 | Core |

SEMESTER II

| S/N | MODULE CODE | MODULE NAME | CREDIT | MODULE TYPE |
|-----|----------------|--|--------|----------------|
| 1 | CoST05202 | C++ Programming | 9.0 | Core |
| 2 | CoST05203 | Computer Architecture | 9.0 | Core |
| 3 | CoST05204 | Assembly Language Programming Laboratory | 12.0 | Core |
| 4 | CoST05205 | C++ programming laboratory | 12.0 | Core |
| 5 | CoST05206 | Visual Basic Programming Laboratory | 12.0 | Core |
| 6 | CoST05207 | Software Engineering | 12.0 | Core |
| 7 | IPT05203 | Industrial Practical Training | 10.0 | Core |
| 8 | CoST05208 | PHP Laboratory | 10.0 | Core |
| 9 | CoST05201 | Assembly Language Programming | 9.0 | Core |

NTA LEVE 6

SEMESTER I

| S/N | MODULE CODE | MODULE NAME | CREDIT | MODULE TYPE |
|-----|----------------|--|--------|----------------|
| 1 | CoSD06109 | Visual C++ Programming Laboratory | 12.0 | Elective |
| 2 | CoSD06101 | Networks Administration | 9.0 | Core |
| 3 | CoSD06102 | Relational Database Management System | 12.0 | Core |
| 4 | CoSD06103 | Relational Database Management System Laboratory | 12.0 | Core |
| 5 | CoSD06104 | Java Programming | 9.0 | Elective |
| 6 | CoSD06105 | Visual C++ Programming | 9.0 | Elective |
| 7 | CoSD06108 | Java Programming Laboratory | 12.0 | Elective |
| 8 | CoSD06106 | Networks Administration Laboratory | 12.0 | Core |
| 9 | GCD06165 | Communication Skills | 5.0 | Fundamental |
| 10 | CoSD06110 | Computer Graphics Laboratory | 12.0 | Elective |
| 11 | CoSD06107 | Computer Graphics | 9.0 | Elective |

SEMESTER II

| S/N | MODULE CODE | MODULE NAME | CREDIT | MODULE TYPE |
|-----|--|--|--------|----------------|
| 1 | CoSD06207 | Multimedia | 9.0 | Elective |
| 2 | CoSD06210 Linux Programming And Administration Laboratory | | 12.0 | Elective |
| 3 | CoSD06201 | Computer Installation | 9.0 | Core |
| 4 | CoSD06202 | Principles Of Modern Communication System | 9.0 | Core |
| 5 | CoSD06203 | Computer Installation And Servicing Laboratory | 12.0 | Core |
| 6 | CoSD06204 | Project | 30.0 | Core |
| 7 | CoSD06205 | Web Technology | 9.0 | Elective |
| 8 | CoSD06208 | Multimedia Laboratory | 12.0 | Elective |
| 9 | CoSD06206 | Web Technology Laboratory | 12.0 | Elective |
| 10 | CoSD06209 | Linux Programming And Administration | 9.0 | Elective |

ELECTRONIC AND TELECOMMUNICATION DEPARTMENT

NTA LEVEL 4

SEMESTER I – CORE MODULES

| CODE | MODULES NAME | SCEME OF STUDY Hrs/Wk | | | | | |
|-----------|----------------------|-----------------------|---|----|----|--------|--|
| | | L | T | P | AS | Credit | |
| ETT 04101 | BASIC ELECTRONICS | 4 | 1 | 4 | 1 | 15 | |
| ETT 04102 | MEASUREMENTS | 1 | 0 | 2 | 1 | 9 | |
| ETT 04103 | ELECTRONICS DRAFTING | 2 | 0 | 4 | 0 | 6 | |
| ETT 04109 | BASIC ELECTRICITY | 4 | 1 | 2 | 1 | 12 | |
| TOTAL | | 11 | 2 | 12 | 3 | 42 | |

SEMESTER II - CORE MODULES

| CODE | MODULES NAME | SCEME OF STUDY Hrs/Wk | | | | |
|-----------|----------------------------------|-----------------------|---|----|----|--------|
| | | L | T | P | AS | Credit |
| ETT 04207 | ELECTRONIC CIRCUITS | 2 | 1 | 2 | 1 | 9 |
| ETT 04208 | DIGITAL ELECTRONICS | 4 | 1 | 4 | 1 | 15 |
| ETT 04210 | TELECOMMUNICATION PRINCIPLES | 4 | 1 | 4 | 1 | 15 |
| IPT 04204 | INDUSTRIAL PRACTICAL TRAINING | | | | | 10 |
| TOTAL | | 10 | 3 | 10 | 3 | 49 |

Key Note

- L -Lecture hours
- T -Tutorial hours
- P -Practical hours
- AS -Assignment

SUMMARY OF MODULES

| S/N | CODE | MODULES NAME | SEMESTER | |
|-----|-----------|--------------------------------|----------|----------|
| | | | I | II |
| 1 | GST 04101 | Advanced Mathematics | ✓ | |
| 2 | GST 04102 | Physical Science | ✓ | |
| 3 | GST 04103 | Communication Skills I | ✓ | |
| 4 | GST 04104 | Entrepreneurship I | ✓ | |
| 5 | GST 04105 | Basic computer Applications I | ✓ | |
| 6 | GST 04201 | Advanced Mathematics II | | ✓ |
| 7 | GST 04202 | Physical Sciences II | | ✓ |
| 8 | GST 04203 | Communication Skills II | | ✓ |
| 9 | GST 04204 | Entrepreneurship II | | ✓ |
| 10 | GST 04205 | Basic computer applications II | | ✓ |
| 11 | ETT 04101 | Basic Electronics | ✓ | |
| 12 | ETT 04103 | Electronics Drafting | ✓ | |
| 13 | ETT 04102 | Measurements | ✓ | |
| 14 | ETT 04109 | Basic Electricity | ✓ | |
| 15 | ETT 04207 | Electronic Circuit | | ✓ |
| 16 | ETT 04208 | Digital Electronics | | ✓ |
| 17 | ETT 04210 | Telecommunication principles | | ✓ |
| 18 | IPT 04204 | Industrial Training | | ✓ |

NTA LEVEL 5

SEMESTER I Core Modules

| CODE | MODULE NAME | SCHEME OF STUDY Hrs/Wk | | | | |
|-----------|---------------------------------|---------------------------|---|---|----|--------|
| | | L | T | P | AS | Credit |
| ETT 05101 | ELECTROMAGNETISM | 4 | 1 | 0 | 1 | 8 |
| ETT 05102 | MEASUREMENT AND INSTRUMENTATION | 4 | | 2 | | 9 |
| ETT 05103 | ANALOG ELECTRONICS | 5 | 0 | 2 | 1 | 12 |
| ETT 05104 | 04 MODULATION AND DEMODULATION | | 1 | 0 | 1 | 12 |
| | | | | | | |
| | | | | | | |
| TOTAL | | 19 | 2 | 4 | 3 | 41 |

SEMESTER II Core Modules

| CODE MODULE NAME | | SCHEME OF STUDY Hrs/Wk | | | | | |
|------------------|-------------------------|---------------------------|---|---|----|--------|--|
| | | L | T | P | AS | Credit | |
| ETT 05201 | DIGITAL TECHNOLOGY | 4 | 0 | 2 | 0 | 9 | |
| ETT 05202 | TELEVISION TECHNOLOGY | 5 | 1 | 2 | 0 | 12 | |
| ETT 05203 | BASIC TELECOMMUNICATION | | 1 | 0 | 1 | 12 | |
| ETT 05204 | DATA COMMUNICATION | 6 | 1 | 0 | 1 | 12 | |
| IPT 05202 | INDUSTRIAL TRAINING | | | | | 10 | |

| TOTAL | 21 | 3 | 4 | 2 | 55 |
|-------|----|---|---|---|----|
| | | | | | |

NTA LEVEL 6

SEMESTER I Core Modules

| CODE MODULE NAME | | SCHEME OF STUDY Hrs/Wk | | | | | |
|-----------------------------------|-------------------------------------|---------------------------|---|---|----|--------|--|
| | | L | Т | P | AS | Credit | |
| ETD 06120 |) INSTRUMENTATION | | 0 | 2 | 0 | 9 | |
| ETD 06121 | D 06121 RADIO TRANSMISSION SYSTEM 4 | | 1 | 0 | 0 | 6 | |
| ETD 06122 | 2 ELECTRONICS DESIGN | | 1 | 0 | 1 | 9 | |
| ETD 06123 | 3 ANTENNAS AND RADARS | | 1 | 0 | 1 | 9 | |
| ETD 06127 | PROJECT – I | 0 | 0 | 0 | 0 | 5 | |
| ETD 06128 COMPUTER TECHNOLOGY - I | | 2 | 0 | 0 | 0 | 3 | |
| | TOTAL | 18 | 3 | 2 | 2 | 41 | |

SEMESTER II Core Modules

| CODE | MODULE NAME SCHEME O Hrs/ | | | | | JDY |
|-----------|-------------------------------------|---|---|---|----|--------|
| | | L | T | P | AS | Credit |
| ETD 06219 | POWER ELECTRONICS | 4 | 0 | 2 | 0 | 10 |
| ETD 06224 | COMMUNICATION SYSTEMS | | 0 | 2 | 0 | 12 |
| ETD 06225 | TELEPHONE SYSTEM | | 1 | 2 | 0 | 12 |
| ETD 06226 | TELEVISION AND VIDEO ENGINEERING | | 1 | 0 | 0 | 12 |

| ETD 06227 | PROJECT - II | 2 | 0 | 0 | 0 | 8 |
|-----------|--------------------------|----|---|---|---|----|
| ETD 06228 | COMPUTER TECHNOLOGY - II | 2 | 0 | 0 | 0 | 9 |
| | TOTAL | 23 | 2 | 6 | 0 | 63 |

SUMMARY OF MODULES

| SN | MODULE/SUBJECT NAME | MODULE CODE | TOTAL CREDIT |
|-----|----------------------------------|----------------|-----------------|
| 1. | INSTRUMENTATION | ETD 06120 | 9 |
| 2. | RADIO TRANSMISSION SYSTEM | ETD 06121 | 6 |
| 3. | ELECTRONICS DESIGN | ETD 06122 | 9 |
| 4. | ANTENNAS AND RADARS | ETD 06123 | 9 |
| 5. | PROJECT - I | ETD 06127 | 3 |
| 6. | COMPUTER TECHNOLOGY - I | ETD 06128 | 3 |
| 7. | POWER ELECTRONICS | ETD 06219 | 9 |
| 8. | COMMUNICATION SYSTEM | ETD 06224 | 9 |
| 9. | TELEPHONE SYSTEM | ETD 06225 | 9 |
| 10. | TELEVISION AND VIDEO ENGINEERING | ETD 06226 | 9 |
| 11. | PROJECT - II | ETD 06227 | 6 |
| 12. | COMPUTER TECHNOLOGY - II | ETD 06228 | 6 |
| 13. | INDUSTRIAL PRACTICAL TRAINING | IPT 06 | 10 |
| | TOTAL | | 97 |

Grading system

Grades for each module will be assigned with reference to grades meanings and the range of scores for the various NTA levels as provided in the table below

| NTAI | NTALevel 4-5 | | | NTA Level 6 | | | |
|------|---|---------|------------|---|-------|--|--|
| | Definition | Range | Grade | Definition | Range | | |
| A | EXCELLENT: Comprehensive. Accurate work of Outstanding quality | 80-100 | A | Excellent: Work of outstanding quality, rare talent for the module, an original or incisive mind | | | |
| | | | <i>B</i> + | Well above average: (Very good), Excellent, comprehensive, accurate work | | | |
| В | ABOVE AVERAGE (GOOD) sound grasp of the most important goals of the course. Work described as careful. competent and good | 65 - 79 | В | ABOVE AVERAGE (GOOD): Sound grasp of the most important goals of the course. Work described as careful, competent and good without being distinguished | | | |

| С | AVERAGE (SATISFACTORY) | 50-64 | C | AVERAGE | 45 - 54 |
|---|--------------------------------|--------|---|------------------------------|---------|
| | Average competence which | | | (SATISFACTORY) | |
| | falls short of B grade Work | | | Average competence | |
| | described as adequate | | | which falls short of B grade | |
| | | | | Work described as | |
| | | | | adequate | |
| D | (POOR) Marginal barely satisfy | 40- 49 | D | BEEOW AVERAGE | 35-44 |
| | the minimum requirements | | | (POOR) Marginal | |
| | | | | barely satisfy the minimum | |
| F | FAILURE | 0 - 39 | F | FAILURE | 0-34 |
| J | INCOMPLETE | | I | INCOMPLETE | |
| Q | DISQUALIFICATION | | Q | DISQUALIFICATION | |

(ii) Grades for the different score ranges are assigned points as follow

| NTA Level 4-5 | NTAlevel6 |
|---------------|-----------|
| A-4 | A-5 |
| B-3 | B+-4 |
| C-2 | B-3 |
| D-1 | C-2 |
| F-0 | D-1 |

Classification of award

- (a) A candidate who successfully completes and NTA level shall be given the certificate or Diploma provided the required grades by NACTE has been fulfilled, otherwise only the transcripts will be issued with a participation certificate only.
- b) Candidate who successfully completes an NTA Level shall be placed in one of the following three classifications: First-Class, Second-Class or Pass.
- (b) The final classification of the certificate or diploma shall be based on the performance of a candidate in all the modules. The final classification for the certificate or diploma award shall be obtained from the Cumulative Grade Point Average rounded off to the nearest one decimal point.
- (c) The Grade Point Average (GPA) will be computed from credits and grade weights and classified as shown below:

| NTA level 4 -5 | | NTA level 6 | |
|----------------|----------------|--------------------|----------------|
| Class of award | Cumulative GPA | Class of award | Cumulative CPA |
| First Class | 3.5-4.0 | First class | 4.4-5.0 |
| Second Class | 3.0-3.4 | Upper Second Class | 3.5-4.3 |
| | | Lower Second class | 2.7-3.4 |
| Pass | 2.0-2.9 | Pass | 2.0-2.6 |

Computation of the Cumulative Grade Point Average (GPA)

The computation of the cumulative Grade Point Average (GPA) shall be based on the following formula:

$$GPA = \underbrace{\sum Grade\ points\ x\ Credits}_{\sum Credits}$$

Promotion, Probation and Dismissal

Condition for passing a module:

The final assessment mark for each student in a module will be determined by the scale of 0 to 100%. Grades will comply with the NACTE grades policy. Unless it is stated contrary to the module description, the assessment should be as follows:

- (i) The pass mark for each module shall be 50% for NTA Level 4 and 5. That is a candidate should be able to score at least 50, inclusive of continuous assessments and end semester examination.
- (ii)The pass mark for each module shall be 45% for NTA level 6. That is a candidate should be able to score at least 45, inclusive of continuous assessment and end semester examination.
- (iii) The candidate who shall not fulfill condition 3(i) and 3(ii) shall do supplementary examinations prior to the next exam dates.
- (iv) Submission of Industrial Practical training (IPT) logbooks by hand or EMS should not be later than 2 weeks after the completion of the IPT period. Late submission will lead to a penalty as per IPT regulations otherwise Para (iii) above will apply.

Condition for supplementing

A Candidate shall be allowed to do supplementary examination to the failed modules provided the overall GPA is not less than 2.0 and the number of failed modules are not more than 5 modules.

- 1) Supplementary examinations shall be conducted with in such time after the date of declaration of the overall semester results as the Academic committee may determine.
- 2) When need arises, the academic committee can allow a candidate to do an oral examination. The responsibility of conducting the oral examination will be of the respective department.
- Where a candidate has passed by virtue of supplementary examinations/repeated module., will be awarded only a pass grade equivalent to C irrespective of the higher mark scored

- 4) If after taking supplementary examinations a student fails to obtain a minimum pass mark in any of the supportive modules, he/she will be allowed to carry forward the failed module(s) as a probating student.
- 5) The duration for supplementing and carrying forward a failed module shall be three years from the date of admission with only three attempts

Postponement of studies.

- A student may he allowed to postpone studies for reasons of proven continued illness supported by a doctor's medical certificate, or for any other reason, which in the opinion of the Academic Committee of the institute is strong enough to prevent one from pursuing studies effectively.
- 2) The maximum period for a student to postpone studies is two academic years except that at the expiry of the first academic year a student must seek for a second post postponement afresh. The student will have to pay for the difference between the current fees and the fees already paid, which will be considered as a Re-admission.

Condition for repeating an academic year

Condition for discontinuation

- 1) A candidate whofails to get less than 2.0 G.P.A and the number of failed modules are more than 5 modules shall be discontinued from studies.
- 2) Any candidate caught cheating in any way during any examination shall be suspended to continue the rest of the exam and if caught the third time he/she will be expelled from the institute.

Condition for readmission

- 1) A candidate shall not be allowed to join the same program in which he/she has been discontinued on academic grounds until after one year and the year to be re-admitted, shall be determined by the Board.
- 2) However this privilege shall not apply to expelled students on non-academic matters.

Appeals

- 1) As soon as the Academic Committee releases the Examination results, any candidate who has valid ground for appeal shall, within twenty one (21) days (counted from the day of release of provisional results or from the day of the start of a new semester if results are declared during vacation) lodge his/her appeal with the principal.
- 2) Appeals shall be on valid grounds and shall be in written form and shall be accompanied by relevant and documented substantive evidence.
- 3) Upon receiving such an appeal the principal may call for investigation and explanation from the Vice Principal Academics to obtain such advice and assistance as it may deem appropriate and make a recommendation, which shall be tabled at the next Academic Committee of the institute.
- 4) The Principal may, if in his opinion there is a *prima facie* case, appoint an appeals sub-Committee to hear the appeal and make a recommendation that shall be tabled at the next Academic Committee of the institute.
- 5) The decision of the Academic Committee shall constitute therefore the final examination results. The decision will be communicated to the concerned individual candidate through the principal.

LIBRARY

Statutory Rules and Regulations

A Library has rules and regulations guiding the service provided. It operates for the JRIIT community as a whole.

Opening Hours Time

Monday - Friday 8:30 a.m - 05:00 p.m Saturday 9:30 a.m - 01:00 p.m

Users/ Members

The potential and entitled users of the College Library Resources are the College Society composed of students, teaching staff, non-teaching employees and part-time tutors/ lecturers. The College Library extends its services to external users/visitors and the public as a whole.

Members

The College society is the user of the library resources.

Registration is conducted at the reference/counter desk. Students must be registered soon after the orientation week.

Library Membership Admission/Registration

The pre-requisite of being registered is to be a member of the College community. Students of all levels, tutors/lecturers in permanent and contract basis and employees of the College are members of the College community.

NB Students must be registered to their respective courses

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Library Registration Process for Students

The College Registrar submits to the College library a list of all students each academic year including the first year students. The list bears the College's Registration numbers of the students. Each student shall produce a valid identity card, which bears a Registration number, a passport size photo and College registrar's authority stamp.

A Library Staff receiving College registered students observes the registrar's list against their names, Registration numbers on identity cards if they are the same with those on the list, their photos against the actual faces and other particulars, if any.

When the particulars have been confirmed, a library Registration form is completed for each individual student with full names starting with Surnames followed by commas (for example Ibrahim Peter Samgella should be Samgella, Ibrahim Peter), College Registration number, course, intake and year.

Accurately completed forms are kept for control purposes.

Library Registration Process for Staff

A Staff who wants library membership has to collect a letter of confirmation from the College"s Human Resources Officer stating that he is a permanent /contract employee with a valid identity card and an employment number, term of employment, etc. The Registration process is the same as for the students.

Borrowing / Lending Services

Lending service/borrowing of library materials for home use/or outside the College library, is the right accorded to registered library users only. When a user is registered, that particular user is a library member and not a common user.

Only the registered library users/members can borrow one to four (1-4) books for home use in not more than a 14 days period. An identity card must be shown upon borrowing a book. During the vacations no books are borrowed.

Part-time Tutors/Lecturers

The heads of academic department authorize borrowing of books and other information resources for each part-time tutor. The head of library carries the risk of the books.

A borrower is free to renew the borrowing once, if a particular charged text is very useful as its holder feels or has not completed the assignment he is supposed to do. No user is allowed to renew the borrowing of a book twice unless permission is granted by the head of department (library).

Overdue Book Loans

Books, like other information resources are the property of the College library. A user who borrows a book(s) or material from the library should return it in time. A charge of two hundred shillings (Tshs. 300) will be instituted to each overdue day.

Library staff will keep on writing overdue reminder notices to inform any user whose book(s) is /are overdue.

Resistant users with overdue book loans will be reported to higher authority for further steps. A student can be restricted to access Examination results or any academic output he deserves if he further resists returning a book. A library clearance form has been designed to be completed by every student before being given his certificate and statement of results. Retirement benefits will be withheld for employee users unless the library material(s)/book(s) is recovered.

Misplaced, lost and damaged items

Borrowers are personally responsible for borrowed materials/items and will be required to pay for replacement of lost or damaged materials three times the purchase price.

Members and users found defacing library materials, for instance mutilation of pages, books, journals/or any library property will be prosecuted and will have their membership terminated and barred from entering the College library.

Already used items must be left on the reading tables. No user is allowed to return an item/book back to the shelves; this avoids misplacement of books from their proper locations.

It is the duty of the library staff to shelve (put back on the shelves) all used books by using the class numbers.

It is an offence to hide or misplace an item within the library so that others cannot see it for a personal future use.

Order and Discipline

All Students must show their identity cards at the entrance

Observe silence

Laptop are not allowed (due to limited space)

Water bottles/flask are prohibited in the Library

Once your belongings are left at the special deposit you are not allowed to pick anything unless you are leaving the library.

Do not leave your belongings in the library special deposit when you attend lectures or other activities outside.

2019-2020 FEE STRUCTURE

| S/NO | PARTICULARS | CERTIFICATE (NTA L4) | TECHINICIAN CERTICATE (NTA L5) | DIPLOMA (NTA L6) |
|------|--------------------|-------------------------|--------------------------------------|---------------------|
| 1 | Tution Fee | 855,000 | 855,000 | 885,000 |
| 2 | Examination Fee | 150,000 | 150,000 | 180,000 |
| 3 | Id Card | 10,000 | 10,000 | 10,000 |
| 4 | Nacte | 45,000 | 45,000 | 45'000 |
| 5 | Libary Membership | 35,000 | 35,000 | 35,000 |
| 6 | Student Activity | 60,000 | 60,000 | 60,000 |
| 7 | Caution(Nr) | 50,000 | | |
| 8 | Ipt | 45,000 | 45,000 | 30'000 |
| 9 | Student Union | 10,000 | 10,000 | 10,000 |
| 10 | Registration Nacte | 20,000 | | |
| 11 | Project | | 25,000 | 25,000 |
| 12 | Total | 1,280,000 | 1,235,000 | 1,280,000 |

OTHER PAYMENTS

| CERTIFICATE FEE | 50,000 | |
|-----------------|--------|--|
| | | |

| | APRIL JULY INTAKE | | SEPTEMBER | DECEMBER | |
|----|-------------------|-----------|-----------|----------|---------|
| | AUGUST INTAKE | SEPTEMBER | NOVEMBER | JANUA.RY | APRIL |
| NT | 1,280,000 | 380,000 | 300,000 | 300,000 | 300,000 |
| NT | 1,235,000 | 360,000 | 275000 | 305,000 | 295,000 |
| NT | 1,280,000 | 380,000 | 300,000 | 300,000 | 300,000 |

HOSTEL DETAILS

| S/NO | DETAIL | AMOUNT |
|------|--------|--------|
|------|--------|--------|

| 1 | HOSTEL WITHOUT MEAL | 450,000 PER ACCADEMIC YEAR | |
|---|---------------------|----------------------------|--|
| | | | |

All fees should be paid by the 5th of month Parents and Students must ensure that the fee is paid on time, Failure to disburse the fee before the deadline will results in penalty of 2% per month of the remaining amount until paid. Parents are welcomed to apply for the installment plan in writing prior to the due date. Parents must remain with the invoice and payment receipt at all time during all three years. in case of any audit or misunderstanding on payment, parent will be required to submit the originals as proof of payment to a vouch that payment was done as required otherwise full payment will be required.

All fees are to be banked and submit deposit slip to the cashier

ACCOUNT DETAILS

JR EDUCATIONAL SERVICES LTD

N0:**01J1035181700** CRDB BANK ARUSHA BRANCH OR

NO.0000535571- DIAMOND TRUST BANK (DTB) UHURU BRANCH-ARUSHA.

MOBILE PAYMENT: 0683 707 878 AIRTELMONEY, M-PESA LIPA NUMBER: 5591309

Receipts will be issued only after the cheque has been cleared.

For more Information please contact us. 0754 360 590 / 0753 888 221 / 0679 414 415

| For Foreign Remittance | Standard Chartered | For Credit of USD |
|----------------------------|---------------------|--------------------------|
| Bank: Diamond Trust Bank - | Bank, | D T Bank S/c No. 3582- |
| Uhuru Road | One Madison Avenue, | 020741-001 |
| Account Name: JR | New York, | D T Bank Swift: DTKETZTZ |
| Educational Services Ltd | SWIFT: SCBLUS33 | |
| Account Type: US \$ A/C | ABA Number: | |
| Account #: 0000535570 | 026002561 | |
| | | |
| | | |

Examination Rules for Students

The following rules apply to every student of JRIIT while taking the various written examinations that form a part of the evaluation process for their curricular courses.

I. Reporting to the examination hall.

- 1. No student will be allowed to bring his/her mobile phones to the examination hall.
- 2. All students must carry with them their Identity Card during the examinations and produce the same for verification, if required.
- 3. The students should ensure that they bring with them all the concerned material that is allowed by the concerned course instructor, which would be needed to take the examination.
- 4. The students are expected to take their respective seats 5 minutes prior to the scheduled commencement of the examination.
- 5. Students should ensure that they are not carrying on their person any material, other than that allowed by the course instructor for the particular examination, before they take their seats in the exam hall. Any such material found on their person during the examination would be construed as a deliberate attempt to use unfair means and would be dealt with accordingly.

II. At the start of the examination

- 1. The doors of the examination hall would be closed 5 minutes before the commencement of the examination, for the distribution of the exam material to the students already seated in the room. The door will be opened, to allow latecomers, after the last student already seated in the room in time has received his/her exam material.
- 2. The latecomers should proceed take their seats and wait for the exam material to be given to them.
- 3. No student will be allowed to enter the examination hall 15 minutes after the commencement of the examination for in-semester examinations and 30 minutes after the commencement of the examination for end-semester examinations.

III. During the examination.

1. Exchange (borrowing or lending) of any material during the examination is not allowed.

- 2. No student will resort to any unfair means of any nature while taking their examinations. If any student were found to be involved in using unfair means during an examination, the said student would be immediately expelled from the exam hall for that examination and the matter would be reported to the respective course instructor and the Dean (AP) for further action.
- 3. In case a student is found to be copying from his/her fellow student, then both the parties, the one providing the assistance and the one seeking the same, would be punished for the same.
- 4. In case a student has to leave his/her seat for whatever reason, he/she has to seek the permission of the concerned invigilator(s) of that exam hall before doing so. For visiting the rest room, he/she has to seek the permission of the concerned faculty invigilator of that examination hall before doing so.
- 5. No supplement(s) would be given to the students in the last 5 minutes of the examination.

IV. On completion of the examination.

- 1. No student will be allowed to leave the room in the first 15 minutes of the in semester examination (typical duration 1 hour) or first 30 minutes of the end-semester examination (typical duration of 3 hours) and in the last 5 minutes of the examination.
- 2. Students who are present in the last 5 minutes of the examination will have to wait till the exam material is collected from all the students by the invigilators and they are permitted to leave by the faculty invigilator of that exam hall.
- 3. While leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.

ACADEMIC STAFF

Table 1: Teaching Staff (permanent) by Department and Academic Qualification

| Department | Phd | Masters | Bachelor | PSGD | ADE | OD | Certificate | Total |
|-------------------|-----|---------|----------|------|-----|----|-------------|-------|
| ICT | - | - | 3 | - | 1 | 1 | - | 5 |
| Electronic & | - | - | 2 | - | - | 2 | 1 | 5 |
| Telecommunication | | | | | | | | |
| Engineering | | | | | | | | |
| Business Studies | - | 1 | 2 | - | - | - | - | 3 |
| General Studies | - | 1 | 1 | - | - | 1 | - | 3 |
| Graphics design & | - | - | - | - | - | - | 1 | 1 |
| Web development | | | | | | | | |
| Total | - | 2 | 8 | - | 1 | 4 | 2 | 17 |

Table 2: Names of Teachers and their qualifications

| S/N | Teacher's Name | Field of studies | |
|-----|-------------------|---|--|
| 1 | Rogers Aaron | Computer engineering | |
| 2 | Wilfred Japhet | Bsc. Informatics | |
| 3 | Rodgers Magoti | Computer Engineering and IT | |
| 4 | Lesneth L Lukumay | Computer Science | |
| 5 | Naserian Joseph | Education | |
| 6 | Senkoro Mrutu | Electronics and Telecommunication Engineering | |
| | | Lingineering | |
| 7 | Lucy Peter | General Studies | |
| 8 | Ibrahim Issa | Post Graduate in Mathematics and IT | |
| 9 | Love Ambakise | Business Administration | |

| 10 | Zeno Mkwawi | Business Administration |
|----|-----------------|---------------------------------|
| 11 | Emmanuel Godwin | Electronics & Telecommunication |
| 12 | David Msigwa | Business Administration |

Table 3: Part time teachers and their qualification

| S/N | Teacher's Name | Qualification | Field of studies |
|-----|-----------------|-------------------------|-------------------------------|
| 1 | Gwamaka | Diploma in Electronic & | Electronics & |
| | Mwasomola | Telecommunication | Telecommunication Engineering |
| 2 | Kisenha William | Certificate | Electronics & |
| | | | Telecommunication |