

JR INSTITUTE OF INFORMATION TECHNOLOGY



JRIIT - PROSPECTUS 2022/2023



WEL 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 and Vocational Education and Training (NACTVET). Further, JRIIT has established partnership with other vocational entities such as CompTIA, Prometric and Pearson Vue.

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MESSAGE FROM THE PRINCIPAL



Ms. Lucy Peter Mkunda

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 training 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 advanced secondary education acquire appropriate quality technical skills through holistic development

MISSION

- Developing participants into various skills in line with present and future requirements of the Tanzania labour market
- Producing modern day professionals with high skills of entrepreneurship and professionalism to see Tanzania through challenge of the 21st century
- Providing equal learning opportunity to the under privilege and the have nots of the society
- Providing a second chance to unsuccessful standard standard seven and form four leavers to clear their grades while simultaneously continues 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 OF THE JRIIT GOVERNING BOARD

- 1) Ms Felista Mangalu (Chair Person)
- 2) Dr. Neduvoto Mollel (Member)
- 3) Mr Erasto Njavike (Member)
- 4) Mr Erick Rowberg (Member)
- 5) Mr Armstrong Urassa (Student representative)
- 6) Ms. Nesian Joseph (Staff representative)
- 7) Dr. Godfrey Komba (Member)
- 8) Advo. Julius Karata (Member)
- 9) Mr Erick Kinsey (Member)
- 10) Lucy Peter Mkunda (Secretary)
- 11) Dr Erick V Mgya (Member)
- 12) Mr Lesneth Lukumay (Member)

COLLEGE EXECUTIVE

Acting Principal

Ms Lucy Peter Mkunda

Vice Principal Academic

Lesneth L Lukumay

Vice Principal Administration

Zainab Ibrahim

REGISTRAR OFFICER

Registrar

Ms. Diram Duba

Examination Officer (Acting)

Mr Lesnet Lukumay

HEADS OF ACADEMIC AND RELATED DEPARTMENTS

Computing and Information Technology

Mr. Wilfred Japhet

Business Administration Department

Mr. Zeno Mkwawi

General Studies Department

Ms Nesian Joseph

Electronic and Telecommunication Department

Mr. Senkoro Mrutu

ABBREVIATION

JRIIT – JR Institute of Information Technology

DET –Diploma in Electronics and Telecommunication

ICT – Information and Communication Technology

DBA – Diploma in Business Administration

NACTVET – The National Council for Technical and Vocational Education and Training

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

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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 NACTVET institution or
- Advanced Certificate of Secondary Education with one Principal pass and one Subsidiary Pass of the combination subjects

Diploma in Electronic and Telecommunication Engineering (DET)

- Any NTA level 4 certificates in any related field from recognized NACTVET 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 NACTVET 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 Information and Communication Technology (BCICT)

- Certificate of Secondary Education with at least four passes including mathematics and English.

Basic Technician Certificate in Electronic and Telecommunication (BCET)

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

THE STRUCTURE OF THE MODULES

BUSINESS ADMINISTRATION DEPARTMENT

NTA LEVEL 4

Generally, there shall be four (4) Fundamental modules, while in Semester II, there are four (4) Core Modules and one (1) Fundamental module. Fundamental modules are supportive modules to coremodules, 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.	English Communication Skills	Fundamental
2.	Basic Computer Skills	Fundamental
3.	Life Skills	Fundamental
4.	Basic Business Mathematics	Fundamental

Semester 2

No	Module name	Status
1.	Principles of Book- Keeping	Core
2.	Customer Care	Core
3.	Entrepreneurship skills	Fundamental
4.	Commercial Knowledge	Core
5.	Field Practical Training	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

01 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	GST 04101	English Communication Skills	√	
2	GST 04102	Basic Computer Skills	√	
3	GST 04103	Life Skills	√	
4	BAT 04101	Basic Business Mathematics	√	

5	BAT 04201	Principles of Book-Keeping		√
6	BAT 04202	Customer Care Skills		√
7	GST 04201	Entrepreneurship Skills		√
8	BAT 04203	Commercial Knowledge		√
9	BAT 04204	Field Practical Training		√

NTA LEVEL 5

The program is covered in two semesters. It consists of eleven (11) 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

S/N	Module Code	Module name	Status
1.	BAT 05101	Business Mathematics	Fundamental
2.	BAT 05102	Fundamental of Accounting	Core
3.	GST 05101	Business Communication Skills	Fundamental
4.	BAT 05103	Principles of Marketing	Core
5.	BAT 05104	Information and Communication Technology	Core

Semester 2

S/N	Module Code	Module name	Status
1.	BAT 05205	Office Management	Fundamental
2.	BAT 05206	Basics of E-Commerce	Core
3.	BAT 05207	Fundamentals of Economics	Core
4.	BAT 05208	Elements of Commercial law and Ethics	Core
5.	BAT 05209	Fundamental of Procurement and Supply	Core
6.	BAT 05210	Field Practical	Core

NTA LEVEL 6

Generally, there shall be three (3) Core modules and one (1) Fundamental module. In Semester I, 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
BAT 06101	4	1	1	2	12
BAT 06102	4	1	1	3	13
BAT 06103	4	1	1	2	12
BAT 06104	4	1	3	4	18
TOTAL	16	4	6	11	55

Semester 2

Module code	L	T	P	AS	Credit
GST 06201	1	1	3	2	10
BAT 06206	4	1	1	2	13
GST 06101	1	1	3	2	10
BAT 06208	4	1	2	4	17
BAT 06209	4	1	2	3	15
TOTAL	14	5	11	13	65

Learning Hours per Week

Module code	L	T	P	AS	Credits
Semester 1	16	4	6	11	55
Semester 2	14	5	11	13	65

ELECTRONIC AND TELECOMMUNICATION DEPARTMENT

NTA LEVEL 4

SEMESTER I – CORE MODULES

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk				
		L	T	P	AS	Credit
EET 04101	BASIC ELECTRICITY	5	1	-	-	9
ETT 04101	ANALOGUE ELECTRONICS	3	-	4	1	12
EET 04102	DOMESTIC INSTALLATION & MECHANICAL SKILLS	2	-	6	-	12
EET 04103	PRINTED CIRCUIT BOARD AND DROUGHTING TECHNIQUES	1	-	3	-	6
EET 04104	ELECTRICAL MEASUREMENTS I	1	-	3	-	6
TOTAL CREDIT						45

SEMESTER II - CORE MODULES

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk				
		L	T	P	AS	Credit
EET 04201	ELECTRICAL MATERIAL	3	-	-	1	6
ETT 04201	DIGITAL COMBINATION CIRCUITS	3	-	4	1	11
ETT 04202	TELECOMMUNICATION PRINCIPLES	2	-	6	-	12
EET 04204	ELECTRICAL MEASUREMENTS II	1	-	3	-	6
IPT 04204	INDUSTRIAL PRACTICAL TRAINING	-	-	-	-	10
TOTAL						45

Key Note

L -Lecture hours

T -Tutorial hoursP

-Practical hours AS

-Assignment

SUMMARY OF MODULES

S/N	CODE	MODULES NAME	SEMESTER	
			I	II
1.	GST 04101	Algebra and Trigonometry	✓	
2.	GST 04102	Mechanics and Nuclear Physics	✓	
3.	GST 04103	English Language Basics	✓	
4.	GST 04201	Series and Boolean Algebra		✓
5.	GST 04202	Gender and HIV		✓
6.	GST 04203	Microcomputer Application		✓
7.	EET 04101	Basic Electricity	✓	
8.	ETT 04101	Analogue Electronics	✓	
9.	EET 04102	Domestic Installation and Mechanical Skills	✓	
10.	EET 04103	Printed Circuit Board and Droughting Techniques	✓	
11.	EET 04104	Electrical Measurements I	✓	
12.	EET 04201	Electrical Material		✓
13.	ETT 04201	Digital Combination Circuit		✓
14.	ETT 04202	Telecommunication principles		✓
15.	EET 04204	Electrical Measurements II		✓
16.	IPT 04	Industrial Training		✓

NTA LEVEL 5

SEMESTER I Core Modules

CODE	MODULE NAME	SCHEME OF STUDY Hrs/Wk				
		L	T	P	AS	Credit
EET 05103	ELECTROMAGNETISM	2	1	0	0	4
ETT 05102	COMPUTER AIDED DESIGN TOOLS	1		3		6
ETT 05101	ANALOG ELECTRONICS DEVICES AND CIRCUITS	3	1		1	7
ETT 05103	TELEVISION TECHNOLOGY	2		0		9
ETT05104	ANTENNAS AND TRANSMISSION LINES	2		4		9
EET05104	CONTROL ENGINEERING	2	1	1		6
TOTAL						41

SEMESTER II Core Modules

CODE	MODULE NAME	SCHEME OF STUDY Hrs/Wk				
		L	T	P	AS	Credit
ETT 05201	DIGITAL SEQUENTIAL CIRCUIT	2	0	3	0	9
ETT 05202	POWER ELECTRONICS	3	1		0	6
ETT 05203	DATA COMMUNICATION	2		6		8
ETT 05204	INSTRUMENTATION	3	2	0		8
ETT05205	RADIO TRANSMISSION SYSTEMS	4	1	0	0	8
IPT 05	INDUSTRIAL TRAINING					10
TOTAL						49

SUMMARY OF MODULES

S/N	CODE	MODULES NAME	SEMESTER	
			I	II
1.	GST 05101	Differentiation and integration	✓	
2.	GST 05102	Thermal energy, waves and organic compound	✓	
3.	GST 05103	Introduction to programming in C	✓	
4.	GST 05201	Matrices, complex and vectors		✓
5.	GST 05202	English language skills		✓
6.	GST 05203	Basics of Entrepreneurship		✓
7.	GST 05204	Introduction To Networking		✓
8.	EET 05103	Electromagnetism	✓	
9.	ETT 05102	Computer Aided Design Tools	✓	
10.	ETT 05101	Analog Electronics Devices And Circuits	✓	
11.	ETT 05103	Television Technology	✓	
12.	ETT05104	Antennas And Transimission Lines	✓	
13.	EET05104	Control Engineering	✓	
14.	ETT 05201	Digital Sequential Circuit		✓
15.	ETT 05202	Power Electronics		✓
16.	ETT 05203	Data Communication		✓
17.	ETT 05204	Instrumentation		✓
18.	ETT05205	Radio Transimission Systems		✓
19.	IPT 05	Industrial Training		✓

NTA LEVEL 6

SEMESTER I Core Modules

CODE	MODULE NAME	SCHEME OF STUDY Hrs/Wk				
		L	T	P	AS	Credit
ETT 06101	ANALOGUE ELECTRONICS DESIGN	2	-	4	-	10
ETT 06102	APPLIED MICROCONTROLLER	1	1	3	0	8
ETT 06103	TELEVISION & VIDEO ENGINEERING	3	1	-	-	12
ETT 06104	RADAR & NAVIGATION SYSTEMS	3	1	1	-	10
EET 06103	AUTOMATION	1	-	4	-	8
EET 061106	PROJECT I					4
TOTAL						52

SEMESTER II Core Modules

CODE	MODULE NAME	SCHEME OF STUDY				
		Hrs/Wk				
		L	T	P	AS	Credit
ETT 06201	TELEPHONY AND SWITCHING	3	1	0	0	10
ETT 06202	MICROWAVE TECHNOLOGY	3	1	0	0	9
ETT 06203	COMMUNICATION SYSTEMS	2	0	4	0	9
ETT06204	SATELLITE COMMUNICATION	3	1	0	0	9
ETT06205	PROJECT II					4
IPT 03	INDUSTRIAL PRACTICAL TRAINING					10
TOTAL						51

SUMMARY OF MODULES

S/N	CODE	MODULES NAME	SEMESTER	
			I	II
1.	GST 06101	Coordinate geometry and differential equations	✓	
2.	GST 06102	Correspondence, Interpersonal skills and report writing	✓	
3.	GST 06201	Linear programming, statistics and probability		✓
4.	GST 06202	Enterprise Management		✓
5.	ETT 06101	Analogue Electronics Design	✓	
6.	ETT 06102	Applied Microcontroller	✓	
7.	ETT 06103	Television & Video Engineering	✓	
8.	ETT 06104	Radar & Navigation Systems	✓	
9.	EET 06103	Automation	✓	
10.	EET 061106	Project I	✓	
11.	ETT 06201	Telephony And Switching		
12.	ETT 06202	Microwave Technology		✓
13.	ETT 06203	Communication Systems		✓
14.	ETT06204	Satellite Communication		✓
15.	ETT06205	Project Ii		✓
16.	IPT 03	Industrial Practical Training		✓

COMPUTING AND INFORMATION TECHNOLOGY

The program is covered in two semesters. It consists of twelve (12) 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:

NTA LEVEL 4

SEMESTER I – MODULES

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk					Classification	Credit
		L	T	P	AS			
GST 04101	English Communication skills	3	1	1	2		F	10
GST 04102	Basic Computer Skills	2	1	5	2		C	15
GST 04103	Life Skills	4	1	2	3		F	15
ITT 04102	Software Installation, Troubleshooting and Maintenance	1	1	3	2		C	10
ITT 04103	Essential of Computing Mathematics	2	1	-	1		F	6
ITT 04106	Basic Electricity and Electronics	1	-	2	1		F	6
TOTAL CREDIT								62

SEMESTER II MODULES

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk					Classification	Credit
		L	T	P	AS			
ITT 04201	Hardware Installation, Troubleshooting and Maintenance	2	1	3	2		C	12
ITT 04202	Networking Basics	2	1	3	2		C	12
ITT 04203	Customer Care	2	-	3	-		F	7
ITT 04204	Website Technology Basics	2	-	4	2		C	12
GST 04201	Entrepreneurship Skills	3	1	2	1		F	10
ITT 04206	Field Practical Training						C	10
TOTAL CREDIT								63

NTA LEVEL 5**SEMESTER I – MODULES**

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk					Classification	Credit
		L	T	P	AS			
GST 05101	Business Communication Skills	2	2	-	1		F	8
ITT 05101	Operating System	3	1	3	2		C	14
ITT 05102	Computer Maintenance and repair	2	2	3	2		C	14
ITT 05106	Computing Mathematics	2	2	-	3		F	11
ITT 05108	Introduction to Programming	2	2	3	1		C	12
TOTAL CREDIT								59

SEMESTER II – MODULES

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk					Classification	Credit
		L	T	P	AS			
ITT 05202	Server Maintenance and Repair	2	1	3	2		C	12
ITT 05205	Introduction to Supervisory Skills	2	2	-	1		F	8
ITT 05206	Computer Applications	2	1	3	2		C	12
ITT 05208	Computer Networking	2	-	2	2		C	9
ITT 05209	Introduction to Internet Programming	2	1	2	2		C	10
ITT 05207	Industrial Practical Training						C	10
TOTAL CREDIT								61

NTA LEVEL 6**SEMESTER I – MODULES**

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk					Classification	Credit
		L	T	P	AS			
GST 06101	Action Research	2	1	2	2		C	10
ITT 06102	Object Oriented Programming	2	2	2	1		C	10
ITT 06103	System Analysis and Design	2	-	2	1		C	8
ITT 06105	Project Proposal Development	2	2	3	-		C	10
ITT 06106	Mobile Application Development	2	2	2	1		C	10
ITT 06107	Multiuser Relational Database	2	-	2	1		C	8
TOTAL CREDIT								56

SEMESTER II – MODULES

CODE	MODULES NAME	SCHEME OF STUDY Hrs/Wk					Classification	Credit
		L	T	P	AS			
GST 06201	Small Business Development	2	2	-	3		F	10
ITT 06202	Information System Development	2	2	3	1		C	12
ITT 06203	ICT for Development	4	2	-	2		C	12
ITT 06204	Wide Area Networking	2	2	2	2		C	12
ITT 06206	System Administration and Security	2	2	2	1		F	12
ITT 06205	Project						C	10
TOTAL CREDIT								68

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

NTA Level 4-5			NTA Level 6		
	<i>Definition</i>	<i>Range</i>	<i>Grade</i>	<i>Definition</i>	<i>Range</i>
A	<i>EXCELLENT: Comprehensive. Accurate work of Outstanding quality</i>	80-100	A	<i>Excellent: Work of outstanding quality, rare talent for the module, an original or incisive mind</i>	75-100
			B+	<i>Well above average: (Very good), Excellent, comprehensive, accurate work</i>	65-74
B	<i>ABOVE AVERAGE (GOOD) sound grasp of the most important goals of the course. Work described as careful. competent and good</i>	65 - 79	B	<i>ABOVE AVERAGE (GOOD): Sound grasp of the most important goals of the course. Work described as careful, competent and good without being distinguished</i>	55-64

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

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

NTA Level 4-5

A-4
B - 3
C-2
D-1
F - 0

NTAlevel6

A-5
B+-4
B- 3
C- 2
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 NACTVET 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:

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

Computation of the Cumulative Grade Point Average (GPA)

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

$$\text{GPA} = \frac{\sum \text{Grade points} \times \text{Credits}}{\sum \text{Credits}}$$

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 NACTVET 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.

- 3) Where a candidate has passed by virtue of supplementary examinations/repeated module., will be awarded only a pass grade equivalent to irrespective of the higher mark score . 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.
- 4) 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.

- 1) A student may be 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 who fails (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 repeating an academic year

Condition for discontinuation

- 3) A candidate who fails (get less than 2.0 G.P.A) and the number of failed modules are more than 5 modules shall be discontinued from studies.
- 4) 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 8:00 a.m – 05:00 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

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.

2022/2023 FEE STRUCTURE

S/NO	PARTICULARS	CERTIFICATE (NTA L4)	TECHINICIAN CERTICATE (NTA L5)	DIPLOMA (NTA L6)
1	Tution Fee	980,000	975,000	920,000
2	Examination Fee	175,000	175,000	205,000
3	Id Card	10,000	10,000	10,000
4	NACTVET QA	20,000	20,000	20'000
5	Libary Membership	35,000	35,000	35,000
6	Academic Activity	60,000	60,000	60,000
7	Caution(Nr)	50,000		
8	IPT/PLACEMENT	45,000	45,000	30'000
9	Student Union	5000	5000	5000
10	Registration NACTVET	20,000		
11	Project		25,000	25,000
	GRADUATION			40000
12	Total	1,400,000	1,350,000	1,350,000

OTHER PAYMENTS

CERTIFICATE FEE	50,000/=	
NHIF	50,400/=	
APPLICATION FORM	20,000/=	

	APRIL INTAKE	APRIL	JULY	SEPTEMBER	DECEMBER
	AUGUST INTAKE	SEPTEMBER	NOVEMBER	JANUA.RY	APRIL
NTA4	1,400,000	380,000	340,000	340,000	340,000
NTA5	1,350,000	360,000	330,000	330,000	330,000
NTA6	1,350,000	360,000	330,000	330,000	330,000

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

NO:01J1035181700 CRDB BANK ARUSHA BRANCH OR

N0.0000535571- 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

<p>For Foreign Remittance Bank: Diamond Trust Bank - Uhuru Road Account Name: JR Educational Services Ltd Account Type: US \$ A/C Account #: 0000535570</p>	<p>Standard Chartered Bank, One Madison Avenue, New York, SWIFT: SCBLUS33 ABA Number: 026002561</p>	<p>For Credit of USD D T Bank S/c No. 3582-020741-001 D T Bank Swift: DTKETZTZ</p>
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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	3	-	7
Electronic & Telecommunication Engineering	-	-	2	-	-		1	3
Business Studies	-	1	2	-	-	-	-	3
General Studies	-		1	-	-	1	-	2
Graphics design & Web development	-	-	1	-	-	-	1	2
Total	-	1	9	-	1	4	1	16

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
7	Lucy Peter	Computer Science
8	Robert R. Kitinya	Bachelor of Science in ICT
9	Love Ambakise	Business Administration
10	Zeno Mkwawi	Business Administration
11	Thomas H. Maliti	Business Administration
12	Emmanuel Godwin	Electronics & Telecommunication

Table 3: Part time teachers and their qualification

S/N	Teacher's Name	Qualification	Field of studies
1	Walter	Diploma in Electronic & Telecommunication	Electronics & Telecommunication Engineering
2	Ole	Certificate	Electronics & Telecommunication
3	Boniface	Certificate	Electronics & Telecommunication