



PARADIGMS TEACHER'S TRAINING COLLEGE

"Africa's Centre for Educational & Professional Excellence"

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JOINING INSTRUCTIONS

Our college is an English medium institution owned and managed by Paradigms institute. Our vision is becoming Africa's centre for Educational Excellence.

The college offers the following courses **DSE, GA** and **ECE**. We are therefore pleased to inform you that you have been selected to join our college for-----

The college is located at Kimara Bonyokwa, Kinondoni District in DSM Region.

The following are the entry requirements.

- ❖ A student is expected to report on the first day of opening (12/07/2010) at 8:00 am for GDA,DSE and ECE.
- ❖ A student must meet the minimum qualification for each course.
- ❖ On reporting day a student should present origin certificates and their photocopies.
- ❖ A student is expected to have paid all fees at Account No. **01J1096286400**, Paradigms Teacher's College at CRDB Bank Ltd before coming to report. He/she needs to come with a pay – in slip as no cash is allowed.
 - A student is expected to pay Tsh.60000/= to the College for uniform or may buy a similar uniform out of the college and pay Tsh10000/= for college labels. However a student is obliged to put on black shoes and white socks as apart of college uniform.
 - Students must wear uniforms during classes hours.
- ❖ All money paid are non refundable
- ❖ A student is advised to come with adequate exercise books

- ❖ Each student is expected to be in attendance throughout unless with express permission.

NOTE: We are agents of NECTA and therefore required to abide with rules and regulations. Your presented certificates and credentials are accepted as genuine pending vetting by NECTA. You are reminded that any forgery is a serious criminal offence which will be dealt firmly by government authorities. We remind you that the college will not be responsible.

Each student is expected to furnish the college with the following details:

NAME: _____

DATE OF BIRTH: _____

PHYSICAL ADDRESS: _____

CONTACT ADDRESS: _____

NATIONALITY: _____

RELIGION: _____

SEX: _____

MARITAL STATUS: _____

NAME OF SPONSOR: _____

ADDRESS: _____

OCCUPATION: _____ PLACE OF WORK: _____

OFFICE TEL: _____ MOBILE: _____

COURSE APPLIED FOR: _____

HIGHEST LEVEL REACHED: _____ QUALIFICATION

ATTAINED: _____

LAST SCHOOL ATTENDED: _____ YEAR _____

DIRECT PAYMENTS TO THE COLLEGE

Fee payments are done by three installments or terms per year as follows;

1st term JULY -----SEPTEMBER

2nd term OCTOBER -----NOVEMBER

3rd term JANUARY-----MARCH

NOTE, that academic terms are two;

1st July-----November

2nd January -----May

The fee structure for various courses we offer is as follows:

Admission..... Tsh. 60,000/=

One ream paper (ruled or plain)

COURSE

DURATION

ECE (Early Childhood Education)

15 months

- Boarding T.shs. 450,000/= Per term x 3 terms
- Day T.shs. 200,000/= Per term x 3 terms
- Teaching practice T.shs.50,000/=

GRADE A

2 YEARS

- Boarding T.shs. 450,000/= Per term x 3 terms
- Day T.shs. 200,000/= Per term x 3 terms
- Teaching practice T.shs 50,000/=

DIPLOMA IN SECONDARY EDUCATION

2 YEARS

- Boarding T.shs. 450,000/= Per term x 3 terms
- Day T.shs. 200,000/= Per term x 3 terms
- TEACHING PRACTICE T.shs. 50,000/=

OTHER REQUIREMENTS (FOR BOARDING)

- Four bed sheets, pillow and its cover. Mattress and bed will be offered by the college.
- A treated mosquito net.
- A bucket (20 liters), glass/cup for drinking water, tooth brush and tooth paste, towel and soaps for washing and bathing.
- Decent clothes for wearing after class hours.

NOTE that a student is obliged to be clean and smart, should make sure that the dormitory is clean while the college will be concerned with external environment.

COLLEGE RULES & REGULATIONS

- ❖ Each student is expected to follow the college rules and regulations to the letter. It therefore demands that each reads them and signs against them as a sign of commitment.

The following are the college rules and regulations.

Student teachers in and outside the college are duty bound to follow all the college rules and regulations. These include:

1. Students owe the college administration and tutors due respect. Open defiance, rudeness and insubordination by a student carries the sanction of disciplinary action.
2. Genuine grievances will only be considered if presented through the right channel as stipulated by the Administration otherwise such grievances will be declared null and void.
3. A student should not leave the college premises (boarders) without written permission obtained from the Principal or the Tutor on duty. Day scholars should not leave the college before the college activities are over, unless written permission is obtained from the Principal or the tutor on duty.
4. Absence from college due to illness must be supported by relevant documents such as a report from a recognized medical practitioner, failure to which a

- disciplinary action by the college will be taken including expulsion from studying in the college in extreme cases.
5. Being drunk or on drugs in / outside the college will lead to suspension from college for a period of not less than two weeks and if repeated expulsion from studying in the college.
 6. Theft and physical violence (fight) in or outside the college premises will not be tolerated. If a student is involved, he/she will be expelled from the college.
 7. Student teachers are forewarned that:
 - (a) College should not be used as a platform to promote any politics.
 - (b) Students are not allowed to disclose or discuss any college information to anybody including the media.
 - (c) A student should not be involved in any court case.
 - (d) Students are not allowed to vie for elective posts in the government while studying in the college.
 - (e) Any student who is involved in any of the above will automatically be expelled from the college.
 8. Participating in strikes and demonstrations, incitement among other persons in the college will lead to discontinuation from studying in the college.
 9. Failure to respond to requests to perform or participate in college activities without justifiable reason will be considered as a defiant behavior which can lead to dismissal from studying in the college depending on the seriousness of the matter.
 10. Failure to sit for internal or external examinations as well as failure to go for teaching practice will lead to discontinuation from studying in the college.
 11. Absence from lectures for more than 15 days for any reason will require the student to repeat the year of study.
 12. A student who fails to attend 75% of total number of periods per semester will not be allowed to sit for the end of semester examination, which implies the student will be forced to repeat the year of study.
 13. College hours are 07 45 hrs to 15 00 hrs. (7.45 a.m – 3.00 p.m) from Monday - Friday
 14. Punctuality must be observed and students who fail to report to college at the required time will be forced to go back. An apology letter must be written by the student to the tutor on duty before entering the college compound.

15. Class attendance and punctuality must be honored failure to which the student will be suspended from college for a period of not less than two weeks after which a written apology to the Principal's office from the concerned student will be required.
16. Matters concerning pregnancy must be reported to the Principal's office as soon as possible and advice regarding approval of a compulsory leave must be sought from the principal's office.
17. Failure to return college properties such as books, graduation gowns etc. as required and or destruction of college properties will lead to withholding of results and certificates until the property has been restored and a letter of apology has been written to the college.
18. Provocative and disruptive behaviors in the classroom including receiving calls mid-lesson, making noise and flirting with opposite sex students require admonishment by the class tutor and a letter of warning from the tutor with a copy to the Principal's office. Cellular phones must be switched off before entering the classroom whether in presence of or absence of a tutor.
19. Both male and female students are expected to dress decently. Inappropriate dressing will lead to the concerned student being stopped from entering the college's compound/ classes until he/she has changed into proper dressing.
20. Failure to attend and perform learning activities such as exercises, homework, projects and continuous assessments tests as well as teaching practice will lead to automatic discontinuation from studying in the college.
21. Paradigms teachers college is an English medium college and as such students must speak in English always while in the college premises unless in a Kiswahili lesson.
22. Student teachers are advised to uphold their morals in and outside college. Behavior which can cause disrepute to the college will be dealt with severely as the administration may deem fit.
23. Ignorance about college regulation and accepted procedures is not an excuse for disobeying them. One serious obligation for the student is to read and find out about all college regulations and accepted procedures before signing the admission form.
24. Cooking in dormitories or in college buildings without authority permission will be dealt seriously and no explosive materials are allowed in dormitories.
25. teaching practice will be held in near by regions, Dar es Salaam ,Pwani and Morogoro in particular

26. Any student who fails to attain recommended marks in internal examination will attempt supplementary examination as a fever and will incur all costs of setting and marking per each subject failed and if fail again will repeat a year of study as un ultimate chance against discontinuation.

NOTE that you should come with adequate exercise books minimally 7 counter books and textbooks (not obligatory) for personal studies.

I _____ have read and understood the above rules and regulations and I agree to abide by them.

Student's Signature: _____

Date: _____

Principal Signature: _____

Date: _____