



PARADIGMS SCHOOLS

Africa's Centre for Educational Excellence

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"PARADIGMS TEACHER'S TRAINING COLLEGE"

JOINING INSTRUCTIONS

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

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

WHO ARE WE:-

Paradigms Schools are private schools that offer HIGH QUALITY education to their customers. The schools admit boys and girls and offer both day and boarding services to cater for individual needs.

WHERE ARE WE:-

Paradigms Schools are located at Bonyokwa Hills, Mavurunza Sub-division, Kimara ward, Kinondoni District. The schools are situated 20km from Dar es Salaam City Centre, 3.5 km off Morogoro Road from Kimara Mwisho.

WHAT ARE WE:-

We are voluntary agents of the Tanzania Education System offering the Tanzanian National Education Curriculum based on Primary, Secondary and Teachers' Education developed by Tanzania Institute of Education and examined by the National Examination Council of Tanzania (NECTA).

MOTTO: "Excellence"

VISION: "Africa's Centre for Educational Excellence"

MISSION: Mentoring the potential of our clients to enable them be the best they can

VALUES: Integrity, Commitment, Responsibility and Accountability

The following are the entry requirements.

- ❖ A student is expected to report on the first day of opening 7th February, 2011 at 8:00 am for ECE or 12th July 2011 for Grade III A and DSE.
- ❖ A student must meet the minimum qualification for each course.
Which are: - Secondary School Leaving Certificate for ECE
 - Division IV point 28 for Grade III A and
 - 1 principal and 1 subsidiary on teaching subject for DSE.
- ❖ On reporting day a student should present original 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.
*** The fees structure is attached as form Na. II**
- ❖ All money paid are non refundable.
- ❖ A student is advised to come with adequate exercise books (12 counter books).
- ❖ If a student fails to report within the first two weeks, it shall be assumed that the student has forfeited the chance and it shall be given to another person.
- ❖ Each student is expected to attend classes without missing unless under permission.

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

PERSONAL PARTICULARS

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 _____

SCHOOL FEES:

Registration fees = 80,000/=

Uniforms = 40,000/=

DIRECT PAYMENTS TO THE COLLEGE:

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

COURSE:**ECE – FEBRUARY 2011**

	FEBRUARY	JULY	OCTOBER	TOTAL
BOARDING	450,000/=	450,000/=	450,000/=	1,350,000/=
DAY	230,000/=	230,000/=	230,000/=	690,000/=

ECE – JULY 2011

	JULY	OCTOBER	FEBRUARY	TOTAL
BOARDING	450,000/=	450,000/=	450,000/=	1,350,000/=
DAY	230,000/=	230,000/=	230,000/=	690,000/=

ECE – OCTOBER 2011

	OCTOBER	FEBRUARY	JULY	TOTAL
BOARDING	450,000/=	450,000/=	450,000/=	1,350,000/=
DAY	230,000/=	230,000/=	230,000/=	690,000/=

GRADE III A – JULY 2011 UP TO MAY 2012

	JULY	OCTOBER	JANUARY	TOTAL
BOARDING	450,000/=	450,000/=	450,000/=	1,350,000/=
DAY	230,000/=	230,000/=	230,000/=	690,000/=

DIPLOMA – JULY 2011 UP TO MAY 2012

	JULY	OCTOBER	JANUARY	TOTAL
BOARDING	450,000/=	450,000/=	450,000/=	1,350,000/=
DAY	230,000/=	230,000/=	230,000/=	690,000/=

TEACHING PRACTICE T.shs. 60,000/= every year for Grade III A and DSE

T.shs. 60,000/= paid once for ECE

NOTE, that academic terms for Grade III A and DSE are two;

1st July-----November

2nd January -----May

For ECE are February, July and October

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: You should come with adequate exercise books, at least 7 counter books and textbooks (not obligatory) for personal studies.

FOR DIPLOMA AND GRADE A; All students should come with their personal file for portfolio reference.

Form No. III

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 should 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 (fighting) 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 that 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 students opposite of the sex 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 the 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 disputes 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 permission from the authority will be dealt with seriously and no explosive materials are allowed in the 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 and as a necessity will incur all costs of setting and marking each subject. Students who fail the subject after doing the supplementary exam will be required to repeat a year and after repeating a year the students fails again he/she will be discontinued from the college.

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.

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

Student's Signature: _____ Date: _____

Principal Signature: _____ Date: _____