

# NATIONAL METEOROLOGICAL TRAINING CENTRE



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## **PROSPECTUS FOR 2025/2026**



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## 1.0 WELCOMING NOTE FROM THE PRINCIPAL



We are very pleased to welcome you to undertake further studies at the National Meteorological Training Centre. This Prospectus will provide you with a flavor of academic life in our institute. A major part of the document provides you with a glimpse of courses offered and a variety of related information. The institute is solely scientific training institution focusing on developing scientific human resources capacity that is needed in the field of Meteorology and Information and Communication Technology (ICT).

We believe there is much we can share with other countries in East Africa, Africa and beyond. We therefore invite all prospective students from Tanzania, East Africa and other countries in Africa and beyond to apply for admissions to study Basic Technician Certificate (NTA Level 4), in Meteorology/ICT, Technician Certificate in (NTA Level 5) Meteorology/ICT and Ordinary Diploma (NTA Level 6) in Meteorology/ICT as shown in this prospectus. For foreign prospects, it is advisable that prior communication should be made with us.

Our aim is to provide the best possible environment for teaching, learning, research, innovation and public services. We aspire to make your stay at the Centre worthwhile, filled with excitement and experiences that you can treasure for a lifetime. We recognize the multifaceted nature of knowledge and that learning is not only confined to the classroom academic study. The Centre, therefore, encourages students to join and actively participate in extra-curricular activities organized by the academic unit and those organized by the Students' Union. Students are also encouraged to use the available sports and recreational facilities, which include sports and games fields.

The Centre has taken all reasonable steps to make sure that the information in this Prospectus about course contents; structure, teaching facilities and staffing are accurate and up-to-date.

I hope that you will find this Prospectus useful and interesting. Should you not find what you are looking for, please do not hesitate to contact the principal for further assistance.

Once again, I warmly welcome you to the National Meteorological Training Centre and look forward to working with you towards the achievement of your academic ambitions.

Peter Nicky Mlonganile  
**PRINCIPAL**

## **2.0 VISION AND MISSION STATEMENTS**

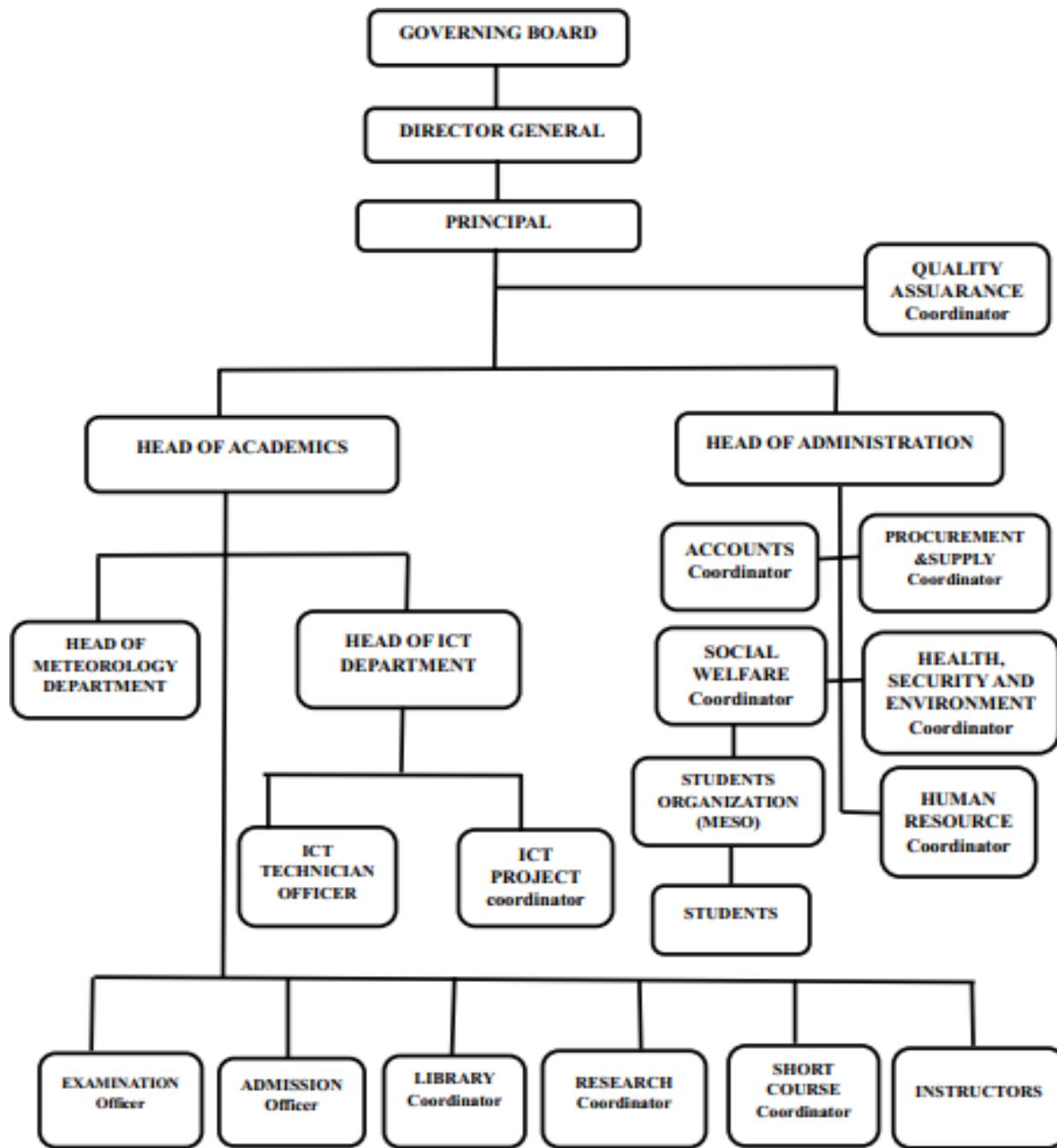
### **2.1 Vision**

To have adequate skilled work force to cope with weather, climate and related geo-sciences.

### **2.2 Mission**

To establish a conducive and sustainable training environment that will enable graduate to contribute effectively to the development of Meteorology and related geo-sciences.

### 3.0 NMTC ORGANIZATION STRUCTURE



#### **4.0 LIST OF ACADEMIC STAFF**

##### **4.1 MR. MLONGANILE P.N**

Diploma in Education (Kleruu), BSc. with Education (UDSM), PGD in Meteorology (UoN),  
MSc Mathematical Modelling (UDSM)

##### **4.2 MR. MOGHA E.R**

Technician Certificate in Meteorology (NMTC), BSc. with Education (UDSM), PGD in Meteorology (UoN), MSc Project Management (OUT).

##### **4.3 MR. LUHIMBO J.E\*\***

Technician Certificate in Meteorology (NMTC), Diploma in Education (DTC), BSc. in Environmental Science (SUA), PGD in Meteorology (UoN)

##### **4.4 MR. MHENZI F.E\*\***

Technician Certificate in Meteorology (NMTC), Ordinary Diploma in Meteorology (NMTC), BSc (Hons) with Education (DUCE), PGD in Meteorology (UDSM)

##### **4.5 MR. MBAWALA J.R**

Technician Certificate in Meteorology (NMTC), BSc. in Computer Science (St. Joseph University in Tanzania), 1-Year Programme in Physics & Mathematics (UDSM), PGD in Meteorology (UDSM), Masters of Science in Meteorology (Nanjing University of Information Science and Technology, China)

##### **4.6 MR. NTIGWAZA Y.C\*\***

Technician Certificate in Meteorology (NMTC), BSc. with Education (UDSM), 1-Year Programme in Physics & Mathematics (UDSM), PGD in Meteorology (UDSM), Masters of Science in Meteorology (Nanjing University of Information Science and Technology, China)

##### **4.7 MR. MWANDABILA J.G**

Technician Certificate in Meteorology (NMTC), BSc. Informatics (SUA), 1 Year Programme in Physics & Mathematics (UDSM), PGD in Meteorology (UDSM), MSc. In Climate Change (UDSM)

##### **4.8 MS. EMAKULATA E.N**

BSc. in Biotechnology and Bioinformatics (UDOM)

##### **4.9 MS. MROSSO P.R\*\***

Technician Certificate in Meteorology (NMTC), BSc. with Computer Science (UDSM), 1 Year Programme in Physics & Mathematics (UDSM), PGD in Meteorology (UDSM)

**4.10 MS. MWANGILA J.C\*\***

Technician Certificate in Meteorology (NMTC), BSc. with Computer Science (UDSM),  
1-Year Programme in Physics & Mathematics (UDSM), PGD in Meteorology (UDSM)

**4.11 MR. NGWEBE F.H**

Technician Certificate in Meteorology (NMTC), BSc. in Meteorology (UDSM)

**4.12 MS. SARAH P. MLONGANILE**

Technician Certificate in Meteorology (NMTC), BSc. WITH EDUCATION (DUCE),  
(UDSM), PGD in Meteorology (UDSM)

**4.13 MR. WAHABI J.G**

BSc. Instructional Designing and Information Technology (UDOM)

Note: \*\* **On study leave**

**5.0 OFFICE OF THE CENTRE**

**5.1 Principal**

Mr. Peter N. Mlonganile

**5.2 Head of Academics and ICT Department**

Mr. Justus R. Mbawala

**5.3 Examination Officer**

Mr. Johnson E. Luhimbo

**5.4 Admission Officer**

Mr. Florian H. Ngwebe

**5.5 Social Welfare Coordinator**

Mr. Omary Paul

**5.6 Human Resource Coordinator**

Mr. Omary Paul

**5.7 Gender Desk Officer**

Ms. Sarah Peter

**5.8 Accounts Office**

Mr. Masanja J. Machai

**5.9 Research Coordinator**

Mr. Justus R. Mbawala

**5.10 Quality Assurance Coordinator**

Mr. Joseph G. Mwandabila

**5.11 ICT Technician Officer**

Mr. Simon Kasanga

**5.12 Health, Security & Environment Coordinator**

Mr. Masanja J. Machai

**5.13 Library Coordinator**

Ms. Salma Mohammed

**5.14 Procurement & Supply Coordinator**

Ms. Sima J. Kamala

## **6.0 HISTORICAL BACKGROUND OF THE CENTRE**

The National Meteorological Training Centre (NMTC), Kigoma was established by the then Directorate of Meteorology in 1978 after the collapse of the then East African Community (E.A.C). The objective for establishing NMTC was to enable the country to develop its human resources capacity in the field of Meteorology. In 1983, the training Centre was shifted to Kigoma/Ujiji Municipality from Dar es Salaam. Courses offered by then were: WMO Meteorological Technicians Entry Level-WMO\_MTEL, WMO Meteorological Technicians Mid-Level-WMO\_MTML and WMO Meteorological Technicians Senior Level-WMO\_MTS (2005).

In 2014 NMTC acquired NACTE provisional registration to offer Technician Certificate (NTA Level 5) in Meteorology and Ordinary Diploma (NTA Level 6) in Meteorology. In 2018 it was fully accredited to provide such training and in 2019 the institute introduced Basic Technician Certificate (NTA Level 4) in Meteorology. To ensure that quality education is offered in various disciplines at the required standard, learning Institutions are required to develop a competence-based curriculum in compliance with NACTVET requirements and guidelines. Using NACTVET guidelines, NMTC has now developed a competence-based curriculum for Basic Technician Certificate (NTA Level 4) in Meteorology, Technician Certificate (NTA Level 5) in Meteorology and Ordinary Diploma (NTA Level 6) in Meteorology. The curriculum is in-line with NACTVET requirements as well as WMO guideline for personnel education and training in meteorology, climatology, agro meteorology and operational hydrology. The curriculum is modular in structure and in semester system.

### **6.1 Credibility**

NMTC is fully registered institution and accredited by National Council for Technical and Vocational Training Education (NACTVET). It was officially registered by NACTVET in March, 2014 with registration number REG/EOS/025. It is also recognised internationally by the World Meteorological Organization (WMO).

### **6.2 Location**

NMTC is located in Kigoma region in the western part of Tanzania. For foreign prospect students, one must first land at Julius Nyerere International Airport (JNIA) in Dar es Salaam and find local flights to Kigoma airport. Within Kigoma municipality, the centre is situated about 600 metres South East of Maweni government referral Hospital.

### **6.3 COURSES OFFERED**

Currently the Institution offers TWO main programmes namely;

#### **6.3.1 Meteorology programmes**

### 6.3.1.1 Basic Technician Certificate (NTA Level 4) in Meteorology

This is a one-year programme (2 semesters) and has 13 modules, which are assigned 120 credits.

The modules with their respective credits for both 2 semesters are as shown in the table:

Code	Module Title	SEMESTER <b>I</b>	SEMESTER <b>II</b>
MTT 04101	Basic Algebra		
MTT 04102	Basic Trigonometry and Analytical Geometry		
MTT04103	Basic Differentiation		
MTT 04104	Elementary statistics		
MTT 04105	Mechanics and Properties of Matter		
MTT 04106	Basic computer application		
MTT 04107	Basic Communications Skills		
MTT04201	Basic Integration		
MTT 04202	Basic Electricity		
MTT 04203	Basic optics		
MTT 04204	Atmospheric thermodynamics		
MTT 04205	Elementary Meteorology		
MTT 04206	Entrepreneurship & life skills		

### 6.3.1.2 Technician Certificate (NTA Level 5) in Meteorology

This is also a one-year programme (2 semesters) and has 15 modules, which are assigned 120 credits. The modules with their respective credits for both 2 semesters are as listed in the table:

CODE	MODULE	CREDITS	SEM I	SEM II
MTT05101	Elementary Meteorology	8		
MTT05102	Agro meteorology	6		
MTT05103	Hydrometeorology	6		
MTT05104	Professional Ethics	4		
MTT05105	Meteorological Instruments	8		
MTT05106	Meteorological Standards Operating Procedures of Instruments	7		
MTT05107	Tropical Meteorology	7		
MTT05108	Physical Meteorology	7		
MTT05201	Synoptic Meteorology	9		
MTT05202	Meteorological codes and methods of observation	10		
MTT05203	Aeronautical Meteorology	14		
MTT05204	WMO and ICAO guidelines in Aviation	6		
MTT05205	Climatology and Climate variability	12		
MTT05206	Quality Management System (QMS)	6		
MTT05207	Field Practical Training (FPT)	10		

### 6.3.1.3 Ordinary Diploma (NTA Level 6) in Meteorology

This is a one-year programme (2 semesters) and has 12 modules, which are assigned 120 credits.

The modules with their respective credits for both 2 semesters are as given in the table:

CODE	MODULE	CREDITS	SEM I	SEM II
MTT06101	Dynamic Meteorology	13		
MTT06102	Climatology and Climate Change	13		
MTT06103	Remote Sensing and GIS	9		
MTT06104	Synoptic Meteorology	12		
MTT06105	Advanced Statistics	7		
MTT06106	Research Methodology Proposal Formulation	7		
MTT06201	Air Pollution Meteorology	8		
MTT06202	Basic Calculus	8		
MTT06203	Principles of Management and Administration	9		
MTT06204	Aviation Meteorology	10		
MTT06205	Marine Meteorology	10		
MTT06206	Special Research Project	14		

## 6.4 Information and Communication Technology programmes

### 6.4.1 Basic Technician Certificate (NTA Level 4) in Information Communication Technology

This is a one-year programme (2 semesters) and has 11 modules, which are assigned 129 credits. The modules with their respective credits for both 2 semesters are as shown in the table:

CODE	MODULE	CREDITS	SEM I	SEM II
GST 04101	Basic Business communication	9		
GST 04103	Geometry and Algebraic computation	9		
ITT 04101	Fundamentals of computer	12		
ITT 04106	Office application	12		
ITT 04107	Desktop publishing Technologies	12		
ITT 04108	Computer Maintenance	15		
BBTT 04202	Basics of Marketing	12		
ITT 04203	Basics of Computer Networking	12		
ITT 04204	Basics of Website Technology	12		
ITT 04205	Basics of Data Management system	12		
ITT 04206	Field Practical Training	12		

#### 6.4.2 Technician Certificate (NTA Level 5) in information Communication Technology

This is a one-year programme (2 semesters) and has 11 modules, which are assigned 144 credits. The modules with their respective credits for both 2 semesters are as shown in the table:

CODE	MODULE	CREDITS	SEM I	SEM II
BBT 05103	Principles of Entrepreneurship	9		
BBT 05106	Principles of accounting	9		
ITT 05107	Fundamentals of operating systems	9		
ITT 05108	Computer Maintenance and repair	12		
ITT 05104	Computer architecture	9		
ITT 05109	Fundamentals of computer Networking	15		
ITT 05110	Basic computing Mathematics	9		
GTS 05201	Business communication	9		
ITT 05205	Computer programming principles	12		
ITT 05206	Computer server Administration	9		
ITT 05208	Basics of website design	9		
ITT 05209	Database Management system concept	12		
ITT 05210	Basics of MATLAB	9		
ITT 05211	Field Practical Training	12		

#### 6.4.3 Ordinary Diploma (NTA Level 6) in information Communication Technology

This is a one-year programme (2 semesters) and has 11 modules, which are assigned 120 credits. The modules with their respective credits for both 2 semesters are as shown in the table:

CODE	MODULE	CREDITS	SEM I	SEM II
GTS 06101	Development Studies	9		
ITT 06105	System analysis and design	9		
ITT 06106	Web application development	12		
ITT 06104	Object Oriented programming	12		
ITT 06107	IT project Management	12		
ITT 06108	Multimedia Concept	15		
ITT 06203	Elements of computerized Accounting	9		
ITT 06204	e-commerce Applications	12		
ITT 06205	Computer Network security	12		
ITT 06206	Final year Project	9		
ITT 06207	Principles of customer relationship management	9		

## **7.0 AIMS OF THE NMTC PROGRAMMES**

The programmes at NMTC aim at achieving the following:

- 7.1 To form a flexible course that is responsive to dynamic and rapidly changing society
- 7.2 To provide high skills and knowledge which meet community and employable needs
- 7.3 To entice self-realization and team work skills that enable graduates to be employable and team players
- 7.4 To build capacity to participate in the implementation of World Meteorological Organization (WMO) operational guidelines
- 7.5 To promote moral, legal and ethical conduct among workers of Tanzania Meteorological Authority (TMA) within the national legal framework.
- 7.6 To observe and monitor weather and climate systems
- 7.7 To provide service in meteorology and related geo-sciences in support of national needs, and
- 7.8 To provide information related to the World Meteorological Organization (WMO) Convention
- 7.9 To address emerging issues in meteorology including climate change.
- 7.10 To enable learners to confidently use computers, mobile devices, and digital tools for everyday tasks, communication, and learning.
- 7.11 To use ICT tools to enhance learners' ability to analyze information, solve problems creatively, and support decision-making.
- 7.12 To help students understand the role, impact, and limitations of ICT in society, the workplace, governance, and daily life.
- 7.13 To provide foundational skills necessary for modern careers, entrepreneurship, innovation, and participation in a technology-driven world.
- 7.14 To enable learners to use ICT as a tool for research, creativity, presentation, and academic improvement.
- 7.15 To enable learners to collect, store, process, and retrieve meteorological data using ICT tools, databases, and specialized applications.
- 7.16 To develop competency in preparing, formatting, transmitting, and receiving meteorological reports through digital communication systems.
- 7.17 To prepare learners to adapt to emerging technologies used in modern meteorological operations, remote sensing, and early warning systems.
- 7.18 To train students to use ICT tools for developing weather bulletins, briefings, presentations, and public communication materials.

## **8.0 OBJECTIVES OF NMTC PROGRAMMES**

Objectives of NMTC Programmes are:

- 8.1 To apply basic principles of methods of weather briefing, analyses and forecasting.
- 8.2 To utilize principles of meteorology in weather and climate and related geo-sciences.
- 8.3 Apply basic principles of meteorological instruments and methods of observation
- 8.4 To employ basic principles of data recording and its management
- 8.5 To apply basic communication principles with clients, weather and climate professional colleagues and follow professional code of conduct.
- 8.6 To apply principles of meteorology to agriculture, aviation industry, marine transport and environmental conservation, industry, tourism, construction industry, oil and gas exploration and minerals exploration.
- 8.7 To apply ICT packages in data management.
- 8.8 To produce technicians in meteorology who will work effectively at different places
- 8.9 To provide hands-on experience with computer systems, applications, networks, and basic troubleshooting.
- 8.10 To encourage the use of ICT for designing digital content, multimedia materials, and innovative solutions
- 8.11 To instill understanding of cybersecurity, online safety, digital rights, privacy, and ethical behavior

## **9.0 ADMISSION REQUIREMENTS FOR EACH COURSE**

### **9.1 Meteorology Programmes**

#### **9.1.1 Basic Technician Certificate (NTA level 4) in Meteorology**

Admission to Basic Technician Certificate in Meteorology is open to candidates who are holders of Certificate of Secondary Education-CSE with minimum passes of four ‘D’ including Physics and Basic Mathematics excluding religious subjects.

#### **9.1.2 Technician Certificate (NTA Level 5) in Meteorology**

Admission to Technician Certificate in Meteorology (NTA Level 5) is open to candidates who are holders of Advanced Certificate of Secondary Education-ACSE (With Mathematics and Physics) with at least a principal pass and subsidiary (S) in either Physics or Advanced Mathematics OR Basic Technician Certificate (NTA Level 4) in Meteorology with a minimum of 2.0 GPA.

#### **9.1.3 Ordinary Diploma (NTA level 6) in Meteorology**

Admission to Ordinary Diploma in Meteorology (NTA Level 6) is open to candidates who are holders of Technician Certificate (NTA Level 5) in Meteorology with a minimum of 2.0 GPA.

### **9.2 ICT Programmes**

#### **9.2.1 Basic Technician (NTA level 4) in Certificate Information and Communication Technology**

Admission to Basic Technician Certificate in Meteorology is open to anyone who has:

- i. Certificate of Secondary Education-CSE with minimum passes of four ‘D’ including basic Mathematics and English OR
- ii. National Vocational Award level 3 in Information and Communication Technology related Field and a certificate of secondary Education Examinations with minimum passes of “D” grade in our (4) subjects, which must include Basic Mathematics excluding religious subjects.

#### **9.2.2 Technician Certificate (NTA Level 5) in Information and Communication**

Technology The admission to Technician Certificate in Information and Communication Technology is open to anyone who has;

- i. Basic Technician Certificate (NTA level 4) in Information Technology
- ii. Any other equivalent qualification (advanced certificate of secondary education examination (ACSEE) with at least two principal passes including credit passes in Basic Mathematics and English and English certificate of secondary educations (CSEE) Except religious subject

### 9.2.3 Ordinary Diploma in (NTA level 6) Information and Communication Technology

Admission to Ordinary Diploma (NTA Level 6) in Information Technology is open to candidates who are holders of Technician Certificate (NTA Level 5) in Information and Communication Technology

### 9.3 Procedures for application and admissions are as follows:

- 9.3.1 Applicants should apply direct to the institution through application form available on NMTC website. The applicant will have to pay a non-refundable application fee prescribed by the Institute at the time of application.
- 9.3.2 Successful candidates will be notified through the public media.
- 9.3.3 Selected candidates will be required to register within the first two weeks of the course
- 9.3.4 After the orientation, students will be required to obtain and read thoroughly student handbook.
- 9.3.5 Candidates who will fail to report within the first two weeks of the course shall not be registered

## 10.0 REVISION AND REGULATION OF CURRICULUM

The Institution shall revise from time to time, amend or change the regulations, scheme of examinations at any time and the curriculum will be reviewed after every five years if found necessary. The latest curriculum reviewed in 2024

## **11.0 FEES AND OTHER FINANCIAL REQUIREMENTS**

### **11.1 Fees Structure**

Students shall pay the fees as stipulated in the joining instruction. Any student who fails to pay the fee as indicated shall not be registered for the course. Fees once paid, in full or in part, will not be refunded under any circumstances.

The tables below show the fee structure and other contributions that are payable directly to NMTC by Students:

#### **11.1.1 Meteorological course fee structure**

<b>S/N</b>	<b>DESCRIPTION</b>	<b>NTA LEVEL 4</b>	<b>NTA LEVEL 5</b>	<b>NTA LEVEL 6</b>
<b>1</b>	Tuition Fee	850,000 /=	1,000,000/=	1,200,000/=
<b>2</b>	Examination Fee	100,000 /=	100,000 /=	100,000 /=
<b>3</b>	Accommodation per semester	100,000/=	100,000/=	100,000/=
<b>4.</b>	Registration fee	15,000/=	15,000/=	15,000/=
<b>4</b>	Quality Assurance Fee per year	30,000 /=	30,000 /=	30,000 /=
<b>5</b>	Field work	NA	NA	NA
<b>6</b>	Research work	NA	NA	150,000/=
<b>Total</b>		<b>1,095,000/=</b>	<b>1,245,000/=</b>	<b>1,595,000/=</b>

#### **11.1.2 Information and Communication Technology course fee structure**

<b>S/N</b>	<b>DESCRIPTION</b>	<b>NTA LEVEL 4</b>	<b>NTA LEVEL 5</b>	<b>NTA LEVEL 6</b>
<b>1</b>	Tuition Fee	620,000 /=	760,000/=	840,000/=
<b>2</b>	Examination Fee	100,000 /=	100,000 /=	100,000 /=
<b>3</b>	Accommodation per semester	100,000/=	100,000/=	100,000/=
<b>4</b>	Registration fee	15,000/=	15,000/=	15,000/=
<b>4</b>	Quality Assurance Fee per year	30,000 /=	30,000 /=	30,000 /=
<b>5</b>	Field work	NA	NA	NA
<b>6</b>	IT Final Year Project	NA	NA	150,000/=
<b>Total</b>		<b>865,000/=</b>	<b>1,005,000/=</b>	<b>1,235,000/=</b>

## **11.2 Other Financial Requirements**

A student (NTA Level 4, 5 & 6) will also be required to pay other contributions immediately after arriving at NMTC on the registration day as follows:

<b>S/No.</b>	<b>DESCRIPTION</b>	<b>NTA LEVEL 4</b>
1	Student ID	15,000 /=
2	Students' Organisation (MeSO)	10,000 /=
<b>Total</b>		<b>25,000/=</b>

## **11.3 Identity Card**

Each student is required to pay 15,000/= for Identity Card. Replacement of a lost identity card will be done after the student has submitted to the Institute a police loss report along with a payment slip of 20,000/=. On termination or completion of the course, the student shall surrender the identity card to the Accountant of the Institute.

## **11.4 Students Accommodation**

Students may be accommodated in the Centre's Hostel on a share basis through contributing 100,000/= per semester. However, this largely depends on rooms' availability. The priority on allocating the rooms available shall be as described in the Students Handbook Section II Subsection 6.1 and 6.40 as read together.

## **11.5 Meals**

Meals (breakfast, lunch and dinner) are available at nearby Catering Units around the Centre for your own cost at affordable prices.

## **11.6 Medical Care**

Sponsor(s)/parent(s) will meet medical care expenses. The Institution is surrounded by many private and government hospitals.

**NB.** For student(s) who need(s) NHIF card will be required to pay Tshs. **50,400/=** for NHIF services.

## **11.7 Travelling Cost**

The sponsor/parent will cater for the costs.

### **NB:**

*With an exception of Students' ID and MeSO (totaling to 25,000/=) which will be paid in cash immediately after arriving at NMTC on registration day, all other payments should be made using Control Number through Government Electronic Payment Gateway (GePG). To get a control number for payments contact the following: Accountant via 0746544380. After acquiring a control number, payments can be made at National Microfinance Bank (NMB) or through M -PESA or Tigo-PESA.*

## **12.0 EXAMINATION RULES AND REGULATIONS**

### **12.1 Introduction**

Unless stated otherwise, these regulations shall apply to all Institutes' assignments, examinations; take home assignments, tests, field/practical assignments and research reports.

12.1.1 The examination session shall be duly indicated in the Institute's training calendar. The timetable for the examinations shall be released two weeks before the commencement of the examinations.

12.1.2 At the end of semester examinations shall be centrally administered under the office of Examinations Officer.

12.1.3 The examination room shall be vacant for the examinations 30 minutes before the commencement of the exam and the candidates will be allowed to be in the exam room in that period. The students shall not be allowed to sit for the ongoing exam after the elapse of 30 minutes from the commencement of the examination

12.1.4 Candidates are required to keep their returned assignments and test papers for further reference if need arise

12.1.5 All End Semester Examinations papers shall be retained by the Institute

12.1.6 Respective instructors are obliged to keep proper students' examination records and copies (soft and hard copy) of the same submitted to the Examinations Office with the hardcopy being signed already by students

## **12.2 Continuous Assessment Test (CAT)**

- 12.2.1 A student will have to possess a minimum of 20 marks out of 40 to make him/her eligible to sit for semester examinations
- 12.2.2 The marks will be rounded off to one decimal place
- 12.2.3 If the candidate, after the scheduled CAT, fails to meet the requirement in subsection 12.2.1 Above, then it's regarded as a technical supplementary in which he/she will have to retake the module when next offered
- 12.2.4 However, failing to meet subsection 12.2.3 in the succeeding semester or in the stipulated time, he/she shall have to adhere to 12.3.5. This requirement applies to programmes offered by NMTC
- 12.2.5 A candidate shall be awarded zero marks for tests, assignments and practical if he/she missed without compelling reasons.

## **12.3 Semester Examinations**

- 12.3.1 The candidate will have to possess a minimum of 30 marks out of 60 for ordinary diploma (NTA level 6) and a minimum of 30 marks out of 60 for technical certificate (NTA level 4&5) in a particular module.
- 12.3.2 In all cases, less than the stipulated marks in subsection 12.3.1 will be counted as a supplementary
- 12.3.3 And the supplementary will be cleared by the concerned student within the first week of the new semester and for the last semester the supplementary shall be done four weeks after the release of semester examinations results
- 12.3.4 No student is allowed to do a second supplementary after the first opportunity
- 12.3.5 A student who falls on subsection 12.3.4 shall have to retake the module when next offered
- 12.3.6 A student who falls on subsection 12.3.5 shall have to pay 150,000/= as tuition fees per module.
- 12.3.7 Any candidate who absents himself/herself from end of semester examination without compelling reasons shall be discontinued from the institute.
- 12.3.8 A student, who shall have four modules failed at once in the same sitting of the semester examinations, will be discontinued.

## **12.4 General Conditions for Sitting for the Semester Examinations**

- 12.4.1 Apart from the CA pass mark stipulated in the subsection 12.2.1, the candidates shall have to secure 75% attendance in a class in particular module.
- 12.4.2 Feedback on Continuous assessment (CA) must be continuously provided to candidates and the cumulative CA marks must be shown to candidates before they sit for the exams.
- 12.4.3 A copy of candidates' CA marks must be submitted to the examination's office one week before the commencement of the semester examinations.
- 12.4.4 A student failing to meet subsection 8.3.1 will have to repeat the module in the next corresponding semester when offered.
- 12.4.5 A candidate who has no any debt from library/accounts/hostels/laboratory

## **12.5 Progressing to the Next Semester**

- 12.5.1 Students are required to appear for at least one module in the end semester examinations for some reasons before proceeding to the next semester and the remaining modules will be cleared according to 12.3.3.
- 12.5.2 No student will be allowed to proceed to the next semester of study on medical or academic grounds if he/she fails to adhere to the subsection 12.4.1 above.
- 12.5.3 A student who shall have a GPA of less than 2.0 at the end of each semester of study will be discontinued.

## **12.6 Supplementary Procedure**

- 12.6.1 A student will have to sit for the supplementary examinations after a student has settled the agreed fee of 30,000/= regardless of the number of modules of supplementary to sit for.
- 12.6.2 The supplementary semester exams will be conducted as described subsection 12.3.1.
- 12.6.3 The prescribed fee in subsection 12.6.1 will be reviewed by the management from time to time as need arises.

## **12.7 Special Examinations**

There will be a special examination conducted on the same time as described in subsection 12.3.3 or on a date set by the Institute. The candidate who qualifies in this examination is the one;

- 12.7.1 who has fulfilled the condition described in subsection 12.2.1

12.7.2 Who has a fee default but has fulfilled the condition of subsection 12.2.1.

12.7.3 Who has valid reasons, such as social matters and/or on medical grounds with a proven certificate given by a government practitioner/or reputable hospital recognized by the authority.

### **13.0 Appealing for Semester Examinations**

13.1 All examination appeals shall be handled by the examination committee.

13.2 The appeal procedure shall be as follows;

13.3 As soon as the provisional results are released, any student who shall not be satisfied by his/her results may appeal against them to the examinations committee through the NMTC principal stating the modules he /she finds aggrieved to.

13.4 the appeal must be submitted to the examinations committee through the principal within seven (7) days from the release of the provisional results.

13.5 All appeals must be accompanied by a non-refundable appeal fee of 30, 000/= per module made to the institute.

### **14.0 Procedure to Postpone Tests and Examinations**

14.1 A student(s) may be allowed to postpone tests and examinations for reasons of proven ill health supported by a doctor's medical certificate or for any other reason which, in the opinion of the principal, is strong enough to prevent one from sitting for tests and examinations effectively.

14.2 Such student(s) shall write a letter of requesting for such postponement and address it to the principal two weeks before commencement of tests or examinations.

14.3 The principal may approve or decline such request for postponement.

14.4 If the grounds for the postponement are genuine, the principal shall approve of it and the student(s) shall be allowed to sit for the test(s) and/or examinations at an appropriate time.

14.5 If an approval is given for postponement of tests and/or examinations, other tests and/or examinations shall be given to the student(s) within the semester during which the module is offered depending on the period of permission from the principal, or at another appropriate time.

14.6 A student who for a grave reason was unable to sit for the end of semester examination may with special permission from the principal will be required to do a special examination or appear at a date and time fixed for supplementary examination.

## **15.0 Research Project for Meteorology programme and Final Year Project for ICT Programme**

15.1.1 NTA level 6 students have to write a research project or do a final year project as part of the curriculum requirement

15.1.2 The research project will comprise two main parts namely Research Proposal and Research Report

15.1.3 Research proposal will be regarded as CAT (40%) in this module and a student have to possess a minimum of 20 marks out of 40 to make him eligible to start writing project report

15.1.4 Marks distribution for research proposal will be as follows;

Student Performance	Oral Presentation	Total
15	25	40

15.1.5 The oral presentation marks for research proposal are as follows:

Organisation	Problem	Justification	Objectives	Data & Methodology	References	Delivery	Presenter's attire	Answering of Questions	Managing Time	Total
2	2	2	5	4	2	2	1	4	1	25

15.1.6 The student will be given 45 minutes in which 25 for presentation and 20 for viva voce.

15.1.7 Students' performance marks as assessed by his/her supervisor during writing research proposal shall be distributed as follows;

Ideas	Initiatives	Diligence	Approach	Consultation	Total
3	3	2	2	5	15

15.1.8 The research report will be regarded as semester examination (60%) and a student have to possess a minimum of 30 marks out of 60.

15.1.9 A student shall submit a minimum of three copies of the research report to the Examiner/Supervisor in the prescribed format given to him/her on time.

15.1.10 The examiner/Supervisor will go through the project before submitting to the Research coordinator.

15.1.11 The student will have to appear for the presentation plus viva voce before a panel and marks will be awarded based on his/her performance as described in 12.10. 17.;

15.1.12 Research project will have no supplementary; instead, the student shall have to repeat the work at his/her own time, but the final presentation of his/her work will be on the corresponding semester of study on the date specified by the Centre's training calendar

15.1.13 The student shall have to pay 150,000/= as part of tuition fee if he/she falls on subsection 12.10.12.

15.1.14 Any candidate, who absents himself/herself without compelled reason on the day of presentation of his/her research, shall be discontinued.

15.1.15 Student's report will be assessed by a number of examiners; internal and external, one of who will be the supervisor. Marks are drawn up from three main components, student's performance throughout, student's reports, and oral presentation, as indicated hereunder;

15.1.16 For project report the marks shall be distributed as follows;

Student Performance	Project Report	Oral Presentation	Total
10	25	25	60

15.1.17 The oral presentation marks for the research report are drawn up from eight components, as follows:

Organisation	Contents	Project Goals and Accomplish-ment	Delivery	Presenter' s Attire	Answering of Questions	Managing Time	Mastering of Presentation	Total
3	4	3	4	2	5	2	2	25

15.1.17.1 The student will be given 45 minutes in which 25 for presentation and 20 for viva voce.

15.1.17.2 Criteria based assessments are used to determine the project marks in each of these areas taking into account such factors as effort and dedication, quality of work, originality and independence, presentation and achievement.

15.1.18 Project writing report: The student will write his/her report according to the adherence to the format and guidelines given and/or available. The evaluation of the written report shall be based on the following;

- 15.1.18.1 Logical order
- 15.1.18.2 Preciseness
- 15.1.18.3 Completeness of the report
- 15.1.18.4 Neatness
- 15.1.18.5 Adherence to the report guidelines

Logical order	Preciseness	Completeness	Neatness	Guidelines adherence	Total
4	4	4	5	8	<b>25</b>

15.1.19 The penalty of 10% marks will be deducted by the supervisor after the deadline of report submission and by any means the report must be submitted before the compilation of the provisional results, otherwise the subsection 12.10.4 will apply.

15.1.20 Students' Performance: It is essential that the student makes full use of supervision and technical support to resource his/her project as effectively as possible. A significant proportion of the marks allocated to the project is based on his/her performance during the project, and supervisors will be forming judgments based on his/her application and achievements while undertaking the project. Some of the things that will be considered when assessing student's performance include:

- 15.1.20.1 His/Her ideas.
- 15.1.20.2 His/Her initiative to get things done
- 15.1.20.3 Diligence in terms of work persistence
- 15.1.20.4 His/Her systematic approach towards developing a project
- 15.1.20.5 His/Her progress report and oral presentation

15.1.21 Student performance marks as assessed by his/her supervisor during research report writing shall be distributed as follows;

Flow of ideas	Initiatives	Diligence	Approach	Consultation	Total
2	2	2	2	2	<b>10</b>

## **15.2 Field Practical Training (FPT)**

15.2.1 NTA level 4 & 5 for both programmes students have to do field practical training programme that prepares them for the tasks they are expected to perform upon completion of their training

15.2.2 The FPT will be conducted outside the institute for six weeks that start six weeks before the commencement of second semester examinations

15.2.3 During the FPT, students will be supervised by supervisors from NMTC (Internal or academic) among which one will be the overall supervisor and another from the host organization (External or on - site) as per organization in charge instructions

15.2.4 The assessment for each student consists of 40% for coursework, and 60% for final report. The final report combines the 50% for field report and 10% for logbook by using assessment forms (QFAF1, QFAF2, QFAF3 & QFAF4) as prescribed in FPT Manual

### **15.3 Malpractice**

The following acts are considered as malpractice in the examinations:

- 15.3.1 Entering an examination room with unauthorized materials such as mobile phones, pieces of written papers, written clothes, correction fluid, laptops, writing on calculator cover, writings on parts of the body, copying the work of another candidate during the examination or test, showing intentionally or providing answer book to neighbor for copying, copying from notes, sheets or other materials during the examination or test, collaborating with another candidate during the examination or test and/or falsifying test results.
- 15.3.2 Writing register number or name anywhere in the main answer book or additional sheet, writing irrelevant or unconnected matters, sketches, songs in the answer book or additional sheets, writing indecent, filthy and vulgar words and sketching obscene figures in the answer sheets
- 15.3.3 Placing identification marks in the answer book, tearing of sheets from the main answer book, wasting exam stationery, taking away unused additional sheets from examination hall and exchanging scales, rulers, calculators, hand books, question papers, additional sheets with the neighbor(s).
- 15.3.4 Showing signals to neighbors or others, talking to other students and trying to communicate with students inside or outside the hall.
- 15.3.5 Misbehaving with the examination staff inside or outside the hall;
- 15.3.6 Writing address, phone numbers in the answer book;
- 15.3.7 Writing any examination or tests without valid ID cards;
- 15.3.8 Procuring, getting or keeping the answer book of others during an examination;
- 15.3.9 Inserting additional sheets written by others into the answer book
- 15.3.10 Allowing others to write the examination or test or assignment on behalf;
- 15.3.11 Writing answers to question papers of previous exams and replacing the main answer book, and taking away the written answer book without handing over it to the hall invigilator even after the final stop order;
- 15.3.12 Damaging the answer book (s) of others, disturbing other candidates in any manner and preventing other candidates from entering the hall;
- 15.3.13 Destroying or making any attempt to destroy the malpractice material when being caught and refusing to handover the malpractice material; Indulging in acts of threats, violence and refusing to provide a written statement when caught in act of malpractice, refusing to receive show cause notice, refusing to attend to the enquiry and running away from exam hall when caught red handed;

- 15.3.14 Causing damage to examination or tests related records or the belonging of examination staff;
- 15.3.15 Teasing the examination staff with acts such as shouting, whistling, laughing inside Exam Hall and defying in any manner any of the rules and regulations, promulgated by the Committee of Examination from time to time.

#### **15.4 Grading System**

- 15.4.1 Grading is based on modular credit system. Credits available for each module are as listed in the official course curricula.
- 15.4.2 The grade awarded for any given course module is based on the final module mark, expressed as a percentage and calculated to one decimal place, awarded for that module. The grade awarded is based on the following standards:

##### **(a) For NTA Level 4 and NTA Level 5**

Percentage Equivalents to Grade

<b>S/No.</b>	<b>Grade</b>	<b>Score Range (%)</b>	<b>Grade Point</b>	<b>Definition</b>
1	A	80-100	4	Excellent
2	B	65-79	3	Good
3	C	50-64	2	Satisfactory
4	D	40-49	1	Poor
5	F	0-39	0	Failure
6	I	-	-	Incomplete
7	Q	0	0	Disqualification

At the end of the course program each student's final grade point average (GPA) is calculated and a student is awarded a class/ division on the following GPA range:

<b>Class of award</b>	<b>First Class</b>	<b>Second Class</b>	<b>Pass</b>
<b>Cumulative GPA</b>	3.5 – 4.0	3.0 – 3.4	2.0 – 2.9

**(b) For NTA Level 6**

Percentage Equivalents to Grade

S/N	Grade	Score Range (%)	Grade Point	Definition
1	A	75-100	5	Excellent
2	B+	65-74	4	Very Good
3	B	55-64	3	Good
4	C	50-54	2	Satisfactory
5	D	35-49	1	Poor
6	F	0-34	0	Failure
7	I	-	-	Incomplete
8	Q	0	0	Disqualification

At the end of the course program each student's final grade point average (GPA) is calculated and a student is awarded a class/ division on the following GPA range:

Class of award	First Class	Upper 2 <sup>nd</sup> Class	Lower 2 <sup>nd</sup> Class	Pass
<b>Cumulative GPA</b>	4.4 – 5.0	3.5 – 4.3	2.7 – 3.4	2.0 – 2.6

**15.5 Publication of Results**

- 15.5.1 Results may be published on notice boards, information system, and websites at the discretion of the Institute. The anonymity of the candidate will be protected in publishing results.
- 15.5.2 The published results will indicate the grades obtained by the candidate while the marks obtained by the candidate shall be kept in the examination office for records.
- 15.5.3 The Institute shall not accept in its absolute discretion, communicate with candidate's agent or parents, or any other person claiming to act on behalf, on matters related to examination results.

**15.6 Institute Awards**

Depending on the NTA level, upon successful completion of a course the graduate will be awarded:

- 15.6.1 Basic Technician Certificate (NTA Level 4) in Meteorology
- 15.6.2 Technician Certificate (NTA Level 5) in Meteorology
- 15.6.3 Ordinary Diploma (NTA Level 6) in Meteorology
- 15.6.4 Basic Technician Certificate (NTA Level 4) in Information and Communication Technology

15.6.5 Technician Certificate (NTA Level 5) in Information and Communication Technology

15.6.6 Ordinary Diploma (NTA Level 6) in Information and Communication Technology

### **15.7 Issuing of Certificates and Transcripts**

- 15.7.1 Final transcripts and academic certificates shall only be issued to successful candidates after thorough verification of results. Unsuccessful candidates may be given a statement of results on request.
- 15.7.2 The academic officer shall prepare a list of duly qualified candidates and submit it to the principal for preparation of transcripts and academic certificates.
- 15.7.3 The academic officer shall prepare the transcripts and certificates and submit them to the principal who shall then sign them.
- 15.7.4 The principal shall submit the duly prepared and signed academic certificates to the Chairperson of NMTC Governing Board for countersigning.
- 15.7.5 A candidate wishing to collect his/her transcript/academic certificate shall fill the form requesting to collect the same.
- 15.7.6 The principal shall issue academic certificate to the student on confirmation that he/she:
  - 15.7.7 Has passed all examinations.
  - 15.7.8 Does not owe any fee/dues to the institute.
  - 15.7.9 A candidate collecting his/her transcript/statement of results shall pay 10,000/= in the institute's (TMA) bank account, and attach a copy of the pay-in slip to the letter he/she has written requesting for the transcript/statement of results.

### **15.8 Loss of Academic Certificates**

In a case where an issued Certificate has been lost, it shall not be re-issued. Instead, the Institute may issue a testimonial at a fee of 30,000/= for loss of an original certificate on condition that the applicant produces:

- i. A police loss report
- ii. Evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form

## 16.0 NMTC TRAINING CALENDAR FOR ACADEMIC YEAR 2025/2026

WEEK- NUMBER	DATE	EVENT (S)
01	17/11/2025 - 23/11/2025	Orientation Week
02	24/11/2025 - 30/11/2025	Class
03	1/12/2025 - 7/12/2025	Class
04	8/12/2025 - 14/12/2025	Class
05	15/12/2025 - 21/12/2025	Class
06	22/12/2025 - 28/12/2025	Class
07	29/12/2025 - 4/01/2026	Class
08	5/01/2026 - 11/01/2026	Class
09	12/01/2026 - 18/01/2026	Class
10	19/01/2026 - 25/01/2026	Class
11	26/01/2026 - 01/02/2026	Class
12	02/02/2026 - 08/02/2026	Class
13	09/02/2026 - 15/02/2026	Class
14	16/02/2026 - 22/02/2026	Class
15	23/02/2026 - 01/03/2026	Class/Research Proposal Presentation
16	02/03/2026 - 08/03/2026	Class
17	09/03/2026 - 15/03/2026	<b>SEMESTER EXAMINATIONS</b>
18	16/03/2026 - 22/03/2026	<b>SEMESTER EXAMINATIONS</b>
19	23/03/2026 - 19/04/2026	<b>HOLIDAY</b>
	<b>20 APRIL 2026</b>	<b>BEGINNING OF SEMESTER TWO</b>
01	20/04/2026 – 26/04/2026	Class/Supplementary Examinations
02	27/04/2026 - 03/05/2026	Class
03	04/05/2026 - 10/05/2026	Class
04	11/05/2026 - 17/05/2026	Class
05	18/05/2026 - 24/05/2026	Class
06	25/05/2026 - 31/05/2026	Class
07	01/06/2026 - 07/06/2026	Class
08	08/06/2026 - 14/06/2026	Class
09	15/06/2026 - 21/06/2026	Class
10	22/06/2026 - 28/06/2026	Class
11	29/06/2026 - 05/07/2026	Class/Field Practical Starts
12	06/07/2026 - 12/07/2026	Class/Field Practical
13	13/07/2026 - 19/07/2026	Class/ Field Practical
14	20/07/2026 - 26/07/2026	Class/Research work and Field Practical End
15	27/07/2026 - 02/08/2026	Class
16	03/08/2026 - 09/08/2026	<b>SEMESTER II EXAMINATIONS</b>
17	10/08/2026 - 16/08/2026	<b>SEMESTER II EXAMINATIONS</b>
	17/08/2026 - 11/10/2026	<b>HOLIDAY</b>

## **17.0 SERVICES AVAILABLE AT NMTC**

With the aim of ensuring conducive academic environment, the centre offers the following services.

### **17.1 Accommodation**

Students may be accommodated in the Centre's Hostel on a share basis. However, this largely depends on room's availability.

### **17.2 Meal**

Meals (breakfast, lunch and dinner) are available at nearby Catering Units around the Centre for your own cost at affordable prices.

## **18.0 WELFARE, GAMES AND RECREATION**

There is a government hospital within a short distance from the students Hostel. There are also private hospitals/medical laboratories located within Kigoma/Ujiji Municipality. Churches, chapel, mosque and shops are not within the centre, but they are within an easy walking distance in Kigoma/Ujiji Municipality.

The Centre does not provide a wide range of sporting activities. As a mature trainee you have a right to choose for yourself those activities in which you should wish to participate and indeed the Centre is keen to see that as many trainees as possible take part in some form of recreational activities available within or outside the Centre.

You are advised to provide yourself with basic requirements for those activities you intend to take part.

## **19.0 STUDENTS PERSONAL DETAILS & DECLARATION**

- (i) All students accepting an offer of place must undertake to complete the course they have applied for unless required otherwise by the Centre or on medical advices.
- (ii) Students should read carefully the registration form and should be dully filled and signed
- (iii) Students should come with recent passport size photographs

## **20.0 STUDENTS' BODY**

The Centre has Student' Organ named Meteorological Students Organization (MeSO) which links students' voice with the Administration. Any person being enrolled at NMTC as student is a member of the organization. Democratic elections are held to elect office bearers yearly in accordance to MeSO constitution.

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute.

The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making.

Student Participation is encouraged and must be strengthened through the involvement of students in all levels.

Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

## **21.0 ACADEMIC ADVISORS**

In order to help students in planning their courses of study and for general counselling on the academic programme, the principal has allocated a certain number of students to instructors of the institute who will be the staff adviser for the particular set of students throughout the year.