

# HAGAFILO COLLEGE OF DEVELOPMENT MANAGEMENT (CODEM)

Songea Road (Hagafilo River),  
 P.O Box 575, Tel.College Principal 0755 713 053  
 Fax 026-2782013 (Livingstone Stationery –  
 Njombe),  
 EMAIL: hagafilocollege@yahoo.com  
 Web site [www.hagafilo.ac.tz](http://www.hagafilo.ac.tz)



Directors' Office  
 P.O Box 575  
 Njombe  
 Mob. 0756494440/0755 065511

Ref. No: .....

Dear Candidate,

## RE: JOINING INSTRUCTIONS FOR BOARDING STUDENTS FOR THE ACADEMIC YEAR 2022/2023

1. Aim glad to inform you that you have been selected by the Hagafilo College of Development to study at Hagafilo College for NTA LEVEL 4 to 6 courses that will lead to **ORDINARY DIPLOMA IN ANIMAL HEALTH AND PRODUCTION**.
2. Please take note for the following instructions:

### Date of Arrival:

Semester one academic calendar will start on 05/09/2022. You are therefore required to report to the College one or two days before beginning of an orientation week. The orientation week will take place from 05/09/2022 to 09/09/2022. The last date to report to the College is on 26/09/2022.

### Travel arrangements

You are responsible to cover all logistics of your own travel expenses to and from the college.

### 3. Location of the College

The college is in Njombe town council just 2Kilometer from the Njombe Bus Terminal along Songea Road before crossing Hagafilo River. It is reached by Uber, Tricycle (Bajaji) and Motor Cycle (bodaboda) for the cost that cannot exceed 1,500/ Tsh.

### 4. Financial requirements to be met by students/ Parents/ Guardians is as follow

- i. Tuition fee:

1 <sup>st</sup> year- NTA level 4				2 <sup>nd</sup> year- NTA level 5				3 <sup>rd</sup> year- NTA level 4			
1 <sup>st</sup> Installment	2nd Installment	3 <sup>rd</sup> Installment	4 <sup>th</sup> Installment	1 <sup>st</sup> Installment	2nd Installment	3 <sup>rd</sup> Installment	4 <sup>th</sup> Installment	1 <sup>st</sup> Installment	2nd Installment	3 <sup>rd</sup> Installment	4 <sup>th</sup> Installment
250,000	250,000	250,000	250,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000	280,000

Bank Name: Tanzania Commercial Bank

College Fee Account Name: HAGAFILO COLLEGE OF DEVELOPMENT MANAGEMENT

Account Number: 400227000017.

Or

You can pay through M-Pesa Account Number 5096873.

#### Procedures

1. Bofya \*150\*00#. 2 Bofya 4 lipa kwa M-PESA. 3 Bofya. 1 Lipa kwa simu. 4 Weka lipa namba 5096873. 5 Weka kiasi cha kutuma. 6 Ingiza namba ya siri. 7 Jina litatokea : Hagafilo Holding Limited TTC Teachers Training College 8. Thibitisha kwa kubofya 1

### FOOD AND OTHER CONTRIBUTIONS CAN BE PAID THROUGH

Account of Tanzania Commercial Bank (TCB) Account Number **400227000018**

Account Name: **HAGAFILO COLLEGE OF DEVELOPMENT MANAGEMENT MICHANGO.**

Or

You can pay through Mpesa LIPA NUMBER 5401611.

#### Procedures

1. Bofya \*150\*00#. 2 Bofya 4 lipa kwa M-PESA. 3 Bofya. 1 Lipa kwa simu. 4 Weka lipa namba 5401611. 5 Weka kiasi cha kutuma. 6 Ingiza namba ya siri. 7 Jina litatokea : Hagafilo Holding Limited TTC Teachers Training College 8. Thibitisha kwa kubofya 1, Jina litakuja CHUO MICHANGO

	First Year		Second Year		Third Year	
	Semester I	Semester II	Semester I	Semester II	Semester I	Semester II
Examination Fee	50,000/=	100,000/=	50,000/=	100,000/=	50,000/=	100,000/=
Field Training Practical	-	55,000/=	-	55,000/=	-	55,000/=
Field Station Cost	-	30,000/=	-	30,000/=	-	30,000/=
First Aid	5,000/=	5,000/=	5,000/=	5,000/=	5,000/=	5,000/=
Computer Services	10,000/=	10,000/=	10,000/=	10,000/=	10,000/=	10,000/=
Student Identity Card	5,000/=	-	-	-	5,000/=	-
Student Organisation (CODEMSO)	10,000		10,000		10,000	
NACTE Fee	15,000/=	-	15,000/=	-	15,000/=	-
Graduation						
<b>JUMLA</b>	<b>95,000/=</b>	<b>200,000</b>	<b>90,000/=</b>	<b>200,000/=</b>	<b>95,000/=</b>	<b>200,000/=</b>

Tuition fee must be paid in the respective beginning of Quarter semester and the **slip** should be presented to the Accounts Office on arrival. No cash payments will be accepted.

ii. Meal allowance

Estimated meal allowance per each Academic year is Tsh 600,000/= that is Tsh2, 500 per day and Tsh 300,000 per Semester **and should be paid direct** through the Contribution Account of Tanzania Commercial Bank (TCB) Account Number **400227000018**

**NB:** Student costs for medical, meal, transport; stationary and pocket money must be paid to individual students **Bank Account**

iii. Student shall pay fee for certificate and transcript as prescribed by **NACTE and College Protocol** upon completion the course.

- Note that:**
1. Tuition fee is non-refundable to students whenever he/ she fail to continue with course.
  2. Wrongly deposited meal allowance and pocket money to College Account shall be subject to **10% deduction.**

## 5. MEDICAL EXPENSES

Medical expenses are not covered by the institute. Each student must therefore process his/ her own Health Insurance before reporting to the respective campus. For those who do not have NHIF medical coverage, can be processed at the campus level, where by each student is required to report to the College and pay Tsh 50400/= for NHIF per year

## 6. Other requirement

- a) Pocket money to carter incidental expenses such as medical care etc.
- b) Bedding materials: Bed sheets, blankets, pillow, and mosquito net and pillow cases.
- c) Sports gear.
- d) Stationery i.e. exercises books, pen, pencil, rules, calculator etc.
- e) Six recent passport size photographs (colored with blue background) for processing of identify cards and other official uses.
- f) Practical gears: Gumboots, overall , white overcoat, stethoscope, thermometer, Weighing Band, 2syringes for animals 20ml
- g) Medical examination report (from the Authorized hospital). **Appendix 2**
- h) Two A4 reams, Squeezer/soft broom/hard broom, Hoe, 1Flat File.

## 7. Accommodation :

The College provides a room with bed and Mattress for 50,000/- per year which will be paid in Cash to Accounts on arrival day. Other items associated with accommodation (as in **6 (b)** above) are met by the student. Students are advised to equip themselves with heavy clothing and blankets in case of cold weather. Electrical appliances (heaters, cookers and irons) are **strictly not allowed in hostels.**

## 8. Discipline:

Every student must abide to the rules and regulations of the College. See **Appendix 1**

**9. Registration documents**

Each student must present **original documents** (i.e. Birth Certificate, Leaving Certificate, and Academic Certificate at registration, **failure to which the student will not be admitted.**

**10. Education for self-reliance:**

In accordance with the College objectives, every student is required to participate fully in various production activities at the college.

Lastly, on behalf of Hagafilo College of Development, I wish you a safe journey and success in your studies.

You are Welcome

.....  
For **COLLEGE PRINCIPAL**



**This Form Costs Tsh 15,000/= and should be paid to the Accounts Office on Arrival.**

## Appendix 1

### RULES AND REGULATION

#### 2. Lecture and Practical sessions:

2.1 All lecture and Practical sessions are compulsory; and punctuality must be observed at all times. It will be up to the student to produce supporting document(s) in case of lateness or absenteeism. A student reporting late for lectures or practical session will not be allowed to join the ongoing lecture/practical so as to avoid disturbance (Refer to disciplinary code and penalties 7.1)

2.2 All students must report to the warden/matron/Head of student Affairs office on the date of arrival and departure, for semester breaks and leave of absence. Students reporting late to the College without proper reason will have violated this rule and will be reprimanded accordingly.

2.3 Each student must participate fully in all production activities and other compulsory activities during his/her stay at the college.

2.4 Each student is expected to fully participate in sports, games, and social activities. It will be the responsibility of the student to take care and use of the borrowed sports gears/games equipment and facilities as expected.

2.5 Smoking in public premises is prohibited.

2.6 Unnecessary noises are not allowed in the college premises.

2.7 Cleanliness and appropriate clothing must be observed at all times.

Inappropriate clothing includes;

- Sandals/ slippers
- Boots worn in inappropriate place
- Shorts, pants
- Un buttoned shirts
- High and short clothes
- Tight trousers and dresses
- Peddo
- High heel shoes

NB: See the attachment as provided Government

## BAADHI YA MAVAZI YASIYOFAA KWA WANAUUME



- Nguo ambazo ni za kazi maalum kama vile michezo (Hizi zivaliwe wakati wa shughuli hiyo tu.)
- Nguo ambazo zina michoro, maandishi na picha ambazo hazicndani na shughuli za serikali.
- Nguo zinazobana.
- Kaptura ya aina yoyote.
- Suruali yoyote inayoachwa bila kupindwa.
- Suruali za "Jeans" na Fulana "T-shirts" (Hizi zivaliwe tu wakati wa shughuli maalum inayotambulika)
- Kiko'i au msuli.
- Nguo zenye maandishi ya chama chochote cha siasa na yenye kuonyesha ushabiki wa kitu fulani.
- Nguo yoyote inayopingana na maadili ya utumishi wa umma.

## BAADHI YA MAVAZI YASIYOFAA KWA WANAWAKE



- Nguo zinazobana.
- Nguo fupi ambazo zinaacha magoti wazi.
- Nguo ambazo zinaacha sehemu ya mwili wazi kama vile kitovu na kifua.
- Nguo ambazo zina picha, michoro, na maandishi ambayo hayaendani na shughuli za serikali.
- Kaptura aina yoyote ile kama vile pedo na pensi.
- Nguo zinazoonyesha maungo ya mwili (transparent).
- Suruali za 'Jeans'
- Suruali yoyote iliyoachwa bila kupindwa.
- Fulana - 'T-Shirts' (Hizi zivaliwe tu wakati wa shughuli maalumu inayotambulika.)

2.8 Cleanliness in and around classroom, dormitories, compounds etc. is the responsibility of students.

2.9 Mobile phones should be switched off during theory/practical sessions while mobile phones and smart watch strictly prohibited during examinations.

### 3. Hostels:

3.1 Students are responsible for the cleanliness of the hostels and their surroundings.

3.2 Students are not allowed to enter rooms fellow students of the opposite sex at all times.

3.3 Students are prohibited from allowing visitors into their rooms.

3.4 Electrical appliances e.g. TVs, record player, ironing and cooking devices are not allowed in dormitories.

- 3.5 Musical instrument and radio can only be used during free time up to 10.00 pm. The volume must be low all times.
- 3.6 Intoxicating drinks/drugs weapons are prohibited.
- 3.7 Fittings and installations should not be tampered with and must be left intact.
- 3.8 Boarding students are not allowed to be outside the college compounds after 6.00 pm during week days and 7.00 pm. during week ends and holidays.

#### 4. General:

- 4.1 Vistors can only be entertained in the students' common room/entertainment areas up to 6.00pm within the college.
- 4.2 All students are responsible for the proper care and use of equipment issued during training and any other property. Examples of misuse include, leaving lights or water taps on damage of government properties like chairs, glass windows, doors, books, bicycles etc.
- 4.3 Drunken behavior and misuse of drugs are not allowed in the college premises.
- 4.4 Possession of any drugs and medicines without any valid prescription from a physician is prohibited.
- 4.5 Students will have to seek for permission when leaving the college for medical or any other matters.
- 4.6 Abuse language; Verbal, non-verbal or written is prohibited at all the times.
- 4.7 Pregnancy during training is not allowed. Pregnant students shall postpone the course for two years and automatically loses the continuity of studies.
- 4.8 Male students responsible for pregnancy of female shall be liable to same treatment in 4.7
- 4.9 Abortion during training is not allowed and is a criminal offence
- 4.10 Sexual harassment, rape and or sex torsion is a criminal offence.
- 4.11 Fitting and or causing bodily injury is prohibited and is a criminal offence.
- 4.12 Theft is prohibited and is a criminal offence.
- 4.13 Assault by a student to a staff member or a member of his or her family is prohibited and is criminal offence.
- 4.14 Staff quarters and staff common rooms are prohibited to all students at all times unless on specific authorization by the College Principal.
- 4.15 Any social religious functions and meetings should be channeled through appropriate authorization and approved by the College Principal.
- 4.16 Any student who is proved to collaborate with another student in the commitment of an offence or makes conditions for offence or makes conditions conducive for offence shall be regarded as having also committed an offense and shall be punished accordingly.
- 4.17 Insubordination is prohibited
- 4.18 Involvement in riots and unlawful demonstrations are prohibited.
- 4.19 Riots, strikes, unlawful demonstrations are prohibited and any student who is proved to be ring leader shall be liable to severe punishment

# HAGAFILO COLLEGE OF DEVELOPMENT MANAGEMENT (CODEM)

Songea Road (Hagafilo River),  
P.O Box 575,  
Njombe

Tel: College Principal 0755713053

EMAIL: hagafilocollege@yahoo.com



Directors' Office

P.O Box 575

Njombe

Mob. 0756494440/0755 065511

## REQUEST FOR MEDICAL EXAMINATION

### PART A.

TO : THE MEDICAL OFFICER  
.....

Re: MEDICAL EXAMINATION FOR .....

Please examine the above named student for \*his/her fitness to attend course of study at Hagafilo College of Development Management

Date .....

Signature .....

For **COLLEGE PRINCIPAL**



### PART B

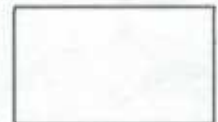
#### MEDICAL CERTIFICATE

(To be completed by a Medical Officer)

I have examined the above and consider \*her/him physically for studies

Name of the medical officer ..... Signature .....

Designation .....  
stamp



Date .....

Station .....

**Note:** Medical Examination should be exhaustive by specifying systems/ condition/ disease reaction to be examined.