

**IMPERIAL COLLEGE OF
HEALTH AND ALLIED SCIENCE
(ICHAS)**



PROSPECTUS



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2023/2024

ICHAS – PROSPECTUS (2023 – 2024)

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LIST OF ABBREVIATIONS

<i>ACSEE</i>	- <i>Advanced Certificate of Secondary Education Examination</i>
<i>CA</i>	- <i>Continuous Assessment</i>
<i>CRDB</i>	- <i>Cooperative and Rural Development Bank</i>
<i>CSEE</i>	- <i>Certificate of Secondary Education Examination</i>
<i>DPARC</i>	- <i>Deputy Principal of Academic Research and Consultancy</i>
<i>GPA</i>	- <i>Grade Point Average</i>
<i>HoD</i>	- <i>Head of Departments</i>
<i>ICHAS</i>	- <i>Imperial College of Health and Allied Sciences</i>
<i>ICHASSO</i>	- <i>Imperial College of Health and Allied Sciences Students Organization</i>
<i>NACTVET</i>	- <i>National Council for Technician and Vocational Education and Training</i>
<i>NTA</i>	- <i>National Technical Award</i>
<i>PBZ</i>	- <i>Peoples Bank of Zanzibar</i>
<i>SE</i>	- <i>Semester Examination</i>

SENIOR OFFICERS OF THE COLLEGE AND THEIR CONTACTS

<i>Sn</i>	Name	Position	Contact Address
1.	Mr. Ibrahim J. Mohd	Chairman 1 of the Board of Directors	0773 202 020
2.	Mr. Salum J. Mohd	Chairman 2 of the Board of Directors	0773 717 330
3.	Dr. Omar D. Shajak	Chairman of the Advisory Board	0777 411 422
4.	Mr. Said H. Shehe	Executive Director	0777 239 070
5.	Ms. Jokha Kh. Juma	Principal	0753 399 816
6.	Mr. Ridhwan H. Rashid	Deputy Principal, Academic Research and Consultancy	0712 949 028
7.	Mr. Omar H. Omar	Deputy Principal Finance, Planning and Administration	0673 035 117

WELCOMING NOTE

I am excited to offer a warm greeting to all our new and returning students, as well as our dedicated staff members, as we embark on the start of the 2024-2025 academic year at ICHAS. We are ready to build upon the successes of the previous year (2022-2023), which included a significant accomplishment like expanding our team of qualified academic staff through active recruitment, improving our teaching facilities, delivering excellent services, acquiring advanced ICT equipment for our library, and supporting student mobility.

Furthermore, ICHAS is preparing to introduce new initiatives to further our primary goals of teaching, research, and community service. It's essential to emphasize that maintaining quality assurance will remain our top priority in all our endeavors, ensuring that we consistently meet the expectations of our valued stakeholders. We understand that the student experience goes beyond academics. Consequently, we encourage students to get involved in various activities offered by the College and the students' union participation in sports and use other facilities to ensure your academic success.

Positively, the effort has been made to provide accurate and up-to-date information in this prospectus regarding course content, structure, teaching resources, and our departments. We hope you find this prospectus informative and attractive. If you have any questions or need further assistance, please don't hesitate to reach out to the college administration. Right now, I want to stress a vital aspect of our success: *is a strong sense of care, belonging, and teamwork within our college community*. Here, everyone believes that an individual's success or failure impacts the whole college community. Our top management acknowledges the need for committed leaders at all levels to ensure our college's success.

Additionally, our academic and administrative staff depend on each other's support. Through this teamwork, ICHAS is rapidly progressing and is self-assured to become a better center of learning. We are happy that you've chosen to pursue your higher education at the Imperial College of Health and Allied Sciences. This Prospectus offers an overview of the diverse courses and activities taking place at the College, giving you a sight into what to expect. Our goal is to create the optimal environment for teaching, learning, research, and community engagement, and our impressive is to become a superior college in Zanzibar, Tanzania and East Africa in general.

Once again, we extend a warm WELCOME to you at the Imperial College of Health and Allied Sciences, and willingly anticipate working with you to realize your academic aspirations. In closing, I want to express my sincere gratitude to each and every member of our college community for their invaluable contributions to our achievements. Your dedication and efforts are genuinely cherished. Thank you all!

Sincerely,

Dr. Omar D. Shajak
Chairperson of Advisory Board,
Imperial College of Health and Allied Sciences (ICHAS),
Kisauni – Zanzibar.

PART ONE ABOUT THE COLLEGE

1.1 Location

The Imperial College of Health and Allied Sciences (ICHAS) is situated in Kisauni, Zanzibar, approximately 7.9 kilometers from Zanzibar Town. Positioned within the Urban West Region, in West B District Unguja, the college can easily be reached using the following contact address:

Postal no: 1605; Email: info@ichas.ac.tz Website: www.ichas.ac.tz Mobiles: +255777146269/+255778454565 Instagram: imperial_college_ichas

1.2 Establishment and Status

The Imperial College of Health and Allied Sciences (ICHAS) is a privately owned academic institution, officially established in January 2022. Its primary objective is to operate in Zanzibar, with a focus on delivering education and training across various specializations. These include health sciences, allied sciences, business management, ICT, administration, and other related disciplines that align with the current needs of the national labor market.

ICHAS operates under the guidance of an Advisory Board, established in January, 2022 and actively operational since July, 2022. The college has secured official recognition and full registration from the NACTVET with the registration number REG/HAS/248 on July 7, 2022, and has achieved candidacy accreditation status as of 15th August, 2023. Presently, the College is diligently working towards obtaining full accreditation status from NACTVET. In the interim, it currently offers two programs in Pharmaceutical Sciences and Nursing and Midwifery respectively at basic technician certificates (NTA level 4) up to ordinary diploma (NTA level 6).

1.3 ICHAS Mission, Vision, Goal, Objectives, Core Values and Motto

1.3.1 Mission

To support the community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

1.3.2 Vision

Establish conducive, innovative, modernize and sustainable training center that addresses the demand of stakeholders at their relevant levels concerning the domain of learning in social and health sciences.

1.3.3 Goal

The goal of the College is to produce highly skilled and competent graduate capable of making independent and wise decision which will enable them to become respected member of society and able to contribute to their profession, the nation and the globally community.

1.3.4 Objectives

The broad objective for establishing ICHAS are:

- i. To provide high-quality education in health, allied science and other business-related programs that equip students with the knowledge and skills necessary for success in various business sectors.
- ii. To facilitate collaboration and interdisciplinary learning between health and business programs, recognizing the importance of a holistic understanding of the healthcare industry, including its business and management aspects.
- iii. To facilitate the development of practical skills, critical thinking, and problem-solving abilities among students in both health and business programs.
- iv. To offer internship and practical training opportunities to bridge the gap between classroom learning and real-world application.
- v. To design curricula that align with industry standards and trends in both healthcare and business, ensuring graduates are well-prepared for the dynamic and evolving nature of these fields.
- vi. To establish a culture of continuous improvement by regularly reviewing and updating programs to stay current with industry trends, educational best practices, and technological advancements.
- vii. To engage with the local community through outreach programs, healthcare clinics, and business consulting services, fostering a sense of social responsibility and community involvement among students.
- viii. To instill values of ethical conduct, social responsibility, and leadership qualities in students, emphasizing the importance of ethical practices in both healthcare and business settings.
- ix. To encourage departments and student research and field activities in areas related to health and business, contributing to the advancement of knowledge and innovation in these fields.

1.3.5 Core Values

Five core values guide ICHAS in accomplishing its vision, mission, and functions.

- i. **Integrity;** ICHAS promotes and fosters a culture of transparent, sincere, and courteous communication while consistently upholding responsibility in every aspect of our operations and procedures.
- ii. **Respect for others;** At ICHAS, we place a strong emphasis on the clear and consistent display of integrity among all members of our academic and non-academic staff.
- iii. **Flexibility;** ICHAS offers a conducive and well-balanced work environment, characterized by a commitment to flexibility and the provision of services to clients from diverse backgrounds. This dedication aligns with the regulatory framework of the country.
- iv. **Teamwork;** At ICHAS, our staff is committed to collaborating as a unified team in pursuit of the institution's shared mission. The ICHAS office is not the exclusive domain of any single individual; it serves as a collective platform dedicated to addressing the needs of our clients. Every member of our team actively participates in the pursuit of our common objectives.
- v. **Quality services;** ICHAS emphasizes meeting the needs of the community by providing high-quality services. It achieves this by fostering a sense of civic engagement through community volunteer programs, cultural enrichment, and service-learning opportunities.

1.3.6 Motto

The ICHAS motto statement emphasize that; “ICHAS Enlightening the Future”.

1.4 Organization Structure

ICHAS is a recognized academic and technical institution that was founded with the goal of realizing its attainable goals, central vision, and guiding principles. The College's organizational structure is effectively supported by significant entities, including the ICHAS Governing Board, executive director, principle, and two deputy principals. The College operates within a well-defined hierarchical framework that is in line with its core goals. The Executive Director takes on the responsibility of overseeing the entirety of administrative operations, ensuring the continuous functioning of academic and non-academic aspects within the College. In parallel, the Principal serves as the central figure primarily for academic matters and also acts as the key liaison with external entities.

Complementing this dynamic, the Deputy Principal responsible for management, planning, and finances assumes a crucial role in strategic planning and financial management, contributing significantly to the operational efficiency of the institution. Simultaneously, the other Deputy Principal focuses on academic, research, and consultancy functions, spearheading initiatives to

enhance these critical aspects under the banner of Deputy Principal Academic, Research, and Consultancy (DPARC). Together, this leadership team composes a harmonious balance, steering the institution toward its objectives with a comprehensive and cohesive approach.

Within the realm of the DPARC, three Heads of Departments preside over the Department of Health and Allied Science, the Business Department, and the Department for Research and Consultancy Service (currently inactive). Additionally, five divisions, including the Examination Division, Admission Division, Library Division, Dean of Students, and the Students' Unions, fall under the purview of DPARC.

On the other hand, the Deputy responsible for Planning, Finance and Administration (DPFA), oversees two sections: Planning and Administration, and the Finance Section. The College's structural foundation extends further with the inclusion of six (6) internal committees, each contributing to various academic and administrative decisions, all ultimately reporting to the Governing Board. This comprehensive organizational structure, detailed in the appendix (see Appendix 1), summarizes the essence of ICHAS's operational proficiency, ensuring the delivery of services and continuous quality control.

PART TWO LIFE AND FACILITIES AT THE COLLEGE



2.1 Students' Organization, Societies and Clubs

The college takes pride in its Student Organization, commonly known as the Imperial Students Organization (ICHASSO). Every student is automatically enrolled as a member upon registration. The ICHASSO Office functions under the guidance of the Dean of Students and plays a vital role in facilitating communication between students and the college's administration. This organization holds a significant control in shaping decisions related to student well-being, social activities, sports, and entertainment. The core objectives of ICHASSO include:

- i. To promote the academic and social welfare of ICHAS students.
- ii. To foster partnerships with other colleges and educational institutions; to facilitate the exchange of ideas, knowledge, and experiences, thus keeping abreast of global advancements.
- iii. To present students' interests and voices within various college governing



2.2 Religious life

Tanzania maintains its commitment as a secular state, where students are granted the freedom to engage in their religious practices, so long as these activities contribute to the well-being of students and promote positive religious values.

2.3 Cafeteria Services

The college includes a small dining facility where students are required to pay for their meals. To handle this situation, students are also allowed to bring their own meals from home, or to take their meal outside of the college.

2.4 Sports and Recreation

Although the college offer various sports facilities and opportunities, it does not have a dedicated sports field for football, volleyball, or netball. Furthermore, while the colleges engage in various social and cultural activities, the options available are somewhat limited in number.



2.5 Medical Services

The college offers readily available first aid and medical services, underscoring its commitment to health education. It's imperative to note that prospective students are required to furnish the college with a valid medical report from a certified healthcare professional or medical officer prior to enrollment. In cases where specialized medical attention is needed, the College facilitates the transfer of such cases to appropriate hospitals within the country and/or communicate to their respective relatives at immediate once the case happen.

2.6 Students Welfare and Discipline

The College has implemented explicit protocols governing student well-being and conduct, all under the vigilant supervision of the Dean of Students. This office is responsible for the administration of student support services, the resolution of disciplinary matters, and the provision of counseling services to students.

2.7 ICHAS Library

The library serves as the central hub of the college and plays a vital role in realizing the vision of ICHAS. It offers a wide range of library and information services, both printed and electronic forms, from different sources such as textbooks, periodicals, newspapers, journal articles, and

other reading materials to Tutors, administrative staff, students and other users from within and outside the college. Services provided include:

- i. Lending of library information resources
- ii. Instruction on how to access and use library information resources
- iii. Offer reference assistance to help students locate relevant information, answer questions, and provide guidance on research strategies.
- iv. Provide access to computers, internet, and other technology resources, enabling students to connect with information online and engage in digital search of information.
- v. Actively promote library services through outreach efforts, social media, and other marketing channels to increase awareness and engagement.



6.2 ICHAS Library Opening Hours

Days	Service Hours	Break Hours	Service Hours
Week days:			
Monday - Friday	08:00 am- 12:30pm	12:30pm -13:30pm	13:30 -16:00pm
Weekends:			
Saturday	Closed	Closed	Closed
Sunday	Closed	Closed	Closed
Holydays			
	Closed	Closed	Closed

NOTE: Additional rules and guidelines that govern students' social and academic experiences can be found in documents such as the Students' By-laws, library regulations, etc.

PART THREE

GUIDELINES AND PROCEDURES

3.1 Overview

ICHAS as a higher learning Institution is governed by the quality and well established guidelines and procedures as per regulatory bodies and professional bodies that provide direction, instructions and mechanism to manage and administer the education process at the college. General guidelines and procedures available cover the areas of Admission, Examination, Quality Assurance, Staff Evaluation, Students regulations

3.2 General Terms

- i. A student granted admission to ICHAS must acknowledge that, by accepting enrollment at this College, they pledge to abide by its Act, statutes, regulations, rules, and by-laws. ICHAS, as an institution of higher education, upholds the expectation that its students will conduct themselves with moral, ethical, and legal integrity. The College retains the privilege to cancel admission in the event of behavior inconsistent with the college's mission and objectives.
- ii. The College typically solicits applications for enrollment in its courses from mid-May to September for the September intake and from mid-January to mid-February for the March intake.
- iii. Tanzanian applicants are required to pay a non-refundable and non-transferable application fee of TShs. 30,000/= for all Diploma and Certificate programs. For foreign applicants applying to Diploma and Certificate courses, the fee is US \$ 20.

3.3 Admission Regulation

- a) All enquiries about admission should be addressed to:
 - The Director of Imperial College of Health and Allied Sciences
 - P. O. Box 1605, Zanzibar, Tanzania
 - E-mail: info@ichas.ac.tz
 - Tel. +255777146269/+255778454565;
- b) All applicants MUST submit their applications for admission online via <https://ichas.admission.ac.tz>. Only applicants who meet the NACTVET minimum entry qualifications should submit their applications. Applications which do not meet the minimum entry qualifications will not be processed and the admission fee if paid will be forfeited.
- c) Submitting false information during the admission process is a violation. Any applicants found to have presented counterfeit documents or provided inaccurate details will not be considered, and legal consequences will be pursued against them.

- d) All incoming students must attend the orientation program, typically scheduled for the week just before the start of the new academic year.
- e) Each semester, all students are required to complete the registration process with the admissions office. To initiate this registration, students must first provide their original, relevant certificates for verification and submit a medical examination form attesting to their fitness. Successful applicants will be registered only after they have paid the requisite College fees.
- f) No change of names by students will be entertained during the study at the college and they will only be allowed to use the names that are documented on their certificates
- g) Admission processing requires proof of payment for the tuition fee. The tuition fee can be paid in two installments, with each installment due within two weeks at the start of every semester.
- h) Fees paid will not be refunded. Otherwise there are specific circumstance as explained in College Refund Policy
- i) The registration deadline for first-year students is set at two weeks from the commencement of the orientation week, while continuing students have until the third week following the start of the first semester to complete their registration.
- j) The registration deadline for first-year students is set at two weeks from the start of the orientation week, and for continuing students, it will be during the third week following the commencement of the first semester.
- k) Students must adhere to a strict timeline, as those reporting later than three weeks from the commencement of the semester will not be permitted to continue their studies. Additionally, registrations will not be accepted once the semester has begun. It is imperative for all students to ensure timely compliance with these regulations to maintain their enrollment status and academic progression.
- l) Not registering in the program will result in the automatic cancellation of the student's admission. Consequently, the student will need to submit a fresh application for admission in the following academic year.
- m) Unless under extraordinary circumstances, students will not have the option to alter their course selections after the fourth week following the commencement of the first semester. Switching from one academic program to another is permissible only if the student meets

the necessary admission criteria for the desired program and there is an available opening within that program.

- n) Students will not be permitted to defer their studies once the academic year has begun, except in exceptional circumstances. Requests to postpone studies will only be considered if supported by compelling evidence justifying the need for a delay and accompanied by written approval from the sponsor. Such exceptional circumstances may encompass situations like illness, significant personal or social challenges and severe sponsorship-related issues.

3.4 Transfer into other College

For the students who wish to transfer into another college he/she must follow the transfer procedure as prescribed by NACTVET transfer system.

3.5 Examinations Regulations

3.5.1 Conduct of Examinations

College examinations will be administered in strict adherence to the examination guidelines and procedures established by NACTVET. These examination provisions encompass various critical aspects of the examination process, such as study duration and examination conditions, under the supervision of the Deputy Principal of Academic Research and Consultancy (DPARC), with the guidance of the Principal.

3.5.2 Condition for Examination

College examinations will take place at the end of each semester, following the established college rules and regulation. To gain access to the examination room, a student engaged in studies at the college must meet the following conditions:

- a) Has successfully adhered to the college's registration regulations and procedures, and has no outstanding financial obligations to the college.
- b) Possesses a valid examination and college identification card.
- c) Has satisfactorily completed the Continuous Assessment (CA) coursework 50% and above as outlined in the examination regulations
- d) Has maintained an attendance record of at least 80% in each subject throughout the semester.

3.5.3 Issue of examination cards

Eligible students will receive an examination card prior to the start of the exam, and they must present this card to the invigilators before receiving their examination papers."

3.5.4 Examination Time Table

The College will distribute and post an examination timetable on every college notice board and website at least one week prior to the scheduled examination date.

3.5.5 The form of examinations

The examination format will encompass written, practical, and oral assessments. The allocation of weight for each component will be established in accordance with curriculum-related considerations and examination regulations following recommendations from departmental endorsed by the Academic Committee and the Board.

3.5.6 Sitting Arrangement

Students eligible for the examination are required to familiarize themselves with the seating arrangements for their specific examination in advance. They must adhere to the specified seating positions in the examination room, maintaining an appropriate distance from one another, as determined by the examination officer or invigilator."

3.5.7 Eligibility for Examinations

- a) Before taking the College Examination, candidates must finish their coursework. A candidate who fails to attain 50% of CA for each module shall not be allowed to sit for end of semester examination and will be required to repeat the failed module(s).
- b) Students should receive ongoing feedback on their coursework assessments, and their cumulative marks for these assessments must be shown to them prior to the Semester Examination (SE). Additionally, a copy of students' coursework assessment marks should be on time submitted to the Head of Department.
- c) No candidate may sit for an examination in any subject unless they have fulfilled the course requirements, including attendance or other criteria specified by the department's regulations governing the course of study.
- d) The College Principal or Director has the authority to stop a candidate from taking an examination in any subject or course if they are not convinced that the candidate has met the necessary requirements, including attendance and performance, for that subject or course. Satisfactory attendance is defined as attending at least 90% of the designated contact hours for the course.

3.5.8 Absence from Examinations

- i. A candidate who is unable to attend the examination must adhere to the procedures outlined in the examination regulations for notifying and requesting a postponement. This notification

should be in writing and accompanied by valid reasons for their inability to sit for the examination.

- ii. If a student is absent without a valid reason, they will be subject to deregistration from their studies. In such a case, the affected student must submit a re-registration application to the college, along with payment of the registration fees. The Admission Committee will then review the student's case.
- iii. When a justification reason is presented, an official written authorization will be granted to the impacted student, enabling them to participate in the upcoming supplementary/special examinations as a "special candidate." Before progressing towards next semester.

3.5.9 Falling sick immediately before or during Examination

If a candidate falls sick (unwell) shortly before or during the time of the examination, and is unable to proceed due to medical reasons as certified by the college medical officer, the Head of Departments (HoD) and Dean will provide guidance to postpone the examination for a more suitable time, to be arranged by the relevant Department within the College. Any student who chooses to take an examination despite being ill does so at their own decision and must accept the examination results as final.

3.5.10 Reporting late for Examinations

- i. A candidate who arrives more than 30 minutes late for an examination without valid reasons shall be not allowed to enter in the examination room. However, they will have the opportunity to take a special examination. It's important to note that in the event of failure in the special examination, a candidate will be required to sit for a supplementary examination when next offered before proceeding to the next semester.
- ii. In the event that a candidate arrives late for an examination due to a valid reason and a formal request, in writing, to be permitted to take the examination, the decision to grant this request rests with the invigilator's discretion. If such permission is approved, the candidate will be taking the examination at their own risk. If the candidate does not pass the examination under these circumstances, they may be eligible for a supplementary examination to be scheduled by the examination unit through the college at a later time.
- iii. All cases of late arrivals for examinations shall be reported in writing by the invigilator to the college examination officer.

3.5.11 Examination Results

- i. A poor performance (a marks below 50%) in an exam for both theory and practical of a module, the candidate shall be required to sit for supplementary examination.
- ii. A candidate who fails more than 50% of the modules in a semester should be required to repeat the semester provided a candidate achieved the GPA ≥ 2.0 , there shall be no supplementary examination after repeating a module.

3.5.12 Supplementary Examination

- i. Candidates who are permitted to take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the Examination committee under the consultant of DPARC and the marks is assessed independently, without taking into account the accumulation of coursework completed during the semester.
- ii. A student will have to pay fifty thousand Tsh. (50,000/=) to do supplementary examination before appearing to the scheduled semester examination.
- iii. A Pass in a supplementary shall be recorded as a minimum passing grade of C.
- iv. A candidate who fails supplementary examination for any module shall be required to repeat the failed module.

3.5.13 Delayed Supplementary/Special examination

A candidate who fails to do his/her Supplementary/Special examination in the current academic year he/she will be required to sit for the repeat module exam when next offered.

3.5.14 Proceeding to the following year of study

Candidates are required to pass all the modules of the respective semester before proceeding to the next semester without prejudice to regulations.

3.5.15 Examination Irregularities

- a) All suspected instances of examination irregularities, such as unauthorized absence from an examination, possession of prohibited materials in the examination venue, disruptions in or around examination areas, and any form of dishonesty, destruction, or falsification of evidence related to irregularities or cheating in examinations, must be formally reported to either the Management Committee, Disciplinary Committee, or an Academic Committee. These committees are empowered to convene and interview students and College staff as deemed necessary to reach decisions regarding such matters.
- b) No unauthorized materials shall be allowed into the examination room. In this regulation: “Unauthorized material” This encompasses all handwritten or printed materials that are either

generally or specifically prohibited from entering the examination room, as well as cellular or mobile phones, radios, radio cassette players, computers, soft drinks (unless water is allowed), alcoholic beverages, and any other materials that may be stipulated by the Examination regulations from time to time. On such case, any prohibited materials brought in the examination venue, shall never be returned to the candidate.

- c) Students must bring their examinations cards and identity cards with them to the examinations room.
- d) A student is not allowed to enter in the examination room after elapse of thirty minutes (30) from the starting time of the examination and,
- e) A student is not permitted to leave the examination room until thirty minutes (30) have elapsed after exams starting time.
- f) Candidate should be not allowed going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the authorized person in a College.

3.6.1 Specific Examination Regulations for Candidates

These instructions should be read together with College General Examination Regulations.

- i. Candidates should make sure that they have been issued Examination Numbers/identity card before examinations begin.
- ii. Candidates shall be seated fifteen (15) minutes before starting time.
- iii. Candidates must not begin writing before they are told to do so by the Invigilator.
- iv. Candidates may bring only items explicitly specified by the Department or provided in the specific examination guidelines, such as pens, pencils, ruler or others.
- v. Candidates must refrain from bringing books, mobile phones, handbags, clipboards, papers, magazines, or any similar items into the examination room. However, they are permitted to utilize their personal calculators, practical manuals or follow the department's guidance to use logarithmic tables.
- vi. If candidates are permitted to bring specific items into the examination room, they are strictly prohibited from borrowing any items from one another during the examination. The items that candidates are allowed to bring into the examination room may be subject to inspection by the invigilator.

- vii. In an examination, each answer is required to start on a new page within the examination booklet. Any rough work must be done in the booklet and crossed out before submission.
- viii. Candidates are not allowed to sign their names anywhere in the examination booklet.
- ix. All candidates shall observe silence in the examination room.
- x. Candidates are not allowed to write anything in their question papers.
- xi. Food and beverages are strictly prohibited within the examination room. If there is a significant reason, candidates must be informed /notify an invigilator.
- xii. Invigilators are authorized to establish or change the seating arrangement within the examination room, request the inspection of a candidate, remove any unauthorized materials brought into the examination room, and possess the authority to remove and report any troublesome candidates from the examination room, and record the incident for the Head of Department or Examination Officer.
- xiii. If there are suspicions of cheating or any other irregularities during the examination, the candidate, and one or more invigilators, shall be required to sign an Examination Incident Form. This form, along with any other relevant supporting documents, as necessary, and the candidate's examination booklet, should then be submitted to the Head of Department or Examination Officer.
- xiv. All candidates shall sign the Attendance Form at the beginning of every examination.
- xv. A candidate who leaves an examination in objection will be unqualified for that specific exam.
- xvi. Candidates who complete their exams should follow the invigilator's instructions to stop writing, gather their exam scripts, and leave it on the table. They are required to remain seated until the invigilator permits everyone to leave.
- xvii. Candidates are not allowed to take any examination material used or un-used out of the examination room, unless specifically permitted by the invigilator.

3.6.2 Guidance for Invigilators

- i. Heads of department cooperated with the examination officer shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.
- ii. Before the beginning of the examination, invigilators must personally collect sealed envelopes, which contain the question papers and any other materials specified in the guidelines, from the Examination Office or any designated office. This should be done at least fifteen (15) minutes prior to the start of the examination.

- iii. Invigilators must be present in examination room at least ten (10) minutes prior to the start of the examination.
- iv. Invigilators should let students into the exam room at least fifteen 15 minutes before the examination starts. and make sure they sit in the correct seats.
- v. During these fifteen (15) minutes the invigilator should;
- vi. Remind students that unauthorized materials within the examination room is strictly prohibited.
- vii. Please announce that all candidates should ensure they have the correct paper before proceeding with their exams.
- viii. Remind students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

3.6.3 Publication of Results

- a) The exam scores of candidates are initially sorted according to the rules set by the Academic Committee as outlined in the college's exam regulations. However, these scores are not considered official until they are approved by the College's Advisory Board. Once the Board gives its approval, the results will be made public with the authorization of the College Principal or the relevant person on behalf.
- b) The college can share the results on notice boards, websites, or information systems as they choose. The secrecy of the students must be considered in publishing results, by using their registration numbers instead of their names.

3.6.4 Appeal and Appeal Fee

- a) Student can only appeal a college examination result if he/she believe there was unfair grading, mistakes in calculating marks, or some other exam misconduct. Appeals for any other reason are only allowed if the college Senate gives special approval.
- b) All appeals must include a non-refundable appeal fee. Tanzanian students should submit 50,000 Tanzanian shillings (TZS 50,000), while foreign students should submit 50 US dollars (USD 50.00) via College Account. The same rates, or rates approved by the appropriate authorities, shall be charged for any further appeal decision

3.7 Fee Structure

A. I: FEE PAYABLE DIRECT TO THE COLLEGE								
TUITION FEES								
SN	PROGRAM	YEAR ONE			YEAR TWO		YEAR THREE	
		Basic Technician Certificate			Technician Certificate		Ordinary Diploma	
1.	Nursing and Midwifery	1,780,000			1,935,000		2,235,000	
2.	Pharmaceutical Science	2,115,000			2,115,000		2,215,000	
OTHER CHARGES								
SN	ITEM	NURSING AND MIDWIFERY			PHARMACEUTICAL SCIENCE			
		Year One	Year Two	Year Three	Year One	Year Two	Year Three	
1.	Application and verification	30,000	30,000*	-	30,000	30,000*	-	
2.	Registration	50,000	50,000*	-	50,000	50,000*	-	
3.	Transcript	-	-	15,000	-	-	15,000	
4.	Quality Assurance (NACTVET)	15,000	15,000	15,000	15,000	15,000	15,000	
5.	Student Union	10,000	10,000	10,000	10,000	10,000	10,000	
6.	Student ID	15,000	15,000*		15,000	15,000*		
7.	Graduation	-	-	100,000	-	-	100,000	
TOTAL		120,000	120,000	140,000	120,000	120,000	140,000	
NOTE:								
a) All charges cited * illustrate that there is no double payment of the charge if the candidate has previously fulfilled the same payment obligation during the first year of the study.								
b) An academic year is divided into two semesters. Tuition fees are structured to allow payment in two installments of 50% each. The first installment is due in semester one, with the remaining 50% to be paid in semester two.								

B. FEE PAYABLE DIRECT TO THE STUDENT		
SN	ITEM	AMOUNT/YEAR
1.	STATIONARY	200,000
2.	MEDICAL ALLOWANCE	55,000
3.	MEAL ALLOWANCE	250,000
4.	INDUSTRIAL PRACTICAL TRAINING	45,000
5.	TRANSPORT ALLOWANCE	300,000
6.	OTHER EXPENSES	150,000
TOTAL		1,000,000

3.8 Bursaries and Fees.

- i. All types of payments, Tuition Fees and Direct College Cost should be made through the Peoples Bank of Zanzibar (PBZ) Account Number 0812160001 and Cooperative and Rural Development Bank (CRDB) Account Number 01505684347200
- ii. Bank pay –in slip should be submitted to the bursar’s office for issuing a receipt.
- iii. There is NO payment done through mobile platform.

3.9 Almanac for the Academic Year 2023/2024

3.9.1 Introduction

The College Academic Calendar is set for the aim of smooth running of the college activities in both academic and administrative. The official academic calendar for ICHAS is started the month of October. Thus, since the commencement of the studies, this is the second Academic year of 2023/2024 where by the first academic year of 2022/2023 was ending October 2023.

The academic calendar is divided into Semesters of approximately 20 weeks each, of which applied to all two programs offered at the college. Usually the program is running the same without separation in term of the common activities like Continuous Assessment Test, and Semester Examinations as well as students’ union activities. The almanac includes the dates of committee meetings; ADB; student’s field practice/clinical practices and field supervision weeks for trainers. The holidays and vacations observed by the college and were noted at the end.

However, the academic calendar as a guide for college activities it has to be followed and noted the date for the activity planed for the responsible members to have the prier preparation for the college activities in advance.

ICHAS ACADEMIC CALENDAR FROM OCTOBER 2023 TO OCTOBER 2024		
OCTOBER 2023		
Date	Activity	Responsible
4 th October 2023	Management Committee Meeting	Member of MC
7 th October 2023	Conduct Second Advisory Board Meeting	Members of ADB
9 th October 2023	Orientation week for new students September Intake 2023/2024	Students/ZAECA/ Professional Boards, ZAHILFE/HESLB
14 th October 2023	Training for self-assessment report for accreditation process	All staff
16 th October 2023	Commencement of studies for all students	Students

17 th October 2023	Academic Committee Meeting	Members of ADB
23 rd October 2023	End of block study for all students	Students
25 th October 2023	Submission of Cat one questions	Tutors
26 th October 2023	Examination Committee meeting	Member of EXC
27 th October 2023	Conduct team meeting for accreditation process (Self-Evaluation Week)	Self-Evaluation Team Members
31 st October 2023	Monthly ICHAS Meeting	All staff
NOVEMBER 2023		
Date	Activity	Responsible
17 th November 2023	Student election for ICHASSO president post to be conducted	Student election committee
20 th November 2023	Official declaration of ICHASSO president post	President
20 th November 2023	Submission of CAT I questions for Semester I, Semester II and Semester III Examinations	Tutors
25 th November 2023	End of Submission of CAT I questions for Semester I, Semester II and Semester III Examination	Tutors
30 th November 2024	Monthly ICHAS Meeting	All staff
DECEMBER 2023		
Date	Activity	Responsible
04 th December 2023 08 th December 2023	Conduct of CAT I for Semester I, Semester II and Semester III Examinations	Students
11 th December 2023	Students field practices for Pharmaceutical technician Semester II Mnazi Mmoja and KMKM Hospital	PST Students
11 th December 2023	Students clinical practices for Nursing and midwifery Semester II Mnazi Mmoja Hospital Rotation	NMT Students
11 th December 2023	Students clinical practices for Nursing and midwifery Semester III at Mental Health Rotation	NMT Students
15 th December 2023	Student Social Welfare committee Meeting	SW committee Meeting
19 th December 2023	Field Supervision week for tutors in the practicum sites	Tutors
26 th December 2023	Field Supervision week for tutors in the practicum sites	Tutors

29 th December 2023	Monthly ICHAS Meeting (Friday)	All staff
30 st December 2023	Submission of CAT I results for Semester I, Semester II and Semester III	Tutors
JANUARY 2024 – NEW YEAR		
Date	Activity	Responsible
2nd January 2024	Field Supervision week for tutors in the practicum sites for pharmaceutical technician student	Tutors
2nd January 2024	Block study for Students Nursing and Midwifery Semester III	NMT Students
8 th January 2024	Students RCH Clinical rotation practices for Nursing and midwifery Semester III	NMT Students
12 th January 2024	End of Students field practices for Pharmaceutical technician Semester II	PST Students
15 th January 2024	Block study for Students practices for Pharmaceutical technician Semester II	PST Students
15 th January 2024	Field Supervision week for tutors in the practicum sites for student nurses	Tutors
19 th January 2024	End of Students RCH Clinical rotation practices for Nursing and midwifery Semester III	NMT Students
19 th January 2024	Management subcommittee meeting	Team members
22 nd January 2024	Block study for Students Nursing and Midwifery Semester III	NMT Students
26 th January 2024	End of Block study for Students Nursing and Midwifery Semester III	NMT Students
26 th January 2024	End of Students Clinical rotation practices for Nursing and midwifery Semester II	NMT Students
26 th January 2024	Management subcommittee meeting	Team members
29 th January 2024	Conduct of CAT II for Semester I, Semester II and Semester III	All Students
31 st January 2024	Monthly ICHAS Meeting (Wednesday)	All staff
FEBRUARY		
Date	Activity	Responsible
2 nd February 2024	Management subcommittee meeting	Team members
5 th February 2024	Admission application window opening for march intake 2024	Admission unit
9 th February 2024	End of CAT II for Semester I, Semester II and Semester III	Students

12 th February 2024	Students Clinical rotation practices for Nursing and midwifery Semester III at Mnazi Mmoja Hospital.	NMT Students
16 th February 2024	Management subcommittee meeting	Team members
19 th February 2024	Conduct of missed/special CAT for Semester I, Semester II and Semester III Examinations	Students
22 nd February 2024	Moderation of first semester exam	Appointed Moderators
23 rd February 2024	End of application for student admission into march intake (window closing)	Admission unit
24 rd February 2024	End of Moderation of first semester exam	Appointed Moderators
26 th February 2024	Preparation week for student Students SE	All students
26 th February 2024	Examination Committee meeting	Members of EXC
27 th February 2024	Admission committee meeting to selection applicant for verification and Submission to academic committee	Member of ADC
28 th February 2024	Academic Committee Meeting	Members of AC
29 th February 2024	Monthly ICHAS Meeting (Thursday)	All staff
MACH 2024		
Date	Activity	Responsible
1 ST March 2024	Submission of selected applicant for NACTVET verification	Admission Unit
1 ST March 2024	Management subcommittee meeting	Team members
4 th March 2024	Conduct of Semester Examination Theory (Semester 1, II and Semester III)	Students
15 th March 2024	End of Semester Examination Practical's For respective semesters	Students
16 th March 2024	Relies of verification results for march intake applicants 2024/2025	New students
16 th March 2023	Student Social Welfare committee Meeting	SW committee Meeting
18 th March 2024	Student Breather	Students
18 th March 2024	Semester Examination panel marking	Tutors
20 th March 2024	Uploading of Semester I and II Examination Results for 2023/2024 for September and March Intakes respectively and Submission of hard copies of Examination Results to NACTVET	Examination Unit
25 th March 2024	Orientation Week for New Students march intake 2024/2025	Staff and New students
25 th March 2024	Enrolment of Verified and reported applicant for March intake ant transfer of continuing students	Admission unit

27 th March 2024	End of Semester Examination panel marking	Tutors
28 th March 2024	Submission ALMANAC for Academic year 2024/2025	Institutional Panel
29 th March 2024	Examination Committee meeting	Members of EXC
29 th March 2024	Monthly ICHAS Meeting	All staff
30 th March 2024	Academic Committee Meeting	Members of AC
31 st March 2024	Provision result for semester examinations	Examination Officer
APRIL 2024		
Date	Activity	Responsible
1 st April 2024	Commencement of studies for New Intake both NMT and PST	Students
5 th April 2024	End of student breather for continuing students	Students
8 rd April 2024 to	Conduct of Semester I, Semester II and Semester III Supplementary Examinations	Students Tutors
8 th April 2024 to	Orientation week for continuing students	Staff and Students
9 th April 2024 to	Panel making of supplementary examination	Tutors
13 th April 2024	End of Semester I, Semester II and Semester III Supplementary Examinations	Students
13 th April 2024	End of panel making for supplementary exam	Students
15 th April 2024	Commencement of studies after Breather for respective Semesters both NMT and PST	Students
16 th April 2024	Examination Committee meeting	Members of EC
17 th April 2024	Academic committee	Members of AC
18 th April 2024	Management committee meeting	Members of MC
20 th April 2024	Advisory body committee Meeting	ADB Members and its secretariat
22 nd April 2024	Released of Approved semester results	Examination Officer
25 th April 2024	Enrolment of Verified and reported applicant for March intake and transfer of continuing students	Admission unit
28 th April 2024	End Submission ALMANAC and Publication of student guide book for Academic year 2024/2025	Institutional Panel
30 th April 2024	Conduct ICHAS monthly meeting (Tuesday)	All staff
MAY 2024		
Date	Activity	Responsible
6 th May 2024	Conduct of CAT 1 for new students march Intake 2024	Students

10 th May 2024	End of CAT 1 for new students march Intake 2024	Students
13 th May 2024	Students field practices for respective semesters 2	PST Students
13 th May 2024	Students clinical practices for Nursing and midwifery to respective semesters	NMT Students
14 th May 2024	Preparation for NACTVET Exhibition week	ICHAS
15 th May 2024	Third NACTVET Exhibition for institutional publication	ICHAS
17 th May 2024	Opening student admission window for academic year 2024/2025 September intake	Admission Unit
18 th May 2024	Disciplinary Committee Meeting	Member DC
20 th May 2024	Field Supervision week for tutors in the practicum sites Semester two both NMT and PST students	Tutors
20 th May 2024	Conduct CAT 1 for continuing students	Students
21 th May 2024	End of uploading of Semester I and II Examination Results for 2023/2024 for September and March Intakes respectively and Submission of hard copies of examination Results to NACTVET	Examination Unit
24 th May 2024	Verification of Uploaded Examination Results	NACTVET
27 st May 2024	Capacity building for new trainers	New Trainers
28 th May 2024	Capacity building to Admission and Examination Officer on their matters	Responsible Officers
31 st May 2024	End of CAT 1 for continuing students	Students
31 st May 2024	Conduct ICHAS monthly meeting (Friday)	All staff
3 rd June 2024	Block study for all Students	Tutors
7 th June 2024	Management Sub - committee meeting	Team Members
15 th June 2024	Student Social Welfare committee Meeting	SW committee Meeting
21 th June 2024	Management Sub - committee meeting	Team Members
24 th June 2024	Conduct of CAT two for new Students	All students
24 th June 2024	Field practicum sites for pharmaceutical technician student	PST students
24 th June 2024	Students clinical practices for Nursing and midwifery	NMT Students
26 th June 2024	Field Supervision week for tutors in the practicum sites for student nurses	Tutors
28 th June 2024	End of Conduct of CAT two for new Students	All students
28 th June 2024	Conduct ICHAS monthly meeting (Friday)	All staff
JULY 2024		
Date	Activity	Responsible

1 st July 2024	Block study for all Students	Students
24 th June 2024	Management Sub - committee meeting	Team Members
8 th July 2024	Conduct CAT II for Continuing Students	Students
19 th July 2024	End of Conduct of CAT II for Continuing Students	Examination Unit
22 ND July 2024	Field practicum sites for pharmaceutical technician Student	Tutors
22 ND July 2024	Students clinical practices for Nursing and midwifery	NMT Students
24 TH July 2024	Examination Committee meeting	Members of EXC
26 TH July 2024	Academic committee	Members of AC
29 TH July 2024	Field Supervision week for tutors in the practicum sites for student nurses	Tutors
31 st July 2024	Conduct ICHAS monthly meeting (Wednesday)	All staff
AUGUST 2024		
Date	Activity	Responsible
1 th August 2024	Conduct of missed/special CAT for All Semesters	Examination Unit
2 nd August 2024	Disciplinary Committee Meeting	Member DC
5 th August 2024	Conduct general meeting with students female	ICHAS Management
6 th August 2024	Conduct general meeting with students Male	ICHAS Management
7 th August 2024	Examination Moderation	Appointed Moderation Team
10 th August 2024	End of Examination Moderation	Appointed Moderation Team
12 th August 2024	Students Revision week	Students
19 th August 2024	Conduct Semester Examination Theory (Semester 1, II and Semester III)	All Students
30 th August 2024	End of Semester Examination Practical's For respective semesters	All Students
30 th August 2024	Conduct ICHAS monthly meeting (Friday)	All staff
SEPTEMBER 2024		
Date	Activity	Responsible
2 nd September 2024	Student Long Leave	All Students
2 nd September 2024	Examination Panel making	Tutors
13 th September 2023	Student Social Welfare committee Meeting	SW committee Meeting
14 th September 2024	End of Examination Panel making	Tutors
15 th September 2024	End of uploading of Semester I and II Examination Results for 2023/2024 for September and March	Examination Unit

	Intakes respectively and Submission of hard copies of examination Results to NACTVET	
16 th September 2024	Admission committee meeting for Preparation of new September intake 2024/2025	Member of AC
16 th September 2024	Examination Committee meeting	Member of ExC
18 th September 2024	Academic committee	Member of AC
19 th September 2024	Provisional results	Examination Officer
20 th September 2024	Management Sub - Committee meeting	Team Members
23 rd September 2023	Preparation for New Students Admission	Admission Unit
25 th September 2023	Conduct of Semester I, Semester II and Semester III Supplementary Examinations	Students
27 th September 2024	Panel making of supplementary examination	Tutors
28 th September 2024	Examination Committee Meeting	Member of ExC
28 th September 2024	Conduct ICHAS monthly meeting (Friday)	All staff
30 th September 2024	Academic committee	Member of AC
OCTOBER 2024		
Date	Activity	Responsible
1 st October 2024	Management Committee meeting	Member of MCM
5 th October 2024	Advisory Board Meeting	Member of ADB
6 th October 2024	Released of Approved Results	Examination Officer
7 th October 2024	Student back from long leave and start block study	Students
11 th October 2024	Management Sub Committee meeting	Team Members
14 th October 2024	Orientation week for New student academic year 2024/2025 September intake	Students
18 th October 2024	Management Sub Committee meeting	Team Members
18 th October 2024	End of block study for Continuing students	Students
21 st October 2024	Commencement of studies for new student for academic year 2024/2025 September intake	Students
21 st October 2024	Students field practices for Pharmaceutical technician to respective Semesters	PST Students
21 st October 2024	Students clinical practices for Nursing and midwifery to respective Semesters	NMT Students
25 th October 2024	Management Sub Committee meeting	Team Members
28 th October 2024	Field Supervision week for tutors in the practicum sites	Tutors
29 th October 2024	Disciplinary Committee Meeting	Member DC
31 st October 2024	Conduct ICHAS monthly meeting (Thursday)	All staff

PUBLIC HOLIDAYS 2024		
Date	Activity	Responsible
25 th December 2023	Christmas Day	ALL staff and students
26 th December 2023	Boxing Day	ALL staff and students
1st January 2024	New Year 2024	ALL staff and students
12 th January 2024	Revolutionary Day	ALL staff and students
7 th April 2024	Karume day and Good Friday	ALL staff and students
10 th April 2024 to 11 th April 2024	Pasaka days	ALL staff and students
10 th April 2024 to 11 th April 2024	Eid el Fitri	ALL staff and students
26 th April 2024	Union Day	ALL staff and students
1 st May 2024	Workers day	ALL staff and students
29 th June 2024	Eid al adh-ha	ALL staff and students
7 th July 2024	Sabasaba day	ALL staff and students
8 th July 2024	Muslim New year	ALL staff and students
8 th August 2024	Wakulima Day	ALL staff and students
27 th September 2024	Maulidi day	ALL staff and students
14 th October 2024	Nyerere day	ALL staff and students
9 th December 2024	Mainland Revolutionary Day	ALL staff and students
25 th December 2024	Christmas Day	ALL staff and students
26 th December 2024	Boxing Day	ALL staff and students

PART FOUR ICHAS PROGRAMMES

4.1 Overview

This section provides an in-depth overview of the ICHAS program and its overall success. The content covers various aspects, including details about ICHAS, specific departments, tutors in pharmaceutical science and nursing and midwifery, information about programs and entry qualifications, program structures for pharmaceutical science and nursing and midwifery, and a comprehensive overview of the prospective department of business administration.

4.2 Departments

ICHAS has two (2) academic departments: the Department of Health and Allied Science; and the Department of Business Administration.

4.2.1 Department of health and Allied Science

The department, led by individuals with both academic expertise and proficient skills aligned with the specific nature and requirements of the department, carefully supervises and manages its operations. Presently, the department encompasses two divisions that provide programs ranging from NTA level 4 to NTA level 6, namely Basic Technician Certificate and ordinary Diploma. The offerings include programs in Pharmaceutical Science and Nursing and Midwifery. Within each division, there are qualified and registered tutors who are entrusted to maintaining high educational standards and facilitating the learning experiences of the students.

4.2.2 Programs and Entry Qualification

Sno.	Award (NTAs)	Entry Qualifications	
		Pharmaceutical Science	Nursing and Midwifery
1.	Basic Technician Certificate	The minimum entry qualification for NTA 4 Level is four (04) passes including Chemistry and Biology subject excluding religious subjects in a Certificate of Secondary Education Examination (CSEE).	The minimum entry qualification for NTA 4 Level is four (04) passes including Chemistry Biology and Physics subject excluding religious subjects in a Certificate of Secondary Education Examination (CSEE).
2.	Ordinary Diploma	For NTA level 5 a candidate should have successfully completed NTA level 4, and for candidate who want to join NTA level 6 should have successfully completed NTA Level 5	For NTA level 5 a candidate should have successfully completed NTA level 4, and for candidate who want to join NTA level 6 should have successfully completed NTA Level 5

4.2.3 Program structure in Pharmaceutical Science

4.2.3.1 Module for Basic Technician Certificate in Pharmaceutical Science (NTA Level 4)

NTA Level 4: Semester one									
s/no	Module Code	Module Name	Module Type	Theory	Tutorial	Practical	Assignment	Total (Hrs.)100%	Credits
1.	PST 04201	Dispensing	Core	2	-	1	1	80	08
2.	PST 04102	Disease Control and Prevention	Core	4	-	-	1	100	10
3.	PST 04103	Human Anatomy And Physiology	Core	4	1	-	1	120	12
4.	PST 04104	Pharmaceutical Dosage Form	Core	2	-	-	1	40	04
5.	PST 04105	Pharmaceutical Calculation	Core	4	1	-	1	110	11
6.	PST 04106	Communication Skills	Fundamental	1	-	-	1	40	04
7.	PST 04107	Basic Computer Application	Fundamental	1	-	2	1	60	06
Sub-Total				18	2	3	7	550	55

NTA Level 4: Semester two									
s/no	Module Code	Module Name	Module Type	Theory	Tutorial	Practical	Assignment	Total (Hrs.)10	Credits
1.	PST 04208	Law and Ethics in Pharmacy Practice	Core	2	-	-	1	40	04
2.	PST 04209	Compounding of Pharmaceutical Liquid Preparations	Core	2	-	6	1	200	20
3.	PST 04210	Pharmaceutical Inorganic Chemistry	Core	2	1	-	1	120	12
4.	PST 04211	Basic Pharmacology	Core	4	1	-	1	120	12
5.	PST 04212	Medical Store Keeping	Core	4	1	2	1	120	12
Sub-Total				14	3	8	5	600	60
				Scheme of practice (hrs. per week over six weeks)					
	Code	Module title	Module Type	Dispensing	Drug store	Industrial	Sterile preparation	Total	Credit
6.	PST 04213	Pharmacy Practice	Core	120	120	0	0	120	5

4.2.3.2 Programs Module for Technician Certificate in Pharmaceutical Science (NTA 5)

NTA Level 5: Semester one									
s/no	Module Code	Module Name	Module Type	Theory	Tutorial	Practical	Assignment	Total (Hrs.)100%	Credits
1.	PST 05101	Medicine and Medical Supplies Management	Core	4	-	1	1	120	12
2.	PST 05102	Law and Policies in Pharmacy Practice	Core	2	-	-	1	70	07
3.	PST 05103	Pharmaceutical Microbiology	Core	4	1	-	1	120	12
4.	PST 05104	Pharmacology and Therapeutics	Core	4	1	-	1	120	12
5.	PST 05105	Rational Use of Medicine	Core	2	-	-	1	40	04
6.	PST 05106	Pharmaceutical Organic Chemistry	Core	4	1	-	1	120	12
Sub-Total				20	3	1	6	590	59

NTA Level 5: Semester two									
s/no	Module Code	Module Name	Module Type	Theory	Tutorial	Practical	Assignment	Total (Hrs.)100%	Credits
1.	PST 05207	Quality Assurance of pharmaceutical product	Core	2	1	2	1	120	12
2.	PST 05208	Pharmaceutic Theory and Compounding	Core	2	1	6	1	200	20
3.	PST 05209	Health Information Management	Core	4	1	2	1	120	12
4.	PST 05210	Basic Pharmacognosy	Core	4	1	-	1	120	12
		Sub-Total		12	4	10	4	560	56
				Scheme of practice (hrs. per week over six weeks)					
Code	Module title	Module Type	Dispensing	Drug store	Industrial	Sterile preparation	Total	Credit	
5.	PST 05211	Pharmacy Practice	Core	120	120	0	0	120	5

4.2.4.3 Module for Ordinary Diploma in Pharmaceutical Science (NTA Level 6)

NTA Level 6: Semester one						
Scheme of Study (Hours per week)						
Module Code	Module Name	Theory	Tutorials	Practical	Assignment	Credits/Semester
PST 06101	Leadership and Management	4	1	-	1	12
PST 06102	Counselling and Guidance Skills	2	1	-	1	8
PST 06103	Pharmaceutical Production	5	1	4	1	20
PST 06104	Health and Medicines Policy	2	-	-	1	7
PST 06105	Health Financing	4	1	-	1	12
PST 06106	Basic Pharmacotherapy					6
PST 06107	Basic Veterinary Pharmacology					6
	SUB-TOTAL	17	4	4	5	59

NTA Level 6: Semester two						
		Scheme of Study (Hours per week)				
Module Code	Module Name	Theory	Tutorials	Practical	Assignment	Credits/ Semester
PST 06208	Pharmaceutical Public Health	2	1	-	1	8
PST 06209	Entrepreneurship	4	1	-	1	12
PST 06210	Operational Research	8	1	-	5	24
PST 06211	Monitoring and Evaluation of Medicines Use	4	1	-	1	12
	SUB-TOTAL	18	4	-	8	56

Code	Module Title	Scheme of Practice (Hrs. per week over six weeks)				Credits
		Dispensing	Drugs Store	Industrial	Non Sterile Preparations	
PST06212	Pharmacy Practice	120	120	0	0	5

4.2.4 Program structure in Nursing and Midwifery

4.2.4.1 Module for Basic Technician Certificate in Nursing and Midwifery (NTA Level 4)

NTA Level 4: Semester one										
s/no	Module Code	Module Name	Module Type	Lecture	Tutorial	Practical		Assignment	Total (Hrs.)100%	Credits
						Skill lab	Clinical			
1.	NMT 04101	Infection Prevention and Control	Core	3	1	3	2	1	150	15
2.	NMT 04102	Professionalism In Nursing	Core	1.5	0.5	1	1	0.5	70	07
3.	NMT 04103	Human Anatomy and Physiology	Core	4	2	2	-	1	140	14
4.	NMT 04104	Basic Computer Application	Fundamental	1	0.5	2	-	0.5	60	06
5.	NMT 04105	Communication Skills	Fundamental	2	1	1	2	1	100	10
6.	NMT 04106	Parasitology and Entomology	Core	1	0.5	1		0.5	50	05
Total credit					5.5	10	05	4.5	570	57

Total hours per week =38 hrs.

NTA Level 4: Semester two										
s/no	Module Code	Module Name	Module Type	Lecture	Tutorial	Practical		Assignment	Total (Hrs.)100%	Credits
						Skill lab	Clinical			
1.	NMT 04207	Application of Nursing Process and Theories in Nursing Care	Core	2	1	2	3	0.5	130	13
2.	NMT 04208	Basic Clinical Nursing	Core	2	1	3	6	1	200	20

3.	NMT 04209	Basic Pharmacology	Core	2	1	1	2	0.5	100	10
4.	NMT 04210	Basics of Health Information Management	Core	1	-	-	2	-	40	4
5.	NMT 04211	Disaster and Emergency Preparedness	Core	2	0.5	3	2	0.5	130	13
6.	NMT 04212	Entrepreneurship	Fundamental	1	0.5	-	0.5	0.5	30	3
Total credit				10	4	9	15.5	3	630	63

Total hours per week =42 hrs.

4.2.4.2 Module for Technician Certificate in Nursing and Midwifery (NTA Level 5)

NTA Level 5: Semester one										
s/no	Module Code	Module Name	Module Type	Lecture	Tutorial	Practical		Assignment	Total (Hrs.)100%	Credits
						Skill lab	Clinical			
1.	NMT 05101	Reproductive Health Care	Core	1	-	0.5	1	0.5	50	5
2.	NMT 05102	Child Health Services	Core	1	-	0.5	1	0.5	40	4
3.	NMT 05103	Care of Sick Child	Core	3	1	2	4	1	170	17
4.	NMT 05104	Basic Care of Patient with Medical Conditions	Core	3	1	2	4	2	180	18
5.	NMT 05105	Basic Care of Patient with Surgical Conditions	Core	2	0.5	1	2	1.5	100	10
6.	NMT 05106	Basic of Mental Health Nursing	Core	1	0.5	-	1	1.5	60	6
7.	NMT 05107	Care of Women During Antenatal Period	Core	1	0.5	1	2	0.5	70	7
Total credit				12	3.5	7	15	7.5	670	67

Total hours per week =45 hrs.

NTA Level 5: Semester two										
s/no	Module Code	Module Name	Module Type	Lecture	Tutorial	Practical		Assignment	Total (Hrs.)100%	Credits
						Skill lab	Clinical			
1.	NMT 05208	Care of Woman in Normal Labour and Puerperium	Core	2	0.5	1	4.5	1	-	13
2.	NMT 05209	Pre Referral Management of a Woman with Abnormal Pregnancy Labour and Puerperium	Core	1.5	-	-	1	0.5	-	4
3.	NMT 05210	Care of Normal New Born	Core	1	-	0.5	2	0.5	-	6
4.	NMT 05211	Management of Communicable Disease	Core	3	1.5	-	3	1.5	4	20
5.	NMT 05212	Community Health Nursing	Core	3	-	-	-	-	10	20
Total hours per week =42 hrs				10.5	2	1.5	10.5	3.5	14	63

4.2.4.3 Module for Ordinary Diploma in Nursing and Midwifery (NTA Level 6)

NTA Level 6: Semester one			Hour per week							
s/no	Module Code	Module Name	Module Type	Lecture	Tutorial	Practical		Assignment	Research project	Credits
						Skill lab	Clinical			
1.	NMT06101	Care of a women with Abnormal Pregnancy, Labour and Puerperium	Core	3	1	2.5	5	1	-	19
2.	NMT06102	Care of a women with Obstetric Emergency Condition	Core	1	-	1	1.5	0.5	-	6
3.	NMT06103	Care of Newborn with abnormal condition	Core	1	-	0.5	1	0.5	-	5
4.	NMT06104	Supervision in Nursing and Midwifery Practice	Core	2	1	-	4	1	-	12
5.	NMT06105	Basic of Epidemiology and Biostatistics.	Fundamental	2	1	-	-	1	-	6
6.	NMT06106	Fundamental of Research	Fundamental	2	1	-	-	-	3	9
			Total credit	11	04	04	11.5	04	03	57

Total hours per week=38

NTA Level 6 Semester Two				Hour per week						
s/no	Module Code	Module Name	Module Type	Lecture	Tutorial	Practical		Assignment	Module Credits	
						Skill Lab	Clinical			
1.	NMT 06207	Care of Patient with Medical Condition	Core	3	2	-	6	2	20	
2.	NMT 06208	Care of Patient with Tumor and Cancer	Core	1	-	-	2	0.5	4	
3.	NMT 06209	Care of Patient with Surgical Conditions	Core	2	1	1	4	1	14	
4.	NMT 06210	Care of Patient with Reproductive Surgical Conditions	Core	1	-	-	1.5	0.5	5	
5.	NMT 06211	Mental Health Nursing	Core	3	2	-	6	2	20	
			Total credit	10	5	1	19.5	6	63	

Total hours per week=42

4.3 Department of Business Administration

The recently established department at ICHAS is strategically oriented towards the development and implementation of diverse business-related programs tailored to meet the demands of the ever-evolving labor market. With a intense awareness of industry trends and the dynamic nature of the business setting, the department is composed to offer cutting-edge programs that equip students with the skills and knowledge needed to thrive in the professional world. The inaugural launch of these programs is scheduled for the academic year 2024/2025, commencing with the October intake.

In response to the changing needs of the business world, the department is set to introduce key programs that align with the current demands of employers and industries. Among the focal areas are Marketing and Entrepreneurship, recognizing the importance of creativity and strategic thinking in today's competitive market. These programs aim to cultivate innovative thinkers and future business leaders who can direct the complexities of the modern business environment. Additionally, the department will offer programs in Finance, addressing the increasing need for professionals with a strong financial expertise to drive economic success. Hospitality and Tourism Management programs will also be introduced to cater to the growing global tourism sector, providing students with the skills necessary to excel in this dynamic industry.

PART FIVE
MODULE ASSESSMENT AND EVALUATION

5.1 Overview

This section provides an overview of the assessment and evaluation practices at ICHAS. It encompasses various aspects, such as assessment procedures, minimum scores for continuous assessment, minimum score for semester examination, grading system, score range, and grading system for NTA Level. Additionally, it outlines the methodology for computing the Grade Point Average (GPA) and the criteria for the Classification of Awards at the NTA Level.

5.2 Assessment Procedures

- i. Assessment of students will encompass both coursework assignments and end-of-semester examinations for every module.
- ii. Continuous assessment/coursework will carry 40 marks for NTA Level 4,5 & 6
- iii. Semester examinations will carry 60 marks for Basic Technician Certificate and Technician certificate programs and Ordinary Diploma programs
- iv. A student who scores less than a required minimum of the total marks of the continuous assessment/coursework in a particular module shall not be allowed to sit for end of semester examination and shall repeat the particular module depending on the level of study.
- v. A student who scores less than the required minimum for semester examination will be considered to have failed and therefore needed to repeat exam(s) (supplementary)
- vi. If a student fails in repeated exam(s) (supplementary) will be considered to have failed and therefore needed to be disqualified.

5.2.1 Minimum Scores for Continuous Assessment for NTA Level 4, 5 & 6

Programs	Continuous Assessment		
	Total Marks	% Needed for Pass Marks	Score
Basic Technician Certificate	40	50%	20
Technician Certificate	40	50%	20
Ordinary Diploma	40	50%	20

5.2.2 Minimum Score for Semester Examination for NTA Level 4, 5 & 6

Programs	Semester Examination		
	Total Marks	% Needed for Pass Marks	Score
Basic Technician Certificate	60	50%	30
Technician Certificate	60	50%	30
Ordinary Diploma	60	50%	30

5.3 Grading System

5.3.1 Score Range and Grading System for NTA Level 4& 5

Marks will be awarded out of 100%. The score for continuous assessment and end of semester examination shall be clustered and graded as follow;

SCORE RANGE	GRADE	GRADE POINT	REMARKS
80% - 100%	A	4	Excellent
65% - 79%	B	3	Good
50% - 64%	C	2	Satisfactory
40% - 49%	D	1	Poor
0% - 39		0	Failure
-		I	Incomplete
0		Q	Disqualification

NB: Grades A, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

5.4 Ordinary Diploma Programs (NTA Level 6)

The grading system for Ordinary Diploma (NTA Level 6) shall be as follows.

SCORE RANGE	GRADE	GRADE POINT	REMARKS
75% - 100%	A	5	Excellent
70% - 74%	B+	4	Very good
65% - 69%	B	3	Good
50% - 64%	C	2	Satisfactory
40% - 49%	D	1	Poor
0% - 34%	F	0	Failure
-	I	-	Incomplete
-	Q	-	Disqualification

NB: Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

5.5 Computation of Grade Point Average (GPA)

- a) The computation of GPA for all NTA Levels is based on the average performance of all modules studied combining result of Continuous Assessment.

- b) Divide the total of number of grade points students earned for specific module times credit assigned to the module by the total number of credits for module examined.
- c) Hence, a Cumulative Grade Point Average (cum GPA) shall be used for the purpose of classifying awards. The cumulative GPA for all modules shall be calculated using the relevant formula as explained in curriculum.

5.6 Classification of Awards for NTA Level 4 & 5

The Grade Point Average GPA computed from credit and grade weight shall be classified as follows:

CLASS OF AWARD	CUMMULATIVE GPA
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

5.7 Classification of Awards for NTA Level 6

CLASS OF AWARD	CUMMULATIVE GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6

NB. Any student who scores a GPA of less than 2.0 in a semester shall be discontinued from Studies.

APPENDIX 4: ICHAS ORGANIZATION STRUCTURE



