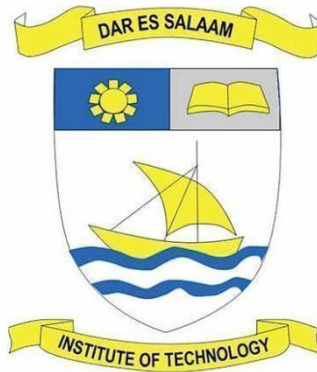


DAR ES SALAAM INSTITUTE OF TECHNOLOGY



DIT FACTORYEDU HUB OPERATIONAL POLICY AND PROCEDURES

October, 2025

TABLE OF CONTENTS

LIST OF ABBREVIATIONS	v
GLOSSARY	vi
CHAPTER ONE.....	1
INTRODUCTION.....	1
1.1. Background information	1
1.2 Vision	1
1.3. Mission	2
1.4. Rationale for Developing the DIT FactoryEdu Hub Operational Policy and Procedures	2
1.5. Objective of the DIT FactoryEdu Hub Operational Policy and Procedures.....	3
1.6. Jurisdiction and Scope of Coordination of DIT FactoryEdu Hub	4
1.7. Situation Analysis	4
1.8. Benchmarking	11
CHAPTER TWO.....	15
POLICY ISSUES, OBJECTIVES, STATEMENTS AND STRATEGIES	15
2.1 Introduction.....	15
2.2 Professional and skills development	15
2.3 Laboratories and Workshops Management	16
2.4 Marketing competition in securing laboratories and workshops Works	18
2.5 Business sustainability.....	19

CHAPTER THREE.....	5
GOVERNANCE	5
3.1. Organization Structure	5
3.1.1 The DIT FactoryEdu Hub Advisory Committee	7
3.1.2. The DIT DIT FactoryEdu Hub Staff	9
3.2. The DIT FactoryEdu Hub Staff Terms of Appointment.....	9
3.2.1 DIT FactoryEdu Hub Director	9
3.2.2. DIT FactoryEdu Hub Deputy Director	11
3.2.3. DIT FactoryEdu Hub Manager for finance and administration....	13
3.2.4. DIT FactoryEdu Hub Marketing Manager.....	14
3.2.5 DIT FactoryEdu Hub Technical Managers	16
3.3. The DIT FactoryEdu Hub Management Committee.....	18
CHAPTER FOUR.....	20
OPERATIONAL PROCEDURES AND IMPLEMENTATION PLAN	20
4.1. Operational Procedures.....	20
4.1.1. Identification and Acquisition of laboratory / workshop projects .	20
4.1.2 Laboratory /Workshop works acquired through DIT FactoryEdu Hub	20
4.1.3 Operational procedures to facilitate procurement of teaching materials which align with the laboratory/workshop works	21
4.1.4 Operational procedures for governing maintenance and continuous upgrading of the workshop and laboratory facilities	21
4.1.5 Operational procedures for accommodating different user groups in the laboratories and workshops.....	22

4.1.6 Management of DIT FactoryEdu Hub Funds	22
4.1.7. Project Funds Management	24
4.1.8. DIT FactoryEdu Hub contribution to Government share.....	24
4.1.9 DIT FactoryEdu Hub Overhead Share.....	25
4.1.10 Institute Overhead Share	25
4.1.11. Payment Procedures.....	26
4.1.12. Responsibility Allowance and Fringe Benefits of the DIT FactoryEdu Hub Director	27
4.1.13. Responsibility Allowance and Fringe Benefits for the DIT FactoryEdu Hub Technical Managers.....	27
4.1.14. Financial Reports	27
4.1.15. DIT FactoryEdu Hub Fixed Assets and Depreciation.....	28
4.1.16. Code of Conduct	28
4.2. Implementation Plan	29
CHAPTER FIVE	72
ENFORCEMENT, REVIEW, MONITORING AND EVALUATION.....	72
APPROVAL STATEMENT.....	75

LIST OF ABBREVIATIONS

DIT	– Dar es Salaam Institute of Technology
DR ARC	– Deputy Rector Academic, Research, and Consultancy
DR PFA	– Deputy Rector Planning, Finance and Administration
OPP	– Operational Policy and Procedures

GLOSSARY

Campus means a non-autonomous governance unit of the Institute established within or outside the proximity of the Institute as established by the legal instruments of the Institute.

Constituent College means a semi-autonomous governing unit established under the Institute

Department means a non-autonomous governance unit within a directorate, campus, school, or faculty.

Direct Costs are costs that are incurred towards, material purchase, labour charges, transport charges, per diems, and other costs that are not an income to the project executor.

DIT FactoryEdu Hub Advisory Committee means a unit that provides advisory commendations on operations of the Laboratory and workshop services at DIT.

Net Project Value is the monetary value of the project after deduction of direct costs and taxes.

Retooling is a continuous process of organizational development

CHAPTER ONE

INTRODUCTION

1.1. Background information

The Dar es Salaam Institute of Technology (DIT) was established as a public higher learning technical institution in Tanzania by an Act of Parliament No. 6 of 1997 [Cap. 144 R.E 2019 as amended by the Written laws (miscellaneous amendment) Act No.4 of 2023. The core functions of the Dar es Salaam Institute of Technology as spelt under the Act are training, research and consultancy which includes provision of services to the community. Key resources in these functions are human capital, tools/equipment and information. The resources have to be managed well for maximizing effectiveness and efficiency of the provided services. The Institute for years has developed professional and experienced personnel in various fields of engineering and related technology. The institute has well-trained human resources whose number is continuously increasing after acquiring needed scientific and technical capabilities for development of projects, innovation, consultancy and provision of expert services. Cognizant of the potentials, strengths, functions and mandate vested under the DIT Act, the Institute has been offering laboratory and workshop services to various clients through the DIT Institute Consultancy Bureau (DIT ICB). The Institute has reviewed the DIT ICB policy. A significant outcome of the DIT ICB Policy, Edition of 2025, is the decision to refocus the DIT ICB services exclusively on consultancy projects and professional training, thereby excluding laboratory and workshop services. In light of this change, this FactoryEdu Hub Operational Policy and Procedures has been established to regulate the operations of the DIT FactoryEdu Hub in delivering laboratory and workshop services for teaching and learning as well as for commercial businesses.

1.2 Vision

The vision of Dar es Salaam Institute of Technology is to become a

leading technical education institution in addressing societal needs.

1.3. Mission

The mission of Dar es Salaam Institute of Technology is to provide competency-based technical education through training, research, consultancy and development of appropriate innovative technologies and entrepreneurship.

1.4. Rationale for Developing the DIT FactoryEdu Hub Operational Policy and Procedures

Since adopting the Teaching Factory concept in 2016, DIT has aimed to deliver industry-integrated education. However, a critical gap remains in its implementation, for students still need to leave campus to gain real-world factory experience. To bridge this gap and fully realize the Teaching Factory vision, there is a need to transform existing laboratories and workshops into fully operational services or production units. These upgraded facilities would serve a dual purpose: offering students practical experience in manufacturing, client service, and business operations, while also providing services to external clients. This integrated approach would equip students with both technical and entrepreneurial skills, enhancing their employability and enabling them to engage with real-world challenges on campus. Simultaneously, it would strengthen industry partnerships and maximize the use of institutional resources.

Moreover, earlier versions of the DIT ICB Policy and Operational Procedures included provisions for operating laboratory services, particularly material testing conducted at the Institute. However, the 2025 edition of the policy has shifted the Bureau's focus toward consultancy projects and professional courses to enhance the efficiency of its core functions. Consequently, laboratory and workshop services have been excluded from the current operational framework.

Additionally, offering laboratory and workshop services presents a valuable opportunity for the Institute to increase its income. By leveraging specialized expertise, meeting the growing demand for

external services, and adopting scalable business models, DIT can significantly expand its revenue streams.

To support this initiative, it is essential to develop and implement a comprehensive DIT FactoryEdu Hub Operational Policy and Procedures (OPP). This policy will guide the effective management and delivery of laboratory and workshop services and will be instrumental in advancing the DIT Investment Policy of 2017, particularly, Strategy 4.7.2.2 (vi), which aims to enhance the Institute's capacity to provide community services.

The DIT FactoryEdu Hub OPP is expected to promote sound governance and create a supportive environment for attracting and delivering more material testing and related services. Ultimately, it will improve revenue generation from laboratory and workshop operations, benefiting both the staff and the Institute.

1.5. Objective of the DIT FactoryEdu Hub Operational Policy and Procedures

This document provides operational procedures and other information to guide provision of laboratory/workshop services at the Institute. The primary objective of this document is to ensure good governance, management and a conducive environment for attracting and executing more laboratory/workshop services in view of improving teaching and learning through the Teaching Factory Concept as well as revenue generation for the benefit of both staff and the Institute. The document guides the execution laboratory/workshop services and its management and monitoring.

The specific objectives of the DIT FactoryEdu Hub OPP include, but not limited to, the following:

- (i) Providing training aiming at integrating teaching and learning processes with laboratory and workshop businesses.
- (ii) Strengthening laboratory and workshop management to enable integration of teaching and learning processes with services in the laboratories and production of various items in the workshops.

- (iii) Strengthening marketing strategies of its laboratories and workshops to enhance work acquisition
- (iv) Developing and implementing a comprehensive business model that integrates training with laboratories and workshop businesses.

1.6. Jurisdiction and Scope of Coordination of DIT FactoryEdu Hub

(a) Jurisdiction

- (i) DIT FactoryEdu Hub is an academic related unit established within DIT (including its campuses) mandated to coordinate all Laboratory and Workshop services of which the Institute is involved and performed mainly through DIT staff, students or in joint ventures with experts from other related organisations and institutions.
- (ii) Any staff member of the Institute shall automatically be a stakeholder of DIT FactoryEdu Hub.
- (iii) Activities of DIT FactoryEdu Hub shall be executed through DIT staff members, students and where necessary, in collaboration with experts outside the Institute.

1.7. Situation Analysis

As per current status, the Institute operates a total of twenty-four (24) laboratories and workshops that are actively engaged in various functions, including training, maintenance and repair, as well as material testing and production. A comprehensive list detailing these laboratories and workshops, along with their respective fields of specialization, is provided in Table 1.1. Furthermore, the current services offered by each laboratory or workshop are also outlined in the same table. From Table 1.1, it is evident that the Institute's laboratories and workshops provide essential services such as production, maintenance and repair, material testing, and training that are vital for the community's daily operations. Furthermore, the Institute has been accredited by the Engineers Registration Board (ERB) to conduct material testing in key areas including highway construction, building projects, and geotechnical assessments. This accreditation allows the material testing laboratories to operate under this certification, ensuring that their results are reliable and trusted by both clients and regulatory authorities.

Table 1.1: The list of laboratories and workshop and their corresponding fields

S/N	Name of laboratory	Field	Service (s) offered	Current Status
1.	Welding & Fabrication Workshops (W1 & W2)	Mechanical	• Production • Maintenance and repair • Training	Operational
2.	Machine workshops (W3 & W4)	Mechanical	• Production • Training	Partial Operational
3.	Automotive Workshop (W5& W6)	Mechanical	• Production • Maintenance and repair • Training	Partial Operational
4.	Garage Workshop (W18)	Mechanical	• Maintenance and repair • Training	Operational
5.	Wood Workshop	Civil	• Production • Training	Partial Operational
6.	Blocks /Pavings Manufacturi	Civil	• Production • Training	

S/N	Name of laboratory	Field	Service (s) offered	Current Status
	ng Workshop			Partial Operational
7.	Soil Laboratory	Civil	• Material testing (soil tests; cube/block crushing test) • Training	Operational
8.	Mining Laboratory	Civil	• Material testing (tensile test) • Training	Operational
9.	Hydraulic Laboratory	Civil	• Material testing (water tests) • Training	Operational
10.	Chemical/Biological Laboratories (L1 & L2)	Laboratory Science	• Production (sanitary and detergents) • Material testing • Training	Operational

S/N	Name of laboratory	Field	Service (s) offered	Current Status
11.	Physics laboratories (L3 & L4)	Laboratory Science	• Material testing • Training	Operational
12.	Food Science and Biotechnology (L6 & L5)	Laboratory Science	• Production • Material testing (soil and water) • Training	Operational
13.	Renewable Energy workshop (W12)	Electrical	• Training	Operational
14.	Machine Workshop (W16)	Electrical	• Training	Operational
15.	Biomedical Workshop	Electrical	• Training	Operational
16.	Energy Efficiency Lab	Electrical	• Field measurement s/testing • Training	Operational

S/N	Name of laboratory	Field	Service (s) offered	Current Status
17.	Multimedia (e-Learning) laboratory (D2)	Computer Studies	• Production • Training	Operational
18.	Electronics and Telecommunication Labs	Electronics and Telecommunication	• Production • Maintenance and Repair • Training	Operational
19.	Soil Laboratory (Songwe Campus)	Civil	• Soil tests • Training	Operational
20.	Chemistry Laboratory (Mwanza Campus)	Laboratory Science	• Production (sanitizers and detergents) • Training	Operational
21.	Physics Laboratory (Mwanza Campus)	Laboratory Science	• Training	Operational
22	Tannery Industry	Laboratory Science	• Production (leather material) • Training	Operational

S/N	Name of laboratory	Field	Service (s) offered	Current Status
23	Leather Products Workshop (Mwanza Campus)	Workshop	• Production (Leather products: shoes, bags, belts, balls, etc.) • Training	Operational
24	Design Studio	Electronics and Telecommunication	• Innovation • Training	Operational
25	Adaptive Environmental Monitoring Networks for East Africa (AdEMNEA)	Electronics and Telecommunication	• Research • Innovation • Training	Operational
26	Siemens	Electronics and Telecommunication	• Innovation • Training	Operational
27	Huawei	Electronics and Telecommunication	• Training	Operational

S/N	Name of laboratory	Field	Service (s) offered	Current Status
28	Sound Production Laboratory	Computer	• Audio Production • Sound Production Laboratory	Operational
29	Video Production Laboratory	Computer	• Multimedia Content Production • Video Production Laboratory	Operational
30	eLearning Laboratory	Computer	• Teaching and Learning Digital Content Production. • Distance Learning • eLearning Laboratory	Operational
31	FESTO laboratory	Mechanical Engineering	• Pneumatic and Hydraulic Systems • FESTO laboratory	Operational

S/N	Name of laboratory	Field	Service (s) offered	Current Status
32	Sizeri	Electronics and Telecommunication	• Innovation • Training	Operational

The analysis identified a significant challenge in the management of resources within the workshops and laboratories. The coordination of workshops, such as the Automotive Workshop and the Leather Products Workshop, is handled by DIT Co. Ltd. In contrast, the Material Testing Laboratories are overseen by the DIT Institute Consultancy Bureau (DIT ICB). Other facilities that primarily focus on training fall under the management of their respective departments. This situation highlights the necessity for establishing a dedicated unit responsible for overseeing all activities and managing all laboratories and workshops at the Institute.

1.8. Benchmarking

Benchmarking has been conducted across three local institutions: Arusha Technical College (ATC), the University of Dar es Salaam (UDSM), and the University of Dodoma (UDOM). This evaluation primarily focuses on the laboratories and workshop available for teaching and learning. While most of these laboratories and workshop are dedicated to educational purposes, a few workshops also emphasize business-related activities. These business initiatives are managed through Consultancy Bureaus associated with the respective institutions. The review also benchmarked the Massachusetts Institute of Technology (MIT) by looking at the MIT.nano Research Facilities which hosts two types of toolsets, namely: centrally managed shared tools open to the entire research community, and privately managed spaces for specific projects. All toolsets are overseen by MIT.nano staff and technicians to ensure adherence to rules and policies. The facility's open-access model allows any faculty member, researcher,

and student, as well as qualified users from industry, academia, and government, to utilize its specialized environments and equipment. One of the primary benefits of shared facilities is the ability to acquire and maintain state-of-the-art equipment that would be challenging for individual labs or departments to afford or maintain on their own. This shared resource model eliminates the duplication of very expensive tools and processes across the campus, maximizing collaboration and engagement across disciplines.

Shared facilities also foster interdisciplinary research. For example, MIT.nano's central location on campus serves as a natural converging place for researchers from various fields, including electrical engineers, mechanical engineers, physicists, biologists, materials scientists, chemists, software engineers, and artists. This interdisciplinary environment encourages collaboration and the exchange of ideas, leading to new discoveries and innovations.

Based on the findings from this comparative analysis, an organizational structure deemed suitable for our institute has been established, which will be detailed further in Chapter Three.

To establish business structure, the benchmarking was conducted at the DIT workshop specializing in converting vehicles to use compressed natural gas (CNG), which serves as an exemplary model, successfully combining a commercial CNG vehicle conversion business with a hands-on learning environment for students. The benchmarking was also conducted at the **Bureau for Industrial Cooperation (BICO)**, a unit within the **College of Engineering and Technology (CoET)** at the **UDSM**.

The DIT workshop specializing CNG vehicle conversion operates under a business model where executors' costs are incorporated into the labour charge. This model applies a profit margin to fixed direct costs, which include material and labour charges. The integration of educational activities with commercial operations allows students to gain hands-on experience while the workshop functions as a revenue-generating unit.

The advantages of the DIT CNG Business Model includes predictable profitability, simplified pricing mechanism, improved budgeting and financial control and reduced risk of underpricing. The disadvantages of this model are limited pricing flexibility, potential for cost overruns, risk of customer resistance to higher prices, and may hinder innovation in pricing strategies.

At UDSM-CoET, all business-related activities are managed through the Bureau for Industrial Cooperation (BICO). The institute applies a structured model for cost sharing and revenue distribution across consultancy projects, laboratory tests, and workshop services.

Key features of the CoET model include:

- A fixed 20% of the gross income from all business activities (consultancy, lab tests, and workshop services) is allocated to cover institutional overheads.
- Laboratory and workshop activities incur machine usage charges ranging from 2.5% to 12%, depending on the service type, with laboratory testing typically at the higher end of the range.
- The remaining income is allocated for material and labour costs, with executors compensated from this portion.
- The exact charge percentages are determined by individual laboratories or workshops, based on the nature of services offered.

The advantages of the BICO Business Model include Reduction of risk of overspending, promoting cost discipline, clearer insight into profitability, and transparency for stakeholders and potential investors. The disadvantages of this model are the possibility to underestimate actual profitability, can discourage collaborative efforts, and cost variations which may lead to underfunding in some activities.

Based on the benchmarking findings, the business model used by the DIT CNG Workshop is recommended for adoption in the establishment of the DIT FactoryEdu Hub. This model integrates educational and commercial functions by incorporating executors' costs into labour charges and applying a profit margin on fixed direct costs (materials and labour). It aligns well with DIT's Teaching Factory approach, enabling

students to gain hands-on experience while generating institutional revenue.

The model offers several clear advantages, including predictable profitability, simplified pricing, improved budgeting and financial control, and reduced risk of underpricing. These benefits make it a practical and scalable approach for managing laboratory and workshop services in an educational setting.

However, successful implementation will require addressing potential drawbacks such as limited pricing flexibility, risk of cost overruns, customer sensitivity to pricing, and the need to maintain innovation in pricing strategies. To mitigate these risks, the model should be implemented with well-defined cost control measures, periodic price reviews, and flexibility to adjust to market dynamics.

In conclusion, the CNG workshop model provides a strong foundation for a sustainable and educationally enriching DIT FactoryEdu Hub and is recommended with appropriate safeguards for broader application at DIT.

CHAPTER TWO

POLICY ISSUES, OBJECTIVES, STATEMENTS AND STRATEGIES

2.1 Introduction

This section presents policy issues, objectives, statements, and strategies to be employed for implementation. The policy presents five issues that necessitated the establishment of DIT FactoryEdu Hub Operational Policy and Procedures. The identified issues are professional and skills development, laboratories and workshop management, collaboration and partnership, and business sustainability. It is expected that, by addressing these issues through the proposed implementation strategies, DIT FactoryEdu Hub will engage students and staff in teaching and learning while generating income through the teaching factory concepts.

2.2 Professional and skills development

The effective engagement of staff and students in teaching, learning, and professional development can be significantly enhanced through the Teaching Factory Concept. This concept involves creating a real learning environment that mimics actual production or workplace processes. By transforming well-structured laboratories or workshops into Work-based Teaching/Learning Factories, the Institute can facilitate practical teaching and learning experiences where laboratory tests and production activities occur concurrently. In this case laboratory and workshop facilities not only serve educational purposes but can also be utilized for real business applications, allowing staff and students to engage in authentic testing and product development, and the Institute to generate income from the Laboratories and Workshop works.

However, DIT Laboratories and Workshops have not effectively engaged in teaching, learning, and professional development, resulting in commercialized services or products due to the fact that laboratories and workshops are often underutilized in curriculum or used only for fixed

experiments. This has been caused by some existing challenges, which include inadequate skills to some staff to design laboratory and workshop activities that not only contribute to professional and skills development but also lead to the creation of services and products that can be sold, thereby generating revenue for both the staff and the Institute. Such challenges necessitate the development of operation policy and standard procedures for maximizing the potential of these facilities in fostering meaningful educational experiences.

2.2.1 Policy Objective

To provide training aiming at integrating teaching and learning processes with laboratory and workshop businesses.

2.2.2. Policy Statement

The Institute shall provide continuing training aiming at integrating teaching and learning processes with laboratory and workshop businesses.

2.2.3 Policy Strategies

- (i) Conduct professional programs assessment to meet skills demands
- (ii) Create awareness for designing practicals leading to laboratory services and production in the workshops
- (iii) Capacitate staff to prepare practical manuals incorporating features of laboratory services and production in the workshops
- (iv) Provide ongoing training for DIT lab and workshop staff on effective facility use, safety standards, and integrating commercial applications into education
- (v) Collaborate with industry partners to co-develop skill-building programs aligned with market needs

2.3 Laboratories and Workshops Management

The Institute is currently operating workshops and laboratories for both educational purposes and income-generating services. However, there is an inadequate management system that allows laboratory and workshop facilities to simultaneously fulfil both roles. As a result, the

workshops and laboratories tend to focus exclusively on either teaching and learning or on providing services and production for income generation. This operational model hinders the achievement of the teaching factory concept, which aims to integrate educational activities with real industrial environments, in which there should be integration between teaching and learning processes with laboratory services and production of various items in the workshops. One of the causes of the misalignment between teaching and learning processes with laboratory and workshop business may be due to inadequate operational procedures during the procurement of teaching materials. To address this issue, it is essential to establish clear guidelines for Module Masters and academic departments. These guidelines should detail how to compile a list of teaching materials relevant to each academic year, ensuring that the practical or field outcomes are directly linked to laboratory and workshop income-generating services or products.

Another cause of the misalignment between teaching materials and the services or products may be due to the fact that different laboratory and workshop users have distinct objectives, timelines, and expertise levels, which can create conflicts regarding resource allocation and scheduling. For example, students may need extended time for experimentation and learning processes, while businesses often require rapid turnaround times for product testing or production.

Last but not least, another cause of the misalignment between teaching materials and the services or products may be attributed to the complexities involved in managing laboratory and workshop facilities. These facilities must not only be maintained in optimal condition to support business services and development of products but also be accessible for learners who may have limited experience with them. To effectively overcome these challenges, it is essential to strengthen the management systems governing business processes for laboratories and workshops.

2.3.1 Policy Objective

To strengthen laboratory and workshop management to enable

integration of teaching and learning processes with services in the laboratories and production of various items in the workshops.

2.3.2 Policy Statement

The Institute shall integrate teaching and learning processes with services in the laboratories and production of various items in the workshops for income generation.

2.3.3 Policy Strategies

- (i) Develop operational procedures to facilitate procurement of teaching materials which align with the laboratory services and production of various items in the workshops;
- (ii) Prepare operational procedures for governing maintenance and continuous upgrading of the workshop and laboratory facilities; and
- (iii) Prepare operational procedures for accommodating different user groups in the laboratories and workshops.

2.4 Marketing competition in securing laboratories and workshops Works

The DIT FactoryEdu Hub recognizes the growing demand for high-quality practical training, hands-on learning, experimental research, and technical services in today's increasingly competitive academic and industrial environment. However, the current marketing efforts for the institute's laboratories and workshops remain limited and largely passive, mainly relying on participation in exhibitions, social media posts, and informal promotion during visits by external guests. Because these efforts are neither structured nor continuous, DIT has struggled to reach a wider audience or actively pursue external works and tenders, which restricts the Institute's ability to fully exploit its technical expertise and advanced facilities.

At the same time, private companies and other academic institutions have intensified their marketing activities, successfully attracting students, clients, and industry collaborators by showcasing modern facilities and innovative services. As a result, despite the institute's

strong technical capacity and skilled workforce, the Institute continues to face significant challenges in consistently securing laboratory and workshop-related works and tenders. Therefore, there is an urgent need for DIT to adopt a strategic, deliberate, and sustained marketing approach to reposition its DIT FactoryEdu Hub as a center of excellence.

2.4.1. Policy Objective

To strengthen marketing strategies of its laboratories and workshops to enhance work acquisition.

2.4.2. Policy Statement

The Institute shall strengthen marketing strategies of its laboratories and workshops to enhance work acquisition.

2.4.3. Policy Strategies

The institute shall:

- (i) Conduct a thorough analysis of the competitive strategies and identify market gaps.
- (ii) Implement marketing strategies for identified gaps.
- (iii) Share success stories to showcase institute capabilities and impact.
- (iv) Establish collaboration and partnerships between DIT FactoryEdu Hub, departments and other stakeholders for service delivery.

2.5 Business sustainability

The Laboratories and Workshops at DIT play a critical role in advancing the institution's core mandates of education, research, and innovation, while also offering substantial potential for income generation. Previously managed under the oversight of the Institute Consultancy Bureau (ICB) and various academic departments, these facilities have recently been transitioned to the DIT FactoryEdu Hub. This strategic shift reflects the Institute's commitment to enhancing the management, quality, and sustainability of these vital resources.

Despite their importance, the Laboratories and Workshops currently operate without a comprehensive business model, resulting in the underutilization of resources, inconsistent service delivery, insufficient equipment maintenance and upgrades, and missed opportunities for strategic industry partnerships. This lack of structured planning hinders the DIT FactoryEdu Hub's ability to effectively support practical training and innovation and limits its potential to function as a commercially viable entity that contributes to the Institute's financial sustainability. To address these challenges, it is essential for the Institute to develop a robust business sustainability model that integrates academic support with entrepreneurial operations. Such a business model would ensure the optimal utilization of laboratory and workshop facilities, promoting both educational excellence and business development. Furthermore, it would engage key stakeholders such as the DIT ICB, and DIT Company to leverage these facilities from a commercial perspective.

2.5.1. Policy Objective

To develop and implement a comprehensive business model that integrates training with laboratories and workshop businesses.

2.5.2. Policy Statement

The institute shall develop and implement a comprehensive business model that integrates training with laboratories and workshop businesses.

2.5.3. Policy Strategies

The Institute shall;

- (i) Develop a comprehensive DIT FactoryEdu Hub business model outlining the strategic focus for sustainable academic and business practices;
- (ii) Create awareness of the business sustainability plan among all DIT staff and stakeholders;
- (iii) Review performance progress of the DIT FactoryEdu Hub activities in line with strategic goals;
- (iv) Secure national and international standard certifications and

- registration for laboratories and workshops;
- (v) Retain part of DIT FactoryEdu Hub revenue for maintenance, calibration, and upgrading of laboratories and workshop facilities;
 - (vi) Develop research grants proposals to secure funds for improving or establishing laboratories and workshops;
 - (vii) Build public and private partnerships to support service delivery, joint projects, and funding for sustainable DIT FactoryEdu Hub operations.

CHAPTER THREE

GOVERNANCE

3.1. Organization Structure

- (i) The laboratories and workshops that meet the criteria for providing training while generating income shall operate under a unit known as the DIT FactoryEdu Hub.
- (ii) Any laboratory or workshop shall qualify operating under the DIT FactoryEdu Hub upon approval by the DIT FactoryEdu Advisory Committee a list of services or activities that can result in finished business services or products. The submission must be accompanied by a price list detailing the associated costs and indicative profit margins for each service or product.
- (iii) Each workshop or laboratory registered under the DIT FactoryEdu Hub shall adopt a name that retains the term FactoryEdu as part of its identity, for example, DIT Spare Parts FactoryEdu.
- (iv) A laboratory, workshop or factory registered by the FactoryEdu Hub may, upon satisfactory performance and approval by the Council, be elevated to operate as a semi-autonomous unit.

The organization structure of the DIT FactoryEdu Hub is shown in Figure 3.1.

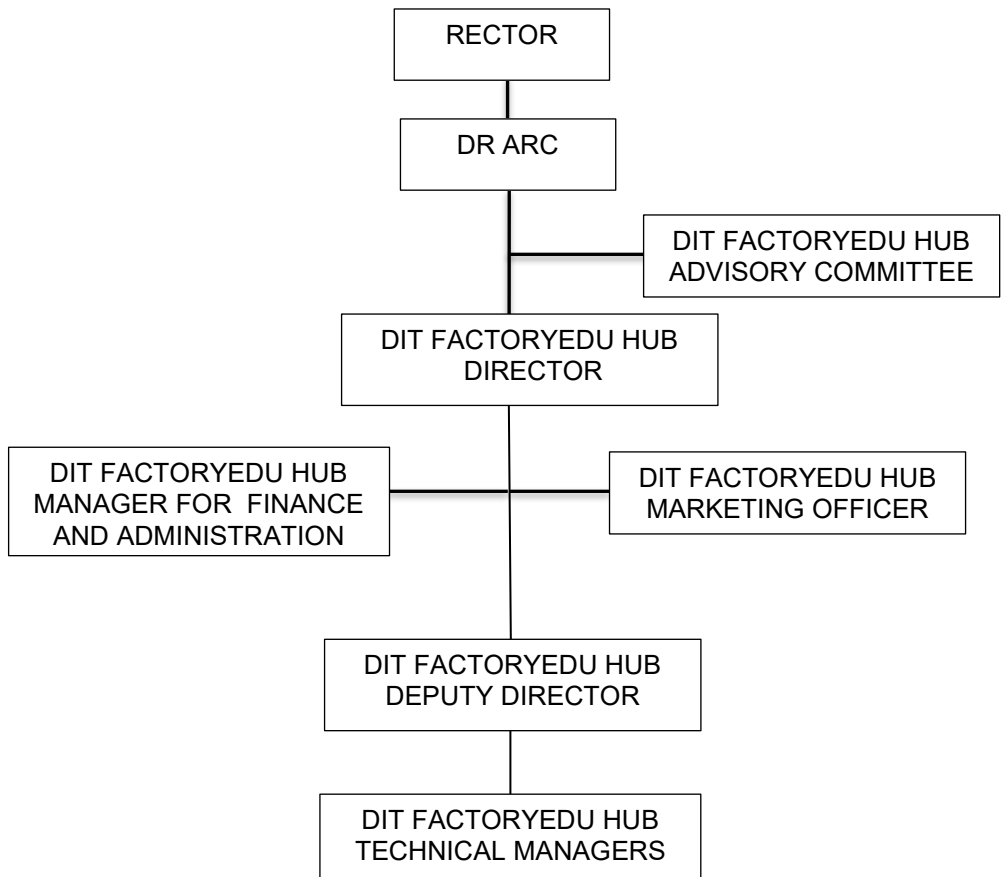


Figure 3.1: Organizational Structure of DIT FactoryEdu Hub

3.1.1 The DIT FactoryEdu Hub Advisory Committee

The DIT FactoryEdu Hub shall have the DIT FactoryEdu Hub Advisory Committee as its organ in order to achieve its functions effectively.

3.1.1.1 Members of the DIT FactoryEdu Hub Advisory Committee

The DIT FactoryEdu Hub Advisory Committee shall comprise the following members:

- (i) Deputy Rector for Academic, Research & Consultancy (DR ARC)
- Chairperson;
- (ii) Campus Directors - member
- (iii) Director for Academic - member;
- (iv) Director for Research, Consultancy, and Publication - member;
- (v) Director for Finance and Accounts - member;
- (vi) Head PMU - member;
- (vii) Head of the Legal Unit - member;
- (viii) External member from the industry - co-opted member; and
- (ix) DIT FactoryEdu Hub Director - Secretary

3.1.1.2. Appointment Procedures of the DIT FactoryEdu Hub Advisory Committee

Except for members appointed to the DIT FactoryEdu Hub Advisory Committee by virtue of their positions herein mentioned, other members shall be appointed by the Council. The members under this category shall be Senior Staff with a good record in participating in consultancy or contracting projects. DIT FactoryEdu Hub Advisory committee may co-opt any person from the industry whose presence is, in its opinion, desirable to attend and participate in a meeting of the DIT FactoryEdu Hub Advisory committee.

3.1.1.3. Powers and Functions of the DIT FactoryEdu Hub Advisory Committee

The DIT FactoryEdu Hub Advisory Committee shall be the primary organ for providing advisory recommendations to the operational activities of the DIT FactoryEdu Hub. Specifically, the DIT FactoryEdu Hub shall

perform the following functions:

- (i) Advise on DIT FactoryEdu Hub Laboratories and workshop activities;
- (ii) Advise on annual operational plans and strategic plans;
- (iii) Recommend allowances and remunerations of the DIT FactoryEdu Hub Director and other DIT staff supporting DIT FactoryEdu Hub operations; and
- (iv) Exercise any other related roles and responsibilities assigned by the Rector from time to time.

3.1.1.4. Tenure of DIT FactoryEdu Hub Advisory Committee Members

- (i) The DIT FactoryEdu Hub Advisory Committee members, except the members whose appointment is by virtue of their positions, shall serve for a term of three (3) years and may be re-appointed for one further term;
- (ii) Members who are not by virtue of their positions shall not be represented at the DIT FactoryEdu Hub Advisory Committee meetings;
- (iii) Members of the DIT FactoryEdu Hub Advisory Committee by virtue of their positions may be represented by the persons acting on their behalf during their absence; and
- (iv) A member of the DIT FactoryEdu Hub Advisory Committee who is not by virtue of his/her position shall cease if he/she misses three consecutive meetings without notice to the Chairperson and the DIT FactoryEdu Hub Management shall recommend to the Council another member for replacement.

3.1.1.5. DIT FactoryEdu Hub Advisory Committee Meetings

- (i) The DIT FactoryEdu Hub Advisory Committee shall meet once every three (3) months.
- (ii) The Chairperson of the DIT FactoryEdu Hub Advisory Committee may call for an emergency meeting as need may arise.
- (iii) The DIT FactoryEdu Hub shall conduct internal technical meetings prior DIT FactoryEdu Hub Advisory Committee Meeting.

3.1.2. The DIT DIT FactoryEdu Hub Staff

The operations and administration of activities of the DIT FactoryEdu Hub shall be under the management of the following staff:

- (i) The DIT FactoryEdu Hub Director
- (ii) The DIT FactoryEdu Hub Deputy Director
- (iii) The DIT FactoryEdu Hub Manager for Finance and Accounts
- (iv) The DIT FactoryEdu Hub Manager for Communication and Marketing
- (v) The DIT FactoryEdu Hub Technical Managers

3.2. The DIT FactoryEdu Hub Staff Terms of Appointment

3.2.1 DIT FactoryEdu Hub Director

(a) Duties and Responsibilities

The primary duties and responsibilities of the DIT FactoryEdu Hub Director shall be:

- (i) Provide overarching coordination and strategic directions for laboratory and workshop operations across departments, ensuring alignment with the Institute's goals through quarterly planning and reporting mechanisms;
- (ii) Identify and develop opportunities for expanding the Institute's laboratory and workshop service offerings, guiding departments in selecting relevant areas of engagement based on institutional strengths and national needs;
- (iii) Oversee the implementation and administering DIT FactoryEdu Hub by addressing strategic issues, risk management and promote DIT FactoryEdu Hub services;
- (iv) Coordinate interdisciplinary collaboration across various laboratory and workshop units to drive innovation and integrated project execution through resource sharing;
- (v) Enhance the Institute's laboratory and workshop capacity utilization by fostering partnerships with government agencies, donors, industries, and international stakeholders;

- (vi) Provide strategic oversight and operational leadership in ensuring the effective implementation, compliance and continuous improvement of DIT FactoryEdu Hub Operational Policy and Procedures;
- (vii) Oversee the infrastructure development and maintenance of laboratory and workshop facilities, ensuring operational excellence and sustainability;
- (viii) Fostering teaching and learning in align with industry demand through collaboration with industrial stakeholders;
- (ix) Develop and initiate DIT FactoryEdu Hub revenue growth strategies

(b) Qualifications of the DIT FactoryEdu Hub Director

The DIT FactoryEdu Hub Director shall have the following qualifications:

- (i) An academic staff member and registered consulting / professional engineer;
- (ii) Active in teaching, research, and consultancy with at least five years of proven professional and/or managerial experience;
- (iii) Knowledgeable extensively and experienced in the Institute systems;
- (iv) Capable of undertaking negotiations, managing projects and establishing contacts successfully;
- (v) A person of good public relations.

(c) Procedures for Appointing the DIT FactoryEdu Hub Director

The procedures for appointing the DIT FactoryEdu Hub Director shall be as follows:

- (i) At the end of a triennium or at any other time that the office may fall vacant for whatever reason, the Deputy Rector for Academic, Research and Consultancy (DR ARC) will constitute a search team of three people from its staff or organs to search and propose three names from DIT staff members satisfying the criteria for being the DIT FactoryEdu Hub Director;
- (ii) The appointment of the DIT FactoryEdu Hub Director from the three possible candidates will be done by the Council using the Institute

Guidelines of Appointing the Heads of Academic Departments.

(d) Tenure of the DIT FactoryEdu Director

The tenure of the DIT FactoryEdu Hub Director shall be as follows:

- (i) The DIT FactoryEdu Hub Director shall be appointed on three-year term, renewable to a maximum of two consecutive terms, subject to satisfactory performance appraised using set key performance indicators;
- (ii) The DIT FactoryEdu Hub Director's appointment shall be terminated at any time if his/her appraised performance is lower than the set minimum performance threshold based on the set government/Institute criteria; and
- (iii) The DIT FactoryEdu Hub Director shall be terminated from the office if he/she engages in the activities similar to those executed at the DIT FactoryEdu Hub or behaves in a manner that shall be deemed disgraceful to the DIT FactoryEdu Hub and the Institute.

3.2.2. DIT FactoryEdu Hub Deputy Director

(a) Duties and Responsibilities of the DIT FactoryEdu Hub Deputy Director

The DIT FactoryEdu Hub Deputy Director will report to the DIT FactoryEdu Hub Director.

The duties and responsibilities of the DIT FactoryEdu Hub Deputy Director shall be:

- (i) To act on behalf of the DIT FactoryEdu Hub Director in case of absence;
- (ii) Liaise with staff in other departments on laboratory and workshop services;
- (iii) To coordinate proposal preparations for invitation to tender for laboratory and workshop services;
- (iv) To coordinate DIT FactoryEdu Hub meetings and take minutes;
- (v) Act as project financial controller;

- (vi) Develop and implement strategic plans;
- (vii) Work with senior management to create long-term business strategies;
- (viii) Analyze market trends, business performance, and other factors to predict future needs and opportunities;
- (ix) Oversee the planning, scheduling, and execution of projects, ensuring they stay on track;
- (x) Ensure proper distribution of resources (human, financial, material) to meet operational goals;
- (xi) Prepare, manage, and monitor budgets for various projects;
- (xii) Evaluate costs and identify opportunities for cost savings or improved efficiency;
- (xiii) Provide forecasts for revenue, costs, and profits to guide decision-making;
- (xiv) Supervise and guide a team of planners, ensuring they understand objectives and processes.
- (xv) Perform any other duties as may be assigned by immediate supervisor.

(b) Qualification of the DIT FactoryEdu Hub Deputy Director

- (i) An academic staff member and registered consulting / professional engineer;
- (ii) Active in teaching, research, and consultancy with at least five years of proven professional and/or managerial experience;
- (iii) Knowledgeable extensively and experienced in the Institute systems;
- (iv) Capable of undertaking negotiations, managing projects and establishing contacts successfully;
- (v) A person of good public relations.

(c) Procedures for Appointing the DIT FactoryEdu Hub Deputy Director

The procedures for appointing the DIT FactoryEdu Hub Deputy Director shall be as follows:

- (iii) At the end of a triennium or at any other time that the office may fall vacant for whatever reason, the Deputy Rector for Academic,

Research and Consultancy (DR ARC) will constitute a search team of three people from its staff or organs to search and propose three names from DIT staff members satisfying the criteria for being the DIT FactoryEdu Hub Deputy Director;

- (iv) The appointment of the DIT FactoryEdu Hub Deputy Director from the three possible candidates will be done by the Council using the Institute Guidelines of Appointing the Heads of Academic Departments.

(d) Tenure of the DIT FactoryEdu Deputy Director

The tenure of the DIT FactoryEdu Hub Deputy Director shall be as follows:

- (iv) The DIT FactoryEdu Hub Deputy Director shall be appointed on three-year term, renewable to a maximum of two consecutive terms, subject to satisfactory performance appraised using set key performance indicators;
- (v) The DIT FactoryEdu Hub Deputy Director's appointment shall be terminated at any time if his/her appraised performance is lower than the set minimum performance threshold based on the set government/Institute criteria; and
- (vi) The DIT FactoryEdu Hub Deputy Director shall be terminated from the office if he/she engages in the activities similar to those executed at the DIT FactoryEdu Hub or behaves in a manner that shall be deemed disgraceful to the DIT FactoryEdu Hub and the Institute.

3.2.3. DIT FactoryEdu Hub Manager for finance and administration

(a) Duties and Responsibilities for the DIT FactoryEdu Hub Manager for finance and administration

The DIT FactoryEdu Hub Manager for finance and administration shall perform the following duties:

- (i) Report all the financial matters of the DIT FactoryEdu Hub to DIT FactoryEdu Hub Director before they are forwarded to the DIT FactoryEdu Hub Advisory Committee;
- (ii) Prepare accounts and tax returns;
- (iii) Administer payments and control income and expenditure

- (iv) Compile and present reports, budgets, business plan and financial statements to the DIT FactoryEdu Hub Director before they are forwarded to the DIT FactoryEdu Hub Advisory Committee
- (v) Manage financial information entered into appropriate software programmes;
- (vi) Prepare timely financial statements for the projects;
- (vii) Coordinate internal and external audits;
- (viii) Verify balances and discrepancies in account books
- (ix) Perform financial forecasting and risk analysis for DIT FactoryEdu Hub;
- (x) Manage subordinate staff
- (xi) Perform any other duties as may be assigned to him/her by the DIT FactoryEdu Hub Director.

(b) Qualifications for the DIT FactoryEdu Hub Manager for finance and administration

The DIT FactoryEdu Hub Manager for finance and administration shall have the following minimum qualifications:

- (i) He/she shall be a CPA holder, with a minimum of five years of proven working experience
- (ii) He/she should be a person of high integrity;
- (iii) Must be computer literate and competent in the use of computerized accounting packages;
- (iv) Must have good command of Swahili and English, both written and spoken;
- (v) Should be of good character and public relations;
- (vi) Must be resourceful, capable of taking personal initiatives, and able to work under pressure.

3.2.4. DIT FactoryEdu Hub Marketing Manager

(a) Duties and Responsibilities for the DIT FactoryEdu Hub Marketing Manager

The primary duties and responsibilities of the Marketing Manager shall be:

- (i) Design and implement comprehensive marketing plans to

- achieve business objectives
- (ii) Analyze market trends and competitors to identify new opportunities
 - (iii) Align marketing strategies with the institute's goals and target audience
 - (iv) Plan, execute, and monitor marketing campaigns across various channels (digital, print, social media, email, etc.)
 - (v) Oversee the creation of marketing materials, such as advertisements, brochures, and content.
 - (vi) Maintain and enhance the bureau's brand image and voice across all marketing efforts.
 - (vii) Work on market positioning, competitive differentiation, and consumer perception
 - (viii) Oversee content creation for websites, blogs, social media, newsletters, and other platforms;
 - (ix) Collaborate with content creators (writers, designers, videographers) to produce high-quality marketing content;
 - (x) Conduct market research to understand customer preferences, behaviors, and trends;
 - (xi) Gather and analyze data on target markets, competitors, and industry developments;
 - (xii) Lead and manage a marketing team, assigning tasks and responsibilities to ensure successful project execution;
 - (xiii) Coordinate with other institute organs to ensure marketing efforts align with broader business strategies
 - (xiv) Manage and optimize online marketing efforts, including SEO, SEM, social media marketing, and email marketing;
 - (xv) Monitor key performance indicators (KPIs) and report on digital marketing outcomes
 - (xvi) Develop and implement strategies for customer engagement and retention
 - (xvii) Analyze campaign performance, web traffic, sales data, and customer feedback to assess marketing effectiveness;
 - (xviii) Plan and execute promotional events, trade shows, and other marketing initiatives

(b) Qualifications for the DIT FactoryEdu Hub Marketing Manager

The qualifications of the DIT FactoryEdu Hub Marketing Manager shall be:

- (i) A degree in marketing provides foundational knowledge on advertising, market research, consumer behavior, and digital marketing;
- (ii) A general business degree can also be useful, especially if you want to move into higher-level roles;
- (iii) A degree in economics is valuable for understanding market trends, consumer behavior, and data analysis;
- (iv) A Master of Business Administration (MBA) with a focus on marketing can be valuable for advancing to leadership or management positions
- (v) Starting in roles such as a marketing assistant, social media coordinator, or content creator can help build your experience;
- (vi) Staying updated on the latest marketing trends and innovations, such as AI in marketing, influencer marketing, or new platforms.

3.2.5 DIT FactoryEdu Hub Technical Managers

(a) Duties and Responsibilities of the DIT FactoryEdu Hub Technical Manager

The DIT FactoryEdu Hub Technical Manager shall do the following:

- (i) Oversee laboratory and workshop activities with institutional goals, academic programs, and research priorities.
- (ii) Foster a culture of innovation, continuous improvement, and technical excellence across laboratory and workshop operations.
- (iii) Liaise effectively with academic departments, researchers, innovators and other stakeholders to understand and support their technical requirements.
- (iv) Maintain accurate inventories of tools, machinery and materials for the Institute laboratory and workshop.
- (v) Ensure the proper use, regular preventive maintenance and timely

servicing of all assets to optimize their performance and extend their operational lifespan.

- (vi) Enforce strict adherence to safety standards, regulatory requirements, and environmental protocols to ensure a safe working environment for staff and users.
- (vii) Facilitate hands-on training for students and staff in the proper use of equipment and adherence to safety procedures.
- (viii) Establish performance metrics and regularly assess the efficiency and effectiveness of laboratory and workshop operations.
- (ix) Oversee day-to-day operations of the laboratory and workshop to ensure smooth workflow, scheduling and effective resource utilization.

(b) Qualifications of DIT FactoryEdu Hub Technical Manager

The DIT FactoryEdu Hub Technical Manager shall have the following minimum qualifications:

- (i) Be holder of Bachelor degree in Engineering or Technology or any related qualification from recognized Institution
- (ii) Demonstrates sense of integrity in the discharge of duties
- (iii) Possess good oral and writing skills in both Kiswahili and English
- (iv) Must be computer literate
- (v) Trainable and self-motivated
- (vi) Should have good public relations and working relationships with fellow colleagues.
- (vii) Must be conversant and actively involved in DIT laboratory and/or workshop activities
- (viii) Have good manners and pleasant character

(c) Nomination of DIT FactoryEdu Hub Technical Managers

The DIT FactoryEdu Hub Director shall nominate from the academic staff a person best suited to promote laboratory/workshop activities, and present the name to the Rector through the DIT FactoryEdu Hub Advisory Committee for approval.

(d) Tenure of the DIT FactoryEdu Hub Technical Managers

The tenure of the DIT FactoryEdu Hub Technical Manager shall be as follows:

- (i) The DIT FactoryEdu Hub Technical Manager shall be in a position for three-years, renewable once upon satisfactory performance;
- (ii) The DIT FactoryEdu Hub Technical Manager shall be terminated at any time if his/her performance and commitment in DIT FactoryEdu Hub is questionable and proved to be dismal due to lack of initiative and commitment.

3.3. The DIT FactoryEdu Hub Management Committee

The DIT FactoryEdu Hub shall have the DIT FactoryEdu Hub Management Committee as its organ in order to achieve its functions effectively.

3.3.1. Members of the DIT FactoryEdu Hub Management Committee

The DIT FactoryEdu Hub Management Committee shall comprise the following members:

- (i) DIT FactoryEdu Hub Director – Chairperson
- (ii) DIT FactoryEdu Hub Deputy Director – Member
- (iii) DIT FactoryEdu Hub Manager for Finance and Accounts – Member
- (iv) DIT FactoryEdu Hub Manager for Communication and Marketing – Member
- (v) DIT FactoryEdu Hub Technical Managers - Members

The DIT FactoryEdu Hub Management Committee Secretary will be appointed by the DIT FactoryEdu Hub Director from among the DIT FactoryEdu Hub Technical Managers.

.

3.3.2. Functions of the DIT FactoryEdu Hub Management Committee

The DIT FactoryEdu Hub Management functions shall be to deliberate on:

- (i) Updates on DIT FactoryEdu Hub Laboratories and workshop

activities and plan a way forward

- (ii) Matters to be tabled at the DIT FactoryEdu Hub Advisory Committee Meeting

3.3.3. DIT FactoryEdu Hub Management Committee Meetings

- (i) The DIT FactoryEdu Hub Management Committee shall meet once in a month.
- (ii) The Chairperson of the DIT FactoryEdu Hub Management Committee may call for an emergency meeting as need may arise.
- (iii) The DIT FactoryEdu Hub Management Committee Meeting shall be conducted prior to DIT FactoryEdu Hub Advisory Committee Meeting.

CHAPTER FOUR

OPERATIONAL PROCEDURES AND IMPLEMENTATION PLAN

4.1. Operational Procedures

This section presents the DIT FactoryEdu Hub operational procedures. The purpose of these operational procedures is to outline the steps necessary to perform DIT FactoryEdu Hub operations and ensure the optimal functioning of the laboratories and workshops at DIT.

4.1.1. Identification and Acquisition of laboratory / workshop projects

- (i) The DIT FactoryEdu Hub has the obligation to solicit for laboratory / workshop projects on behalf of individual members of DIT staff, departments, and units. DIT FactoryEdu Hub delegates the power to execute the same to the staff as indicated in the consultancy proposal;
- (ii) DIT FactoryEdu Hub has the obligation to facilitate acquisition of the laboratory / workshop activities by individual members of staff through DIT FactoryEdu Hub procedures;
- (iii) The Institute management, departments, units, and individual members of staff can also solicit laboratory and workshop projects from clients and the same to be registered under DIT FactoryEdu Hub and contracted through normal procedures of the DIT FactoryEdu Hub.

4.1.2 Laboratory /Workshop works acquired through DIT FactoryEdu Hub

For Laboratory / workshop activities that will be acquired by the DIT FactoryEdu Hub and others that are not executing the work (project solicitor), the DIT FactoryEdu Hub Director shall:

- (i) Analyse viability, practicability, and identify appropriate laboratories/workshops that has the relevant expertise to execute the

- project;
- (ii) Identify, in consultation with the relevant head of department(s), appropriate personnel to undertake the project and appoint executor;
 - (iii) Review and sign the Quotation.
 - (iv) Assess the quality and completeness of the work and draft report prior to submission to the client.

4.1.3 Operational procedures to facilitate procurement of teaching materials which align with the laboratory/workshop works

- (i) The Module Masters will initiate the list of teaching materials to be procured and submit it to the Head of the respective academic department for verification. Once verified, this list will be submitted to the DIT FactoryEdu Hub Director. A template form for the Module Masters to prepare and submit their lists of teaching materials is attached as Annex-1.
- (ii) The teaching materials should intend to end up with completed service or product, and may be a combination of teaching materials from multiple modules, either within the same academic department or across different departments.
- (iii) The consolidated list of teaching materials for the respective academic year shall be tabled at the DIT FactoryEdu Hub Advisory Committee prior to submission to the Procurement and Management Unit (PMU).

4.1.4 Operational procedures for governing maintenance and continuous upgrading of the workshop and laboratory facilities

- (i) The DIT FactoryEdu Hub Technical Manager will be responsible for developing a comprehensive maintenance and facilities upgrading plan by liaising with the Office of the Estate.
- (ii) The maintenance and facilities upgrading plan shall be verified by the Director of the DIT FactoryEdu Hub.
- (iii) The maintenance and facilities upgrading plan shall be tabled to the DIT FactoryEdu Hub Advisory Committee prior to submission to the Institute organs for approval.

- (iv) The maintenance and procurement related to laboratory/workshop facilities budget shall be derived from the established maintenance and upgrading plans.

4.1.5 Operational procedures for accommodating different user groups in the laboratories and workshops

- (i) The laboratory and workshops shall be designated exclusively for activities related to laboratory and workshop work.
- (ii) Access to the laboratories and workshops for educational purposes will require prior booking. This will be done through a booking calendar that will be made available by the Director of the DIT FactoryEdu Hub unit through liaising with the Director for Academic.
- (iii) Practical sessions conducted in the laboratories and workshops must be supervised by the Module Master/ DIT FactoryEdu Hub Technical Managers, who will be present alongside laboratory technicians.
- (iv) Laboratory/Workshop technicians shall be responsible for ensuring that all facilities are maintained in proper order before, during, and after practical activities.
- (v) Business-related activities within the laboratories and workshops will be overseen by the DIT FactoryEdu Hub Technical Managers to ensure compliance with operational standards.

4.1.6 Management of DIT FactoryEdu Hub Funds

- (i) Activities undertaken by staff through DIT FactoryEdu Hub have to pay for DIT FactoryEdu Hub overheads and contribute towards the institute.
- (ii) Funds raised through DIT FactoryEdu Hub activities need proper handling, control and transparency in its utilization, thus disbursement of the DIT FactoryEdu Hub generated funds shall be guided by financial regulations and accounting manual approved by the Institute.
- (iii) DIT FactoryEdu Hub managed funds shall be categorized into two:
 - (a) Project funds (Direct costs and executors' professional

allowance).

- (b) Public funds (DIT FactoryEdu Hub, Institute, and Government shares)
- (iv) For efficient management of projects, timely disbursement of project funds is required through efficient deposits of clients' charges and efficient collection mechanism of the same.
- (v) The disbursement of DIT FactoryEdu Hub project and public funds shall be determined by the project proposal/quotation, work progress and funds received from the client.
- (vi) DIT FactoryEdu Hub Funds shall also be used in areas that have direct impact to the Institute and motivation to staff such as:
 - (a) Staff capacity building
 - (b) Payment of professional fees for DIT staff who are actively involved in laboratory/workshop services through DIT FactoryEdu Hub
- (vii) The vote holders shall be given power to operate their codes but not to abuse such responsibility. Controls and reports shall be put in place to detect and minimize abuses and enhance transparency.
- (viii) The Rector shall have the right of access to any relevant document and may spot check the cash balances for finance and administration.
- (ix) The following shall have to be observed when approving requests for expenditure or deposits in various codes:
 - (x) All expenditure shall be from respective codes only.
 - (xi) All deposits shall be to the respective codes only.
 - (xii) Pre-financing of any project activity shall be done after proper assessment of risks and opportunities by DIT FactoryEdu Hub Director.
 - (xiii) DIT FactoryEdu Hub accountant shall prepare quarterly expenditure and status reports.
 - (xiv) The DIT FactoryEdu Hub account shall be audited as stipulated in the financial regulations. The audit report shall be presented to the Institute's organs not more than 3 months after the closure of the financial year for scrutiny.
 - (xv) No officer shall initiate and approve own expenditure or approve

own payments.

- (xvi) All procurement beyond a sum to be set by the Institute shall be made by local purchase order LPO and by direct payments to the supplier. The Institute shall strive to procure quality goods at lowest price possible. The Open Tender procedure shall be used.
- (xvii) Where large sums and quantities are involved, standard contracts shall be required for payments other than respective procurement.

4.1.7. Project Funds Management

The project funds shall include Direct costs, Institute and DIT FactoryEdu Hub overheads, and executors' share. The funds shall be managed as follows:

- (i) The DIT FactoryEdu Hub Director shall closely monitor work progress against disbursement and act accordingly.
- (ii) The DIT FactoryEdu Hub Director shall represent the interests of the client and the Institute in the approval process.
- (iii) The executor shall represent the interest of the DIT FactoryEdu Hub work Team.
- (iv) The DIT FactoryEdu Hub Director shall recommend for approval disbursement in line with the progress of work against budget.
- (v) The Institute shall set an account specifically for DIT FactoryEdu Hub generated funds at the disposal of Institute level units.
- (vi) The Approved financial regulations and guidelines shall be used to administer disbursement of such funds.
- (vii) The use of DIT FactoryEdu Hub funds shall be routed through a controller to audit and check expenditure against budget and adherence to financial regulations.

4.1.8. DIT FactoryEdu Hub contribution to Government share

- (i) For all laboratory / workshop activities done through DIT FactoryEdu Hub, provision shall be made for contribution to the Government

through the Institute as whole.

- (ii) DIT FactoryEdu Hub Government contribution through the Institute shall be 5% of the Project Gross Profit of each laboratory / workshop activity done through DIT FactoryEdu Hub.

4.1.9 DIT FactoryEdu Hub Overhead Share

The DIT FactoryEdu Hub overhead share from any DIT FactoryEdu Hub for Laboratory/Workshop Activity shall be as follows:

- (i) Seventy percent (70%) of the Project Gross Profit. The distribution of this overhead share to DIT FactoryEdu Hub activities is presented in Figure 4.1.
- (ii) The DIT FactoryEdu Hub shall prepare an annual budget for approval by the Council before commencement of the financial year.
- (iii) DIT FactoryEdu Hub expenditure shall only be in line with the approved budget and any changes shall require Council approval.
- (iv) DIT FactoryEdu Hub Accounts shall be audited by Institute approved auditors.

4.1.10 Institute Overhead Share

- (i) The Institute overhead share from any Laboratory/Workshop activity executed shall be thirty percent (30%) of the Gross Profit. The distribution of this overhead share to the Institute operations is presented in Figure 4.1.
- (ii) Project Gross Income = Charge from Client-(VAT+Withholding Tax)
- (iii) Project Gross Profit = Project Gross Income - Direct Costs
- (iv) Every laboratory or workshop shall have to establish the actual direct cost per test sample/finished product.
- (v) Direct Cost shall comprise the material costs and labour charges.
- (vi) The Direct Cost per test sample/finished product shall be approved by the advisory Committee.
- (vii) Where the nature of the activity dictates the direct costs to exceed the pre-determined value, the activity executor shall request approval from the Deputy Rector for Academic, Research, and Consultancy (DR ARC), through DIT FactoryEdu Hub Director.

- (viii) For cases where materials have already been procured, the costs associated with their purchase shall be incorporated into the direct costs.

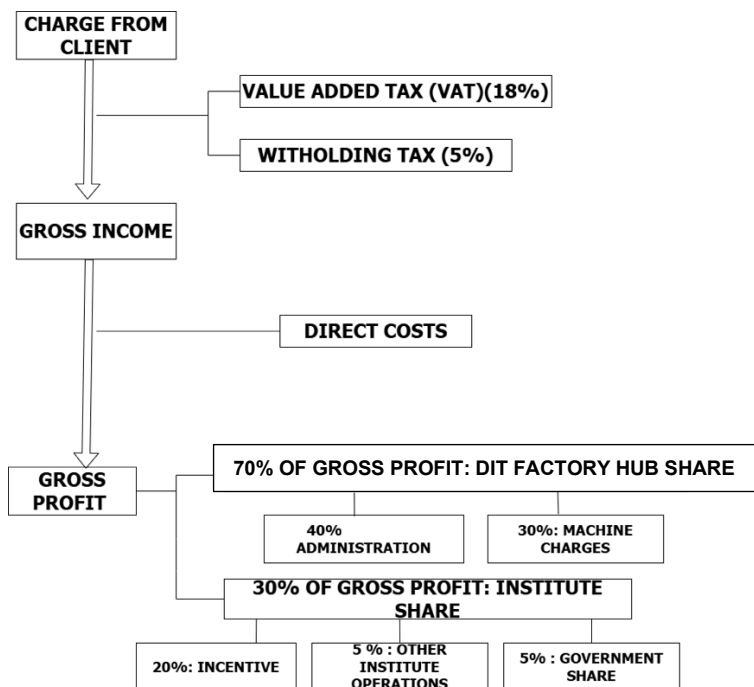


Figure 4.1 Revenue distribution for laboratory/workshop works under DIT FactoryEdu Hub

4.1.11. Payment Procedures

The procedures for effecting payment after the contract is signed shall be as follows:

- (i) Executor shall prepare payment claims for the relevant assignment as specified in the signed contract agreement.
- (ii) DIT FactoryEdu Hub Director shall recommend payment claims

- according to institute financial regulations if satisfied.
- (iii) DIT FactoryEdu Hub Accountant shall prepare an appropriate invoice to the client for payment claim as per contract agreement. He/she shall submit the invoice to the DIT FactoryEdu Hub Director who shall thereafter forward to the client.
 - (iv) Client will settle the invoice to DIT FactoryEdu Hub.
 - (v) The executor shall be informed of the payment made by the client to DIT FactoryEdu Hub.
 - (vi) The executor shall prepare and submit to DIT FactoryEdu Hub the due amount claims.
 - (vii) The DIT FactoryEdu Hub Accountant shall prepare payments
 - (viii) The DIT FactoryEdu Hub Director shall recommend approval of the prepared payments' claims.

4.1.12. Responsibility Allowance and Fringe Benefits of the DIT FactoryEdu Hub Director and Deputy Director

Being an Institute employee, the DIT FactoryEdu Hub Director shall:

- (i). Be paid a responsibility allowance, a house allowance, and transport support to facilitate the execution of DIT FactoryEdu Hub operations in accordance with the Institute's guidelines.
- (ii). Be entitled to communication allowance as well as other fringe benefits as shall be approved by the Council.

4.1.13. Responsibility Allowance and Fringe Benefits for the DIT FactoryEdu Hub Managers

Be entitled to communication allowance as well as other fringe benefits as shall be approved by the Council.

4.1.14. Financial Reports

The DIT FactoryEdu Hub shall prepare quarterly financial reports in respect to the laboratory and workshop services undertaken during the respective reporting period and table the same to the DIT FactoryEdu Hub participatory organs.

4.1.15. DIT FactoryEdu Hub Fixed Assets and Depreciation

DIT FactoryEdu Hub assets management requires proper handling as follows:

- (i).Item shall be regarded as a fixed asset only if it will be used to generate income and can last for more than a year.
- (ii).Depreciation rate of an asset will follow Tanzania Public Finance (management of public property) Regulations
- (iii).All DIT FactoryEdu Hub assets shall be registered as per DIT assets regulations.
- (iv).The DIT procedure for disposal of assets shall be followed in case the disposal is performed.

4.1.16. Code of Conduct

4.1.16.1. Accountability

- (i).For the purpose of coordination and maintenance of high-quality work and to ensure that institutional fees are paid, the departments and individuals in consultation with the DIT FactoryEdu Hub must produce quarterly and annual reports to the Institute on laboratory and workshop activities performed by their members of staff under DIT FactoryEdu Hub coordination within the said period.
- (ii).In case of any type of misconduct like cheating in work records and charging unapproved fees, the persons involved shall be held accountable and be charged according to DIT disciplinary regulations.
- (iii).Members of staff who undertake any laboratory or workshop work using the Institute name without registering the same to DIT FactoryEdu Hub shall be held accountable and be charged according to DIT disciplinary regulations.

4.1.16.2. Obligation to Complete Contract Assignment

- (i).Members of staff who undertake any laboratory or workshop work through DIT FactoryEdu Hub are obliged to accomplish the assignment as specified in the contract terms and/or as agreed with the client. Defaulters shall be obliged to pay the full cost of the contract assignment and consequences.

- (ii).Executors shall be obliged to accomplish the assignments as specified in the Contract Agreement. Otherwise, the following steps shall be taken:
- (iii).Defaulters will be surcharged for poor implementation of the contract assignment.
- (iv).The rate of the surcharge will be determined by DIT FactoryEdu Hub.

4.1.16.3. Resolution of Disputes

- (i).In the event of any disputes between the DIT FactoryEdu Hub and a staff member relating to laboratory or workshop matters arise, the following procedures shall be followed:
 - (a) Application for dispute resolution with all appropriate supporting evidence shall be made directly to the Rector who shall appoint Disputes Resolution Committee to resolve the dispute.
 - (b)The Disputes Resolution committee shall comprise of at least five senior academic staff members, well versed in consultancy or contracting activities.
 - (c) The committee shall hear the dispute, collect the evidence and prepare a report with recommendation to the Rector for final decision including requiring the defaulter to refund money or direct deduction from his or her salary.
- (ii).Contractual differences between the individual executor and the client shall be resolved through arbitration or as may be agreed in the contract.
- (iii).In determination of the disputes regard shall have to be guidelines under this Guideline, Institute instruments and Tanzanian laws.

4.2. Implementation Plan

The DIT FactoryEdu Hub is a cornerstone for fostering practical application, innovation, skill development and source of income generation within and outside the Institute. The DIT FactoryEdu Hub is a critical infrastructure, it serves to bridge theoretical knowledge with hands-on experience, empowering learners, researchers, and professionals to translate concepts into tangible outcomes. To

operationalize this unit effectively, a structured approach encompassing governance, infrastructure, training, and resource management is essential.

Table 4.1 is a detailed implementation plan matrix for operationalizing DIT FactoryEdu Hub. It ensures clarity by breaking down the key components which are outlined with activities, responsible persons, timeline, expected outcome and estimated budget.

Table 4.1: Implementation plan matrix for operationalizing DIT FactoryEdu Hub.

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
2.3.3 (i)	Conduct professional programs assessment to meet skills demands	Conduct a survey on professional programs assessment to identify professional skills gaps for the DIT Laboratories and Workshops to meet commercial applications	Number of staff completing skills gaps assessments survey	Approved skills gaps assessment report submitted					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		and market demands							
		Conduct an internal communication campaign through awareness seminars to promote the skills development	Number of communications made	At least 20 times					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
2.3.3 (ii)	Create awareness for designing practical leading to laboratory services and production in the workshops	Conduct awareness seminars on the benefits of business practical through laboratories /workshops works involvement	Number of seminars	At least 5 awareness seminars					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		Conduct an internal communication campaign through institute emails to promote the benefits of laboratories /workshops works involvement	Number of communications made	At least 20 times					
2.3.3(iii)	Capacitate staff to prepare	Organize training programs	Number of trainings	At least five trainings					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	practical manuals incorporating features of laboratory services and production in the workshops	on the designing practicals for laboratories and workshop businesses							
		Conduct awareness seminars on the benefits of business practicals	Number of seminars	At least five seminars					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
2.3.3 (iv)	Provide ongoing training for DIT lab and workshop staff on effective facility use, safety standards, and integrating commercial	Organize Continuous skill-building training programs on new technologies aligned with real-world market demands	Number of workshops /trainings conducted	At least 5 workshop s or webinars sessions conducte d within 5 years					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	applications into education	Conduct an internal communication campaign through institute emails to promote the benefits of business oriented practicals	Number of communications made	At least 20 times					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		Pair experience d staff with interested staff for mentoring.	Number of mentorship pairings establishe d	At least 100 mentorshi ps pairings establishe d					
2.3.3 (v)	Collaborate with industry partners to co-develop skill-building programs aligned with market	Conduct surveys and meetings with industry partners to identify current skill gaps and emerging	Number of meetings / Survey conducted	at least five times					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	needs	trends							
		Sign MOUs or agreements with key industry stakeholders for program collaboration	Number of MOUs	At least 5 Signed MOUs					
		Conduct joint laboratory	Number of services conducted	At least 5 services conducted					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		and workshop services with industry partners		d					
2.4.3 (i)	Conduct a thorough analysis of the competitive strategies and identify market gaps	Conduct competitor benchmarking	Number of benchmarking conducted	At least 20 competitor benchmarked					
		Survey industry needs and client	Number of survey conducted	At least 5 surveys conducted					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		expectations							
		Prepare and publish a market gap analysis report	Number of markets gaps identified	At least 2 market gaps established					
2.4.3 (ii)	Implement marketing strategies for identified gaps	Develop marketing campaigns targeting the identified gaps	Number of marketing campaigns launched	At least 10 marketing campaign					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		Update website and social media content to reflect new focus	Number of updates done in website and social media	At least 20 updates done in website and social media					
		Organize/Participate promotional events or webinars	Number of promotional events or webinars	At least 5 promotional events participated					
2.4.3 (iii)	Share success stories to	Document case studies and testimonials	Number of case studies documented	At least 5 case studies documented					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	showcase institute capabilities and impact		d	ed					
		Publish success stories on website, social media, and brochures	Number of stories published	Atleast 5 stories published					
		Present success stories during exhibitions and conference	Number of exhibitions and conference s participate d	At least 10 exhibition s and conferenc es participat					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		s		ed					
2.4.3 (iv)	Establish collaboration and partnerships between DIT FactoryEdu Hub, departments and other stakeholders for service	Organize regular stakeholder meetings and networking sessions	Stakeholder meeting organized	At least 10 stakeholders meeting organized					
		Develop MoUs or collaboration agreements	Number of MoU established	At least 5 MoU established					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	delivery	Jointly design and deliver specialized services	Number of joint service delivery initiatives	At least 5 joint service delivery initiatives					
2.5.3 (i)	Develop a comprehensive DIT FactoryEdu Hub business model outlining the strategic focus sustainable	Conduct thorough analysis for academic, research, innovation, and business practices.	Number of analytical reports produced	At least 1 analytical report produced					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	academic and business practices	Assess Infrastructure and Resources of DIT FactoryEdu Hub to determine needs and expansion opportunities	Number of assessment reports produced	At least 1 assessment report produced					
		Develop a business integration model that	Number of business models	Business model implemented					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		interlinks academic advancement, research development, innovation initiatives and income-generating operations	developed						
		Conduct Monitoring, Evaluation and Reporting	Number of Monitoring and Evaluation	At least 5 Monitoring and Evaluation					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		for sustainability reviews	reports produced	n reports produced					
2.5.3(ii)	Create awareness of the business sustainability plan among all DIT staff and stakeholder	Conduct awareness workshops and seminars for all staff and potential stakeholders	Number of workshops and seminars conducted	At least 5 workshops and seminars conducted					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	s	Disseminate information featuring sustainability issues and opportunities.	Number of published information for sustainability issues and opportunities.	At least 5 sustainability issues and opportunities documents disseminate					
2.5.3(iii)	Review performance progress of the laboratories and workshops Unit	Conduct awareness workshops and seminars for all staff and potential	Number of workshops and seminars conducted	At least 5 workshops and seminars conducted					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	activities in line with strategic goals	stakeholder s							
		Disseminate information featuring sustainability issues and opportunities.	Number of published information for sustainability issues and opportunities.	At least 5 sustainability issues and opportunities documents disseminate					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
2.5.3(iv)	Secure national and international standard certifications and registration for laboratories and workshops	Conduct gap analysis against relevant national and international standards required.	Number of certifications compliance analysed reports	At least 1 certification compliance analysis reports Produced					
		Develop corrective action plans to address identified gaps	Number of corrective action plans report developed	At least 1 corrective action plans report developed					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		Conduct training for personnel on standard requirements and best practices	Number of training sessions conducted	At least 5 training sessions conducted					
		Acquire national/international certifications for laboratory/workshop	Number of certifications for personnel and laboratory/workshop acquired	At least 10 personnel and 2 laboratory/workshop certified					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
		Maintain certification through regular audits and continuous improvement	Number of audits report produced	At least 2 audits report produced					
2.5.3(iv)	Develop research grants proposals to secure funds for improving	Identify relevant national and international funding opportunities	Number of funding opportunities identified	At least 10 opportunities identified					

No.	Strategy description	Activities	KPI	Target	Time Frame				
					202 5/26	202 6/27	202 7/28	202 8/29	202 9/30
	or establishing laboratories and workshops.	Form proposal writing teams and assign responsibilities	Number of active proposal teams formed	At Least 10 teams formulated					
		Prepare and submit grant proposals	Number of proposals submitted	At Least 10 proposals submitted					

CHAPTER FIVE

ENFORCEMENT, REVIEW, MONITORING AND EVALUATION

The chapter outlines the critical issues that will guide the ongoing assessment and enforcement of compliance, the monitoring of progress, and the evaluation of outcomes. The effective governance and the successful implementation of DIT FactoryEdu Hub Operational Policy and Procedures rely on robust mechanisms for enforcement, review, monitoring, and evaluation. These components ensure that objectives are achieved efficiently, equitably, and sustainably while fostering accountability, transparency, and continuous improvement.

5.1. Enforcement

The enforcement of DIT FactoryEdu Hub operational procedures is critical for maintaining consistency and achieving desired outcomes. Enforcement will include the following measures:

- (i) **Clear Communication:** All personnel will be informed of the operational procedures through training sessions, written communications, and accessible documentation.
- (ii) **Role-Specific Responsibilities:** Responsibilities for adhering to and enforcing procedures will be clearly assigned to individuals or teams;
- (iii) **Audits and Inspections:** Regular audits and inspections will be conducted to verify compliance with established operational procedures;
- (iv) **Corrective Actions:** Non-compliance will be addressed through corrective actions, which may include retraining and disciplinary measures as per the Government rules and regulations.
- (v) **Operationalization:**
 - a) The DIT FactoryEdu Hub Operational Policy and Procedures shall come into operation once approved by the Council.
 - b) The document shall apply to all Institute Governing Units including main campus and other campuses as far as is applicable to the laboratory activities, workshop activities and other related operational matters.
 - c) The Director of the DIT FactoryEdu Hub shall oversee the

compliance and ensure staff observes the principles set in this Operational Policy and Procedures.

5.2. Review

The operational procedures shall be subject to regular and systematic reviews to ensure they remain relevant, effective, and aligned with DIT FactoryEdu Hub objectives and regulatory requirements. The review process will include the following steps:

- (i) **Scheduled Reviews:** Operational procedures will be reviewed at least once in every five (5) years or as required by changes in Institute or DIT FactoryEdu Hub goals, industry standards, or regulatory requirements.
- (ii) **Stakeholder Input:** Input from relevant stakeholders, including employees, managers, and external experts, will be solicited to improve procedural effectiveness.
- (iii) **Documentation Updates:** Any identified changes will be incorporated into the procedures and communicated to required stakeholders.
- (iv) **Approval Process:** Every review and amendment of the DIT FactoryEdu Hub Operational Policy and Procedures shall undergo an approval process involving designated authorities to ensure compliance and alignment with Institutional standards and thereafter the DIT FactoryEdu Hub Operational Policy and Procedures shall come into effect upon approval by the Council.

5.3. Monitoring and Evaluation

The Monitoring and Evaluation (M&E) are critical processes for ensuring the efficiency, effectiveness, and continuous improvement of DIT FactoryEdu Hub operational procedures. The M&E should monitor and evaluate the DIT FactoryEdu Hub operations to ensure compliance with established standards, safety, and quality of service delivery.

DIT FactoryEdu Hub shall formulate the standard and efficient processes for monitoring and evaluation activities conducted in laboratory and workshop settings, providing clear procedures for data collection, analysis, and reporting to maintain quality and safety standards. Furthermore, the Unit shall develop the M&E framework to govern the monitoring and evaluation of all activities in the DIT FactoryEdu Hub.

Effective implementation of DIT FactoryEdu Hub Operational Policy and Procedures will heavily depend on monitoring and evaluation (M&E) which will give out implementation progress and provide the analysis report for the achievement of the objectives. The DIT FactoryEdu Hub should consider that the M&E shall be an integral component of the implementation of the DIT FactoryEdu Hub Operational Policy and procedures and should be factored into planning.

The DIT FactoryEdu Hub Advisory Committee shall meet at least quarterly to receive feedback on M&E the achievements to ensure adherence to

- (i) Established DIT FactoryEdu Hub operational procedures;
- (ii) Aligning of activities with established procedures;
- (iii) effectiveness of DIT FactoryEdu Hub Operational Procedures
- (iv) Analyzing data collected through monitoring activities and making informed adjustments or decisions.

APPROVAL STATEMENT

This DIT FactoryEdu Hub Operational Policy and Procedures was approved at the Council meeting held on in the DIT Board Room at Dar es Salaam.

Prof. Preksedis M. Ndomba
RECTOR

ANNEX 1: STANDARD FORM FOR LISTING TEACHING MATERIAL

DAR ES SALAAM INSTITUTE OF TECHNOLOGY DIRECTORATE OF ACADEMIC STANDARD FORM FOR LISTING TEACHING MATERIAL

PART A: PARTICULARS OF THE MODULE MASTER

1. Name of a Module Master:
2. Designation:
3. Email Address:
4. Phone/Mobile Number:

PART B: DETAILS OF THE INTENDED PRACTICALS/FIELD/SITE WORKS

5. Module Code and Name:
6. Description of the end service/product intended to be achieved through the practical/field/site works:
.....
7. Description of the practical/field/site works to be conducted in order to end up with the finished service or product in (5) above:
 - (i) Practical/field/site work No.1:
Objective:
 - Activities:
 - Outcome:

(ii) Practical /field/site work No.2:

Objective:

Activities:

Outcome:

Etc

PART C: TOOLS AND MATERIALS

S/N	Description of tools/material	Quantity	Cost per item	Total	Practical /field/site No.
					1
Sub Total 1					
					2

S/N	Description of tools/material	Quantity	Cost per item	Total	Practical /field/site No.
Sub Total 2					
Grand Total					

PART D: VERIFICATION

8. Signature of the Module Master: Date:

9. *Approved/Not Approved by the Head of Academic Department:

Name: Signature: Date:

**The Head of Academic Department will consolidate the lists from all Module Masters and submit them to the Director of Academic for verification and approval before proceeding with the procurement process using the Government/Institute Procurement Procedures.*