

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



INSTITUTE STUDENTS ACCOMMODATION BUREAU (ISAB) POLICY

**FEBRUARY 2013
AS AMENDED BY SEPTEMBER 2017**

STUDENTS ACCOMMODATION POLICY

PART ONE

Interpretation.

In this Policy, unless the context requires otherwise:

“Academic year” means learning period as stipulated in the Institute regulation.

“Blocks” means Halls of Residence numbered I to V and the Chang’ombe hostel or any other students hostels of the Institute

“Council” means the Council of Dar es Salaam Institute of Technology

“Institute” means the Dar es Salaam Institute of Technology and other Institute campuses

“Regulations” means Dar es Salaam Institute of Technology Students Regulations, rules or instructions duly made by the Institute

“Block Superintendent” means any officer of the institute in- charge of a given hall or block of residence

1.0 Introduction

The Dar es Salaam Institute of Technology (DIT) is located in the city centre of Dar es Salaam, at the junction of the Morogoro and Bibi Titi Mohamed Roads. It was established in 1997 through Parliament Act, DIT Act No. 6 of 1997. DIT is fully accredited by the National Council for Technical Education (NACTE) to offer technician and engineering programmes, in Masters level, degree, ordinary diploma and Basic Technician certificate.

DIT has been growing in every aspect since it embarked on the Institutional Transformation Programme in 1997. Students’ accommodation needs have also been demanding in line with the Institutional Transformation Programme. Its provision of competence based technical education through training, research, innovation and development of appropriate technology has enabled

rapid expansion of students enrollment that has exerted considerable stress on accommodation services.

In its effort to resolve this challenge, the Institute has found it necessary to establish Accommodation Policy in line with Institute Students' Accommodation Bureau. The main task of this semi-autonomous body is to manage provision of the available hostel accommodation in the Institute premises and outsource from private landlords' hostels.

The Students Accommodation Policy addresses an important component of the Student Affairs Policy. The policy stipulates that:

- 1.1 The Dar es Salaam Institute of Technology is not fully responsible for providing accommodation services to students. However, the institute through ISAB shall provide whenever necessary accommodation services to Government sponsored Ordinary Diploma students.
- 1.2 Both students by-laws and Accommodation Agreements shall be used in the management of Institute and non – Institute accommodation facilities.
- 1.3 There shall be an Institute Students Accommodation Bureau (ISAB) which shall be a semi autonomous entity responsible for the provision of accommodation services to students.
- 1.4 There shall be an accommodation committee responsible for scrutinizing and allocating students accommodation services on campus and Chang'ombe Hostel. The committee will report to the Dean of Students. The committee shall involve Institute Students Accommodation Bureau (ISAB) manager, Accommodation Officer, DITSO Minister for Accommodation, DITSO Deputy Minister for Accommodation and Hostel Superintendents.

2.0 Students' Eligibility for Securing Accommodation Services at DIT

All DIT students are eligible for accommodation services. However, as accommodation facilities are limited, the Institute neither guarantees accommodation to any student nor obliged to prove the same to students. So students are strongly encouraged to look for private accommodation in the city in case effort to secure ISAB allocation fail. For the limited accommodation spaces available, the following criteria shall be used in allocating accommodation for students preferentially for those who have applied for accommodation from ISAB:

- (i) Ordinary Diploma, full time government sponsored students residing away from Dar es Salaam
- (ii) Disabled students
- (iii) Foreign students
- (iv) First year Ordinary Diploma privately sponsored female students currently residing away from Dar es salaam
- (v) Continuing privately sponsored Ordinary diploma female students residing away from Dar es salaam
- (vi) First year undergraduate female students residing away from Dar es salaam
- (vii) Continuing undergraduate female students residing away from Dar es Salaam
- (viii) Continuing Ordinary diploma privately sponsored male students currently residing away from Dar es Salaam
- (ix) First year undergraduate male students currently residing away from Dar es salaam

Given the order of priority above, ISAB will sort the names of students according to these categories and proceed with the allocation process. It should be noted that Postgraduate, Evening Class, Day Ordinary Diploma, Basic Certificate Computer (IT) Students are not eligible for Institute accommodation, however, if situation allows, they can be considered. In

addition to this only one third of DITSO leaders in the Cabinet and President's office collectively will be considered for accommodation. The mode of application for accommodation shall be determined by ISAB

3.0 Off-Campus Accommodation

Private accommodation agreements will be settled between students and the respective landlords. However, ISAB Manager in collaboration with the Dean of Students can assist in making available a list of private accommodation possibilities for students who find it difficult to locate places to rent. It should be clearly understood, however, that agreements made under such circumstances remain between the student and the particular landlord.

4.0 Family Accommodation

The Institute does not provide accommodation for couples or families, and that students are not allowed to live with spouses or children in hostels. Married students wishing to stay with their families must identify and rent suitable off campus accommodations in the city.

5.0 Lease period for DIT accommodation

Students shall be allocated rooms at the beginning of each semester on arrival; they will be required to sign an Accommodation Agreement/Contract, which lasts for one academic year. It should be noted that one academic year contract is for accommodation and not for rooms which may change from semester to semester. The number of students per room shall be as prescribed in the Students' Regulations or decided by the council. Students shall be required to surrender rooms at the end of each semester and leave the hostel premises unless the dean directs otherwise to allow renovation and fumigation.

6.0 Accommodation Rent

- 6.1 Local and Foreign Students shall be accommodated at different rates as shall be approved by DIT Council from time to time.
- 6.2 ISAB shall use economic rents or relevant rents each academic year as shall be reviewed and approved by the governing council from time to time and that rent shall be paid in full at the beginning of each academic year.
- 6.3 Money collected from lessee students, the Institute and other sources for purpose of accommodation payment shall be deposited in a DIT Account and be ring fenced for hostel activities only.

7.0 Maintenance of Accommodation Facilities

- 7.1 ISAB Maintenance Officer will always make sure reported maintenance cases are urgently attended to.
- 7.2 ISAB Manager and Estates Department shall prepare long and short-term maintenance plans.

8.0 Proper Use of Institute Properties and Services

Communal properties such as washing places, toilets, public utilities etc. should be cared for by all students. Directives and penalties on use of Institute properties and services are stipulated in Students Regulations.

9.0 Temporary Employment of Students

During peak/critical times when students are checking in and out of hostels, ISAB may employ few students temporarily to assist Accommodation Officer in managing this task. In this case students shall be considered as mature and responsible adults in terms of remunerations.

Their roles shall be as follows;

- (i) To handle accommodation facilities such as mattresses and keys that are issued to or returned by resident students.
- (ii) To inspect each room and establish the status of inventory and room condition in comparison to inventory list issued to students at the beginning of the semester. Each student taking up such temporary employment will enter into a contract with ISAB and payment will be performance based.

10.0 Cooking Facilities

Possession and/or using cooking and/or heating appliances are strictly prohibited to any student as it has severe impact on costs of electricity, maintenance and sewerage systems. Also it can endanger the hostel life span and hostel residents. The lessee will face instant eviction from the room by the ISAB Manager once committed this offence.

11.0 Provision of Adequate Water

The Institute is responsible to provide adequate water in its hostels. The Institute shall use its resources (technology) and solicit funds to put in place plans to construct water reservoir tank. This will be able to provide water to DIT students in case of water shortage.

12.0 Random Check-Ups in Hostel

DITSO leaders shall or shall not be informed of the inspection of rooms and hostel properties as Institute administration may deem fit. These inspections are intended to establish unreported damage to rooms, illegal events in hostel premises including illegal tenants, and shall not be time bound.

13.0 Exchange of Rooms

Accommodation Agreement and Student By-Laws clearly stipulate that illegal exchange of rooms will result to instant eviction from the room by the Bureau. Students accommodated in DIT hostel shall not duplicate keys without written permission from the responsible person of the respective hostel.

14.0 Reporting of Violation of Accommodation Agreement

Every resident student shall report any violation of accommodation agreement including subletting, illegal exchange of rooms, cooking in the rooms, possession of unauthorized appliances such as cookers, fridges etc. Failure of which shall result into eviction and associated fines in accordance with Student By-Laws and Accommodation Agreement.

15.0 Strategies for Searching Accommodation Opportunities in the Private Market.

ISAB Management will;

1. Invite landlords to advertise rooms available for rent in their estates.
2. Arrange to visit the advertised houses available for rent against preferred standard to build an information data base that may be needed in advertising students effectively.
3. Prepare, update and maintain an accommodation register to keep record of available rooms and a record of students' residential address residing in a rented hostel.

16.0 Checklist for Desired Standard for Private Landlord's Houses Quality and Location

- (i) The exterior: The house should be located along the road and free from signs of damage on the roof, leakage gutters, and wet brickwork and holed mosquito wires.

- (ii) The interior: It should have continuous and clear schedule of cleanliness and integrity of paintworks and fixtures.
- (iii) Wetness: Free from any signs of wetness or mould in the houses/flat. Firm cupboards and furnishings, walls and ceilings.
- (iv) Ventilation: Rooms should have enough ventilation, including bathroom and kitchen.
- (v) Furniture: The house should be well equipped with furniture.
- (vi) Bathroom: Availability of clean water and clear sewage system.
- (vii) Lighting: The house should possess enough electricity power supply.
- (viii) Bills: The landlord should have clear arrangements of paying electrical bill, telephone bill (if any) and water bill and no bill liabilities from previous tenants.
- (ix) Keys: Clear handing of keys to the houses/flat or apartment and clear replacement of lost.
- (x) Rubbish disposal: Find out the arrangements for rubbish disposal including provision of dustbins be provided.

PART TWO

Institute Students' Accommodation Bureau (ISAB)

2.1 Introduction

Management of students' accommodation facilities at any transforming institute like DIT requires close attention. This is due to the fact that students' enrollments have been changing year after year and hence demands more accommodation facilities. The inadequate furnishing, out of order hygiene service outlets and tempered electrical installation inside blocks are always complaints from students. There is also a constant problem of maintenances of hostel blocks and collection of full accommodation charges from students who do not only apparently think that occupying the residence halls are their right, but also think that they are inconvenienced when told to vacate the rooms at the end of each semester.

It is therefore, appropriate for the institute management to form a bureau which will provide permanent solutions to all these problems related with students' accommodation within the Institute. The bureau shall take proper measures to increase number of students accommodated by the institute and search from Landlords accommodation premises to be used as students hostels whose rooms are then sublet to needy students.

2.2 Need for Establishment of ISAB

Since DIT is among of the transforming institutes and located in the city centre, there has been a continuous problem of managing accommodation facilities. A few of the major problems are:

- i) Failure of some students to adhere accommodation rules and regulations, etc
- ii) There have been a continuous increasing number of private

sponsored students each year who are ready to pay for private accommodation facilities.

- iii) There have been long processes of acquiring maintenance for hostels rehabilitation which delays restoration of services in hostel blocks.
- iv) Some petty thieves have from time to time invaded residence blocks and stole water taps, students clothing and window louvers.
- v) The institute from time to time undertook very expensive exercise of making major rehabilitations to all residence blocks. But this has provided facilities partly due to the behaviour of students tempering or removing, or damaging the new fixtures and electrical installations.

2.3 Functions of ISAB

- (i) To assist the Institute in implementing student Accommodation Policy;
- (ii) To manage student accommodation facilities, opportunities and related issues;
- (iii) To formulate and administer accommodation agreements between DIT and student;
- (iv) To formulate and enforce mechanisms which ensure that tenant students comply with hostel accommodation regulations;
- (v) To manage student hostels including room properties;
- (vi) To use approved criteria to allocate rooms to students in a fair, consistent and transparent manner;
- (vii) To collect rent on behalf of DIT from students allocated rooms using Institute's guidelines approved by the DIT council from time to time;
- (viii) To ensure that all monies collected from the students of the Institute and other sources are deposited in a DIT/special account;

- (ix) To enforce measures to be taken against students who default on rent payments.
- (x) To publicize student accommodation opportunities in the private market by providing a checklist that guides students in identifying suitable accommodation in the city;
- (xi) To attract private landlords to advertise to student accommodation in acquired hostels as per Memorandum of Understanding (MoU);
- (xii) To monitor compliance of safe and health student accommodation in acquired hostels;
- (xiii) To maintain a data bank of student accommodation and connect students to the public and private accommodation market around the campus.

2.4 ORGANIZATIONAL STRUCTURE OF ISAB

As a semi-autonomous body, the Bureau constitutes the Bureau Manager; Accommodation Officer, Maintenance Officer (From Estate Department), Accountant (Office of the Bursar), Warden, Janitor, Hall attendants and Secretary.

2.4.1 The ISAB Board

(a) Composition

There shall be an ISAB Board constituting of the following members:

- (i) The Chairperson – Registrar,
- (ii) The Bursar of the Institute,
- (iii) The Dean of students,
- (iv) Two DITSO representatives, one of whom must be a female.
- (v) The DITSO Minister responsible for accommodation,
- (vi) Admission Officer,
- (vii) Estate Manager and
- (viii) ISAB Manager who will be the Secretariat of the Board.

(b) Duties and Responsibilities

- (i) To formulate policies and strategies that guide managerial decision of the ISAB;
- (ii) To receive, review and endorse decisions made by the Bureau Management;
- (iii) To approve the budget of the ISAB.

(c) Meetings of the ISAB Board

The ISAB Board shall meet at least once in every three months on dates to be specified in the DIT almanac.

2.4.2 ISAB Management Team

This committee is composed of a small but function oriented team which shall meet once in every month to review and plan Bureau budgets.

(a) Composition

- (i) Dean of Students – Chairperson
- (ii) ISAB Manager-Secretary
- (iii) Accommodation Officer
- (iv) Maintenance Officer (Representative from Estate Department)
- (v) Accountant (Representative from Office of the Chief Accountant)
- (vi) Warden
- (vii) Janitor
- (viii) The DITSO Minister responsible for accommodation

(b) Duties and Responsibilities

- (i) To formulate guidelines and action plans that implement Bureau Policies and Strategies
- (ii) To prepare Bureau budgets.
- (iii) To deliberate and decide on all issues concerning the Management of the Bureau

- (iv) To advise the ISAB Board and the Principal on issues concerning students' accommodation

2.4.3 ISAB Manager

Appointed by DIT Principal

(a) Qualifications

One with Postgraduate Degree in Psychology/Education/Social work/Human resource.

(b) Duties and Responsibilities

The primary task of the manager is to assist the Institute in implementing the student accommodation policy by developing and managing student accommodation facilities, opportunities and handle all other student accommodation related matters which include the following:

- (i) Taking overall control of ISAB activities;
- (ii) Preparation of an action plan and budget for the Bureau;
- (iii) Formation and administration of accommodation agreements;
- (iv) Enforcement of mechanism for timely payment of rent by students;
- (v) Proper administration and management of student hostels and associated properties including fairness transparency and consistent allocation of rooms to students;
- (vi) Ensuring maintenance of safe and healthy environment for students accommodation;
- (vii) Ensuring Maintenance of quality of students accommodation and property in the hostels (and rooms) allocated to student;
- (viii) Management of finance accruing from student accommodation services and other sources including renting rooms when students are on vacation.
- (ix) Offers guidance and counseling services to students in halls of residence.

- (x) Alert community on what rooms are available during student vacations.
- (xi) Performing any other act that the ISAB Board, Head of Students Welfare and Administration Department or Management of the Institute directs.

2:4:4 ISAB Functional Officers

These are the implementing arms of the Bureau. They are professionals in the relevant fields of operations including the Accommodation Officer, Maintenance Office (From Estates Department), Accountant (From Office of the Chief Accountant), and Warden, Janitors and Hall Attendants. Their functions in the Bureau are listed below;

2:4:5 Accommodation Officer

Appointment: DIT Principal.

(a) Qualification

One who is a graduate with background in education/counseling/ social work/project planning, etc.

(b) Duties and Responsibilities

- (i) In charge of the Management of halls of residence and staff working there.
- (ii) Providing counseling and guidance in the halls of residence.
- (iii) Handling problems of accommodation in respect of students in the given hall of residence.
- (iv) Overseeing the Institute By-Laws and regulations guiding the student's life in the halls of residence ensuring that they are being observed and necessary action where such By – Laws or regulations are violated.
- (v) Liaising with relevant officials on rehabilitation and maintenance of halls of residence.
- (vi) Performing any other related duties as may be assigned by his/her superior.

2.4.6 Maintenance Officer (Representative from Estates Department)

All maintenances of the DIT halls of residence will be under the Estates Department.

(a) Qualification

At least holder of Full Technician Certificate

(b) Functions:

(i) To prepare schedule for maintenance.

(ii) To supervisor and renovate the halls of residents.

2.4.7 Bureau Accountant (From Office of the Chief Accountant)

ISAB funds shall be collected by accountant from the Office of the Chief Accountant and deposited in the DIT/special account.

(a) Duties and Responsibilities

(i) Preparation of various accounting schedules as directed by supervisor,

(ii) Follow up on outstanding amounts,

(iii) Preparation of monthly schedule,

(iv) To prepare the Bureau Budget,

(iv) Preparation of ISAB account journals and

(vii) Any other duties as assigned from time to time.

2:4:8 Warden

(a) Qualification

Holder of University Degree with bias in Education/Social Welfare,
Advanced Diploma in Social Work/Community Development.

(b) Duties and Responsibilities

- (i) Assists students counseling and guidance in his/her respective hall of residence.
- (ii) Coordinates students' culture, recreational and sports activities in his/her hall of residence
- (iii) Take care of students' welfare and ensure that the sick are urgently treated and taken care of satisfactorily and keep records.
- (iv) Chair meetings of his/her hall assembly.
- (v) Issues permits to students who may experience emergencies that need absences from campus.
- (vi) Performs any other duties prescribed by the supervisor.

2.4.9 Janitors

(a) Qualification

At least a holder of Diploma in Social Work/Education/ Home Economics or equivalent qualification preferably with past experience in related field

(b) Duties and Responsibilities

- (i) In charge of all rooms, stores and common rooms in a hall of residence
- (ii) Supervises hall attendants in his/her hall of residence
- (iii) Enforce students' rules and regulations
- (iv) Answers questions from students, delegates and other visitors who may require certain information
- (v) Maintain proper residence record
- (vi) Ensures security properly in and around halls of residence
- (vii) Performs any other duties prescribed by his/her senior attendant

2.4.10 Hall attendant

(a) Qualification

At least a holder of National Form Four certificate with passes in English and Kiswahili.

(b) Duties and Responsibilities

- (i) Ensure that all properties and assets at work place are properly kept and safeguarded;
- (ii) Carry machines/equipments;
- (iii) Ensure cleanliness around her/his hall of residence;
- (iv) To report any student misconduct to Janitor;
- (v) Perform any other duties assigned by the relevant officer.

2.4.11 Bureau Secretary

(a) Qualification

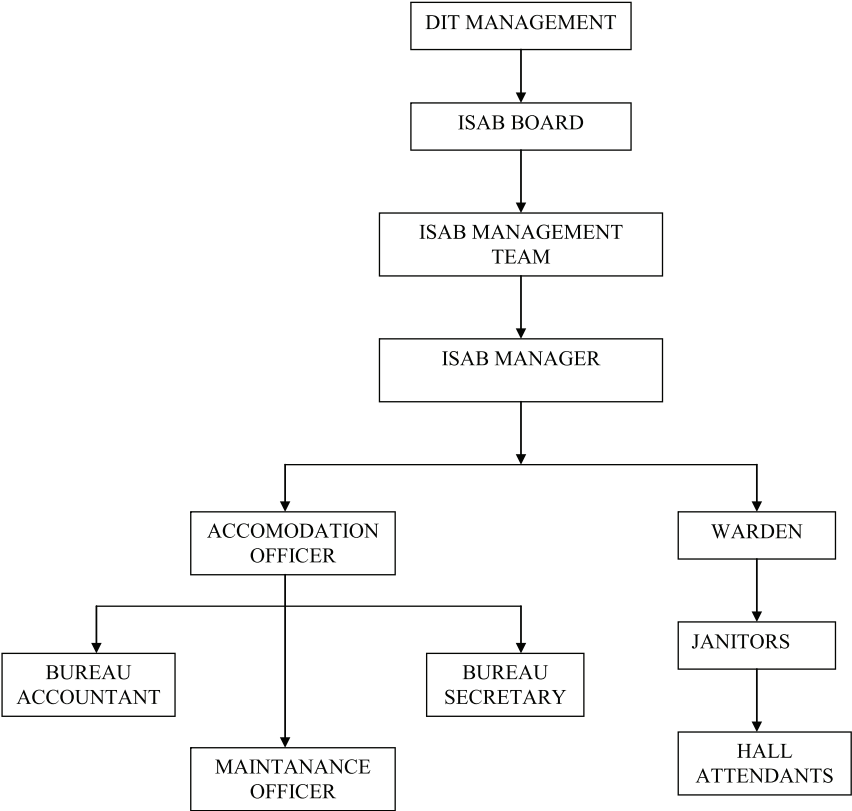
Minimum form IV with passes in Kiswahili and English, plus 100 wpm shorthand in English or Kiswahili and 50 wpm typing, tabulation and manuscript stage III, Secretarial and office procedure stage II and has completed Advanced Computer Course of not less than six months from government recognized institutions like UCC, DIT, IFM

(b) Duties and Responsibilities

- (i) Type all general correspondences and non confidential matters;
- (ii) To coordinate office requirements;
- (iii) Type letters, minutes, notes, bulletins, certificates charts and stencils;
- (iv) Duplicates reports, letters etc;
- (v) Take proper care of all machines under his/her charge and make sure they are used for official work only.

- (vi) File copies of typed letters in relevant files;
- (vii) Receive and direct visitors;
- (viii) Make sure there are all necessary facilities for proper job performance;
- (ix) Performs any other duties assigned by the Head off department.

**FIG.1: INSTITUTE STUDENTS ACCOMMODATION BUREAU (ISAB)
ORGANIZATION STRUCTURE**



Approval

According to the 81st Council Meeting of the Dar es Salaam Institute of Technology (DIT) held on 28th September, 2017, this DIT Students Accommodation Policy has been read and approved.

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Prof. Apollinaria E. Pereka
CHAIRPERSON, DIT COUNCIL

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Prof. Preksedis M. Ndomba
SECRETARY TO THE COUNCIL

Date

Date.....