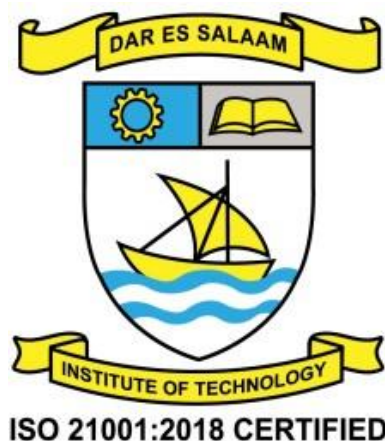


DAR ES SALAAM INSTITUTE OF TECHNOLOGY



**An Agent of Industrialisation, a Progressive and Customer –
Centred Higher Learning Institution**

REGULATIONS AND GUIDELINES FOR INDUSTRIAL PRACTICAL TRAINING FOR NTAs 4-8 PROGRAMMES



Dar es Salaam Institute of Technology

Abbreviations

DIT	-	Dar es Salaam Institute of Technology
IPT	-	Industrial Practical Training
IPTSUPR	-	Industrial Practical Training Supervisor
ILCG	-	Industrial Liaison and Career Guidance
ILO	-	Industrial Liaison Officer
NACTVET	-	National Council for Technical and Vocational Education and Training
NTAs	-	National Technical Awards

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7

Assessment tools

Assessment tools are given in Appendices A – I

Appendix A	: Student Arrival Note
Appendix B	: Institute Supervisor Form
Appendix C	: Industrial Supervisor's Assessment Form
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INDUSTRIAL PRACTICAL TRAINING REGULATIONS

14.1 OVERARCHING PRINCIPLES

14.1.1 The Industrial Practical Training (IPT) is a module forming an integral part of training required for award qualification of NTAs 4 – 8.

14.1.2 The Industrial Practical Training regulations detail courses of action to be taken by DIT on all matters related to the Industrial Practical Training and apply to programmes leading to the qualifications National Technical Award Level 4 – 8.

14.1.3 A candidate shall qualify for the award registered for if he/she has passed all industrial Practical Training modules and satisfied conditions for the Award stipulated in the Institute Examinations Regulations.

14.1.4 The Industrial Practical Training Regulations have to be applied in conjunction with the Institute Examinations Regulations but the later take preference.

14.1.5 Main Objectives

The main objective of Industrial Practical Training (IPT) is to promote the development of appropriate technology that meets national, regional and international needs through skills and practical-oriented training research and consultancy.

14.1.6 Specific Objectives

The specific objectives for the IPT are as follows:

- (a) To expose students to relevant research and production activities being carried out in different industries in the country hence acquiring appropriate basic practical and analytical competencies.
- (b) To enable students to apply their knowledge in practice through understanding of the fundamental principles associated with engineering applications.
- (c) To ensure that on leaving the Institute, a graduate has acquired appropriate skills and knowledge sufficient for any employment (formal or informal) and appreciation that the solution to engineering problem must involve the integration of wider engineering disciplines
- (d) To acquire the initiative, imagination, perception and confidence sufficient to cope with new situations, problems and ideas by critical analysis of situations, synthesis of practical works, etc.

14.1.7 Industrial Practical Training Structure and Outcomes

14.1.7.1 Industrial Practical Training Structure

Industrial Practical Training (IPT) module has specific credit values realized in specified time shown in Table 1.

Table 1. IPT duration

Recommended Timing	Qualification level	IPT Module	Credit values	Duration
End of 2 nd Semester	NTA 4	IPT I	10	10 weeks
End of 2 nd Semester	NTA 5	IPT II	10	10 weeks
End of 2 nd Semester	NTA 7	IPT III	12	9 weeks
End of 4 th Semester		IPT IV	12	9 weeks

14.1.7.2 Industrial Practical Training Outcomes

The following outcomes will be accomplished during the Industrial Practical Training:

- (a) Problem solving ability.
- (b) Ability to manage oneself and others.
- (c) Ability to work collaboratively, including responding to organizational culture.
- (d) Ability to access and use of information.
- (e) Ability to communicate and report effectively, including using computers.
- (f) Ability to develop practical engineering skills.
- (g) Ability to apply theoretical knowledge appropriately in practice.
- (h) Ability to learn from experience.

14.2 IPT PLACEMENT, CONDUCT AND ALLOWANCES/LOANS

14.2.1 IPT Placement

- (a) The Institute will provide as many suitable places as possible for all eligible students to do their IPT. A student may solicit for IPT placements through the Institute and allocated accordingly.
- (b) The allocation of IPT places shall be done by the Institute and be completed and published not later than the commencement of the IPT session.
- (c) For NTAs 4-6 students, Sponsors shall pay IPT allowances/loans either directly to the students or through the Institute.
- (d) For NTAs 7-8 students, Sponsors shall pay IPT allowances/loans directly to the students.

14.2.2 Conduct of IPT

14.2.2.1 IPT arrival not and relocation to a new IPT place

While on Industrial Practical Training

- (a) The 'Arrival Note' prepared by the Institute will be filled in and sent by the student as through ILCG office email that is ilo@dit.ac.tz so as to reach the Institute not later than the second week of the IPT period.
- (b) Failure to send 'Arrival Note' on time would mean total failure in that IPT module.
- (c) Where justifiable, a student may be relocated to a new IPT place by the ILCG Office at the request of the student or IPT Supervisor.
- (d) Each student will be visited at least once by the IPT Supervisor from the Institute. If visited more than once then the supervisor should be different.

14.2.2.2 The Logbook

- (a) The log book serves as the only formal record of the student's Industrial Practical Training performance and should, therefore, be looked after, filled in nearly and should be given the correct priority.
- (b) Logging of tasks (filling the Logbook)

The following guidelines must be adhered to in filling the IPT Logbook.

 - (i) Student's name, Institute Supervisor's name and signature, as well as the Industrial Supervisor's name and signature must be filled in on all pages. The industrial Supervisor also affixes the official stamp on all pages.
 - (ii) The task description must be prefixed by the key work e.g. fabrication, design/drawing, maintenance, problem solving, etc.:
 - (iii) The duration (time in hours) must be logged next to each category.
 - (iv) The task must briefly describe the student's activity in performing the task.
 - (v) The student must not give description of processes or machine functions, instead should describe own tasks/performance.

(c) The IPT Logbook comments

Logbook comments serve as a link between the industry, student and supervisor. It is used as a basis for visitation, follow up, action, etc.:

- (i) Comments can be made about the student's learning experience in relation to the tasks described by both the student and his/her supervisor.
- (ii) Problems or shortcomings, which may affect the learning experience, may be highlighted.
- (iii) Student can make suggestions or recommendations on his/her involvement in the task performed
- (d) All students must make sure that their logbooks are signed and rubber-stamped by the respective Industrial Practical Training Supervisor at least on weekly basis. Failure to do so, the logbook will be considered incomplete, implying total failure in that IPT session.

14.3 ASSESSMENT

- 14.3.1 IPT logbooks and Institute supervisor's report should be handed in to the respective Head of Departments within the first two weeks of the first semester after IPT session.
- 14.3.2 Failure to submit IPT logbooks to the Heads of Departments within the first two weeks of the first semester after IPT session would mean a total failure in that IPT module.
- 14.3.3 Failure to attend at least 80% of the IPT session will mean a total failure in that IPT module
- 14.3.4 The assessment shall be carried out by the respective Department at latest four weeks before the end of the 1st semester after IPT session.
- 14.3.5 IPT results will be presented by the respective Head of Department to the Academic Board for approval and published as provisional results one week before the end of the first semester after IPT session or otherwise as decided by the Academic Committee.
- 14.3.6 A student who fails in any IPT module for reasons including failure of 14.2.2 b & 14.3.2 and 14.3.3 will repeat the IPT session at own cost before graduation.
- 14.3.7 A students will be considered to have failed the IPT if he/she does not comply with the Examination Regulations.
- 14.3.8 A student who does not go to the allocated IPT place without written consent of the ILO will be considered to have absconded and shall be discontinued for studies.
- 14.3.9 The logbook will be retained by the respective department for a period of one academic year after successful completion of the IPT module

14.3.10 Students who only report to the IPT places and disappear shortly thereafter shall be considered to have absconded and shall be discontinued from studies.

14.3.11 Students who do not follow rules and instructions of the IPT place shall be discontinued.

14.4 **IPT SUPERVISION AND RESPONSIBILITIES**

14.4.1 **Supervision Timing and tools**

(a) Supervision of students in their IPT places shall preferably be conducted between the 30% - 70% of the IPT period.

(b) The institute Supervisor shall carry with him/her the following:

(i) Official introductory.

(ii) Students' Arrival Notes.

(iii) Students' Assessment Forms.

(c) The supervision of students will be done by selected academic staff from the Institute.

(d) Training programme where available.

(e) Any other relevant materials.

14.4.2 **Institute IPT Supervisor's responsibilities**

(a) On arrival at the industry, the Institute IPT Supervisor shall contact the IPT Training Supervisor at the respective firm.

(b) The Institute IPT Supervisor shall: -

(i) Discuss with the IPT Supervisor about the student's training programme and performance.

(ii) Check and counter sign the student's logbooks.

(iii) Discuss with each student on the IPT training and give guidance as appropriate.

(iv) Fill in the students' assessment forms.

14.4.3 **Student's Responsibilities**

(a) Register for Industrial Practical Training at the respective Department by the fourth week of the first semester.

(b) Report to the IPT place without failure on the date of commencement of IPT.

(c) Abide to the policies, procedures and regulations of the IPT place.

- (d) Abide to the occupational health and safety rules.
- (e) Conduct himself/herself in a professional and ethical manner throughout the application, placement process and on the training.
- (f) Contact the Office of the ILCG immediately in case of difficulties.
- (g) Ensure that the logbook is evaluated by the IPT Supervisor on a weekly basis.
- (h) Prepare and collect necessary documentation and reports required for students' evaluation.
- (i) Identify and document training experiences and skills acquired.
- (j) Keep daily records of reporting and departure times accordingly.
- (k) Work for eight (8) hours per day.

14.4.4 The Industry Responsibilities

- (a) Provide an orientation to familiarize the incoming student with the industry expectations.
- (b) Discuss with the student's IPT training plan and expected outcomes at the beginning of the IPT training session.
- (c) Provide the student with meaningful training related to his/her field of study in productive work rather than merely observation.
- (d) Provide supervision and training to the student by individuals, who understand and are interested in co-operative education.
- (e) Evaluate the student's work by means of the logbook and industry's evaluation form (if available) once a day or at least on weekly basis
- (f) Provide an overall evaluation of the student's performance and competency at the end of IPT training.
- (g) Ensure the student abides to the company policies, procedures, rules and regulations

14.5 EVALUATION GUIDELINES

14.5.1 Skills Assessment

Student's skills and competency will be assessed by the IPT Supervisor according to the criteria set in the IPT Supervisors' Assessment Form.

14.5.2 Logbook Assessment

- (a) The student's logbook serves as a record of all tasks performed.
- (b) The logbook evaluation will be based on: -
 - (i) Use of the proposed format and correct filling in of log sheets.

- (ii) Assessment of the logged tasks by Industrial Supervisor.
- (iii) Neatness of the logbook, including handwriting and correctness, relevance and diagrammatic presentation.
- (c) The assessment of the logbook shall be done by appointed academic staff from the respective Department.

14.5.3 Technical Report

14.5.3.1 Technical Report for NTAs 4-6

Requirements of technical report for NTAs 4.6 programmes are:

- (a) The report must contain detailed descriptions of learning experiences gained.
- (b) The report must describe all new capabilities which the student obtained.
- (c) Students must demonstrate how theoretical and practical aspects were brought together.
- (d) The report should test the student's communication skills and essential of the life skills required to succeed in any working environment.

14.5.3.2 Technical Report for NTAs 7-8

Requirements of technical report for NTAs 7-8 programmes in addition to those itemized in Section 14.5.3.1 are: -

- (a) The report must describe the organization of the workplace and its operations.
- (b) The student should choose a problem/challenge at the respective IPT place, study, analyse, propose solution and give as assessment of impact if implemented.

14.6 DISTRIBUTION OF MARKS AND RANGES OF SCORES FOR DIFFERENT GRADES.

14.6.1 Distribution of Marks

The final assessment of the Industrial Practical Training shall include all the elements mentioned above and the distribution of marks is summarized in the Table 2.

Table 2: Distribution of marks for the IPT

S/N	Document		*Marks		
			NTAs 4	NTAs 5-6	NTAs 7-8
1	Institute Supervisor’s Report		5%	5%	5%
2	Industrial Supervisor’s Report		5%	5%	5%
3	Logbook (90%)	Daily summary	25%	15%	10%
		Weekly summary	30%	25%	10%
		Technical Report	35%	50%	70%
Total			100%	100%	100%

*Evaluation of each item should be done over 100% using tools given in Appendix I – IV and factored appropriately.

14.6.2 Grading of Scores

All assessed work shall be graded according to the ranges of scores given in Table3.

Table 3: ranges of scores for different grades as specified by the Institute Examination Regulations.

NTA Levels 4-5			NTA Level 6			NTA Level 7-8		
Grade	Definition	Score Range	Grade	Definition	Score Range	Grade	Definition	Score Range
A	Excellent	80-100	A	Excellent	75-100	A	Excellent	70-100
			B+	Well Above Average (Very Good)	65-74	B+	Well Above Average (Very Good)	60-69
B	Above Average (Good)	65-79	B	Above Average (Good)	55-64	B	Above Average (Good)	50-59
C	Average (Satisfactory)	50-64	C	Average (Satisfactory)	45-54	C	Average (Satisfactory)	40-49
D	Below Average (Poor)	40-49	D	Below Average (Poor)	35-44	D	Below Average (Poor)	35-39
F	Failure	0-39	F	Failure	0-34	F	Failure	0-34
I	Incomplete	-	I	Incomplete	-	I	Incomplete	-

Appendix A

DAR ES SALAAM INSTITUTE OF TECHNOLOGY ISO 21001:2018 CERTIFIED

STUDENT'S ARRIVAL NOTE

Name of student
Adm No. Class
Department
Programme
Academic year
Industrial Practical Training period from To
I declare that I have started working with.....
Company/Industry/Organization address
.....
.....
Tel No.
E-mail
Starting date Under the Supervision of
Who is
(Position or post eg-Site -engineer, Inspector, Foreman etc)
The Company Contact Person IS
(eg. Personnel Manager, Technical Manager etc)

Give a short description of where the place is located. Sketch a map on this
paper.....
.....
Date.....Students signature.....
Telephone and Address
Students personal contact
.....
Employer's Signature and Stamp.....

NB: This note should be fully endorsed by the employer; after starting the work, the student should send this note within the 1st three weeks through the:

Fax (255)-(022)-2153200 or Email: ilo@dit.ac.tz

**The Rector,
Dar es Salaam Institute of Technology,
P.O. Box 2958,
DAR ES SALAAM.**

Appendix B

DAR ES SALAAM INSTITUTE OF TECHNOLOGY ISO 21001:2018 CERTIFIED

INSTITUTE SUPERVISOR'S REPORT

Department of:

Company/Industry/Organization.....

.....

.....

Name of student:Adm. No:

Programme: NTA Level..... Department:

Academic year:Class

This is to certify that the above-mentioned student has attended Industrial Practical Training (IPT) with (Company/Industry/Organization).....

fromto for a period of days where he/she has worked as an Craftsman/Technician /Engineer under the supervision of

.....Title.....

The awarding of marks is given under the following grading:

Grade	Definition	NTA 4-5	NTA - 7
		Score Range	Score Range
A	Excellent	80 - 100	65 – 100
B	Good (Above Average)	65 – 79	55 – 64
C	Satisfactory (Average)	50 – 64	45 – 54
D	Poor (Below Average)	40 – 49	35 – 44
F	Failure	0 - 39	0 – 34
I	Incomplete		

A: DISCUSSION MADE WITH THE MANAGEMENT:

Name Position

The discussion is based on the basis of the students to work in an industry

- 1) Ability to cover all assigned topics
- 2) Ability to attend the working place punctually.....
- 3) Ability to work diligently and independently.....
- 4) Ability to cooperate with other members at workplace...
- 5) Ability to express him/herself on technical/engineering jobs....

Sub Total

Max score%	Actual score%
10	
10	
10	
10	
10	
50	

B: DISCUSSION WITH THE STUDENT

The discussion is based on student's skills and knowledge obtained from industry

1. Ability to do assigned jobs to relevant technical field.....
2. Ability to identify new skills or knowledge acquired from the work assignment.....
3. Ability to express the feeling concerning the IPT at the working place.....
4. Ability to draw labeled diagram neatly and the use of proper symbols.....
5. Ability to understand what is written in his/her logbook.....

Sub total

Grand Total (A+B)

Max score %	Actual score%
10	
10	
10	
10	
10	
50	
100	

C. INSTITUTE SUPERVISOR'S REPORT

1. What problems is the student facing?

- i) financial problems
- ii) Social
- iii) Training
- vi) Others

2. What are the steps taken or recommended to rectify the problems

.....
.....

3. General views including suitability of the working place: -

(i) Recommendation on where the student should be placed for the next industry practical training

.....
.....

5. Do you have any information that you shared with industrial supervisor and feel to the Institute?

.....

6. I hereby declare that the information contained in this report is complete and correct to the best of my knowledge.

Supervisor's Name.....

SIGNATURE DATE.....

Note to student: This form should be given your Institute supervisor after his/her arrival for supervision.

Appendix C

DAR ES SALAAM INSTITUTE OF TECHNOLOGY ISO 21001:2018 CERTIFIED

INDUSTRIAL SUPERVISOR'S ASSESSMENT

Department of:

Company/Industry/Organization.....

.....

.....

Name of student:Adm. No:

Programme: NTA Level..... Department:

Academic year:Class

This is to certify that the above-mentioned student has attended Industrial Practical Training (IPT) with us for a period of days. i.e. from

.....to where he/she has worked as an Craftsman/Technician /Engineer under the supervision of

.....

.....

.....

Signature.....

The award of marks is given under the following grading:

		NTA 4-5	NTA - 7
Grade	Definition	Score Range	Score Range
A	Excellent	80 - 100	65 – 100
B	Good (Above Average)	65 – 79	55 – 64
C	Satisfactory (Average)	50 – 64	45 – 54
D	Poor (Below Average)	40 – 49	35 – 44
F	Failure	0 - 39	0 - 39
I	Incomplete		

A. ASSESSMENT

Please comment and award scores depending on student's ability in relation to skills and knowledge.

	Max score%	Max score%
1. Ability to plan, carry out assignment and follow procedures	10	
2. Ability to select proper tools and handling	10	
3. Ability to execute assigned jobs properly and promptly	10	
4. Ability to finish assigned jobs with quality and tidiness	10	
5. Ability to cooperation with other members at workplace	10	
6. Ability to attend at the working place punctually	10	
7. Ability to maintain obedience	10	
8. Ability to initiate activity with self-drive	10	
9. Ability to learn willingly	10	
10. Ability to have self-confidence	10	
Total	100	

B. GENERAL COMMENTS

1. How many days the Trainee absent from training?.....

2. (a) Was any absence communicated to you?.....

(b) If yes please mention the reason(s)

.....

3. What is your general opinion about the trainee's skills and attitudes?

.....
.....
.....

4. What is your opinion on the adequacy of our training at the Institute?

.....
.....
.....

5. Did the Institute supervisor come physically to supervise the student(s)?

.....
.....
.....

I declare that the information contained in here is complete and correct to the best of my knowledge.

Supervisors' Name Position

Signature

Official stamp

Date Place

NB: Please fill this and send it to the Institute using one of the following ways with attention to Head of Industrial Liaison and Career Guidance:

1. Fax (255)-(022)-2153200 and give the original form to the student in a sealed envelope or
2. Email: ilo@dit.ac.tz and give the original form to student in a sealed envelope

If all these ways have failed, kindly send using the following address as the last alternative:

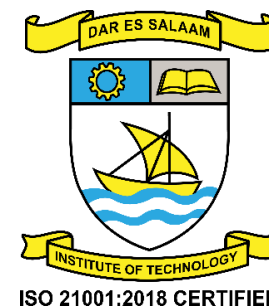
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Dar es Salaam Institute of Technology,
P.O. Box 2958,
DAR ES SALAAM.**

Appendix D



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



ISO 21001:2018 CERTIFIED

Directorate of Academics

Department of Industrial Liaison and Career Guidance (ILCG), P.O. Box 2958, Dar es Salaam, Mobile: +255 784 826977,

E-mail: ilo@dit.ac.tz, Website: <http://www.dit.ac.tz>

IPTSUPR FORM-B

NAME OF SUPERVISOR:

EMAIL ADDRESS:

MOBILE NUMBER:

REGION SUPERVISED:

ACADEMIC YEAR:

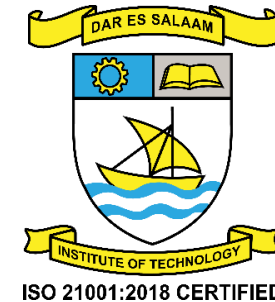
TABLE 4: LIST OF STUDENTS SUPERVISED (DURING SITE VISIT AND SUBMISSION OF IPT LOGBOOKS)

SN	STUDENT'S PARTICULARS					STUDENT'S IPT PLACE AND SIGNATURE			SUBMISSION OF LOGBOOK		
	STUDENT'S NAMES	REG. NO.	MOBILE NUMBER	DEPT. (e.g. CE)	CLASS (e.g. OD22CE)	INDUSTRY / FIRM / ORGANIZATION	DATE VISITED	STUDENT'S SIGNATURE	DATE OF SUBMITTED	STUDENT'S SIGNATURE	SUPERVISOR'S SIGNATURE
1											
2											
3											

Appendix E



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
DAR ES SALAAM INSTITUTE OF TECHNOLOGY



Directorate of Academics

Department of Industrial Liaison and Career Guidance (ILCG), P.O. Box 2958, Dar es Salaam, Mobile: +255 784 826977,

E-mail: ilo@dit.ac.tz, Website: <http://www.dit.ac.tz>

IPTSUPR FORM-C

NAME OF SUPERVISOR:

EMAIL ADDRESS:

MOBILE NUMBER:

REGION SUPERVISED:

ACADEMIC YEAR:

TABLE 5: COMPANIES / ORGANIZATIONS / FIRMS VISITED AND IPT PLACEMENTS SECURED FOR THE YEAR

SN	COMPANY / FIRM VISITED	OFFICER'S NAME	POSITION	MOBILE NUMBER	EMAIL ADDRESS	NUMBER OF SECURED PLACEMENTS	SIGNATURE
1							
2							
3							
4							

Appendix F



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
DAR ES SALAAM INSTITUTE OF TECHNOLOGY



Directorate of Academics

Department of Industrial Liaison and Career Guidance (ILCG), P.O. Box 2958, Dar es Salaam, Mobile: +255 784 826977,

E-mail: ilo@dit.ac.tz, Website: <http://www.dit.ac.tz>

IPTSUPR FORM-D

NAME OF SUPERVISOR:

EMAIL ADDRESS:

MOBILE NUMBER:

REGION SUPERVISED:

ACADEMIC YEAR: **2023/2024**

TABLE 6: SUBMISSION OF IPT LOGBOOKS BY IPT SUPERVISOR TO RESPECTIVE ILCG DEPARTMENTAL COORDINATOR(S)

SN	ILCG COORDINATOR'S NAMES	DEPARTMENT	NUMBER OF LOGBOOKS SUBMITTED	DATE OF SUBMISSION	SIGNATURE OF ILCG COORDINATOR	SIGNATURE OF IPT SUPERVISOR
1						
TOTAL NUMBER OF LOGBOOKS						

Appendix G



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
DAR ES SALAAM INSTITUTE OF TECHNOLOGY



Directorate of Academics

Department of Industrial Liaison and Career Guidance (ILCG), P.O. Box 2958, Dar es Salaam, Mobile: +255 784 826977,

E-mail: ilo@dit.ac.tz, Website: <http://www.dit.ac.tz>

IPTSUPR FORM-E

NAME OF ILCG COORDINATOR:

EMAIL ADDRESS:

MOBILE NUMBER:

DEPARTMENT:

ACADEMIC YEAR: DEADLINE OF SUBMISSION:

TABLE 7: IPT LOGBOOKS RECEIVING FORM FROM INSTITUTE SUPERVISORS

SN	INSTITUTE SUPERVISOR'S NAME	RECEIVING OFFICER'S NAME	NUMBER OF LOGBOOKS RECEIVED	SIGNATURE OF INSTITUTE SUPERVISOR	SIGNATURE OF RECEIVING OFFICER'S	DATE OF SUBMISSION
1						
TOTAL NUMBER OF LOGBOOKS						

Appendix H



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY**

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



Directorate of Academics

Department of Industrial Liaison and Career Guidance (ILCG), P.O. Box 2958, Dar es Salaam

Mobile: +255 784 826977,

E-mail: ilo@dit.ac.tz, Website: <http://www.dit.ac.tz>

From (Name of Institute Supervisor):

Department:.....

email address:.....

Mobile phone:.....

To: Director of Academics

U.F.S.: Head, Department of Industrial Liaison and Career Guidance (ILCG)

RE: IPT SUPERVISION REPORT FOR THE ACADEMIC YEAR

Reference is made to the above subject

I was appointed as an Institute IPT Supervisor during the academic year.....

I was assigned to supervise all NTA Level 4, NTA Level 5 and NTA Level 7 students in the region(s) of and starting on through During the supervision exercise the following have been noted:

A. NUMBER OF STUDENTS AND IPT PLACES

1. Total number of IPT places visited: (*State the number of the places you visited to supervise students*):

2. Total number of students supervised: (*State the number of students supervised*):
3. Total number of IPT places visited to request for new placements for academic year.....: (*State the number of the places you only visited for the purpose of requesting for IPT placements*):
4. Technical issues (*describe briefly on the general and specific (if any) technical skills acquired and challenge encountered by the student(s) at the IPT place(s)*):.....
.....
5. Social issues (*describe briefly on the general and specific (if any) social skills acquired and challenge encountered by the student(s) at the IPT place(s)*):.....
.....
6. Total number of students supervised from DIT Main Campus (DSM): (*State the number of students supervised and belonging to the Dar es Salaam Campus*):
7. Total number of students supervised from Songwe Campus: (*State the number of students supervised and belonging to the Songwe Campus*):
8. Total number of students supervised from Mwanza Campus (DSM): (*State the number of students supervised and belonging to the Mwanza Campus*):
9. Total number of students who submitted the IPT logbooks and reports before the deadline: (*State the number of students supervised and submitted the IPT Logbooks and Reports by*)

B. IRREGULARITIES ENCOUNTERED:

1. Total number of students who were in my location of supervision but were not physically present during visit:

Reason for the irregularity:

Table 8: List of students within the location of my supervision but were not reached

SN	Name of Student	Registration Number	Place of IPT
1			
2			

Institute Supervisor's Actions taken:

2. Total number of students who failed to submit the IPT logbooks and reports before the deadline: (*State the number of students supervised but did not submit the IPT Logbooks and Reports by*)

Reason for the irregularity.....

Table 9: List of students supervised but failed to submit the IPT Logbooks and reports before the deadline

SN	Name of Student	Registration Number	Place of IPT
1			

Institute Supervisor's Actions taken:

C. SEARCHING OF IPT PLACEMENTS FOR THE ACADEMIC YEAR 2026/2027

1. Total number of firms / institutions visited (with and without students)
2. Total number of placements pledged.....
3. Total number of firms / institutions which resisted to pledge any placements.....

D. RECOMMENDATIONS AND ADVICE

General recommendations from the stakeholders:

Specific recommendations from the stakeholders:

General recommendations from the Institute Supervisor:

Specific recommendations from the Institute Supervisor:

ATTACHMENTS:

- (i) Forms B, C, D
- (ii) Institute Supervisor's Reports for students with irregularities
- (iii) Institute Supervisor's Reports for students from other campuses
- (iv) Application forms with secured IPT Placements for the academic year
.....
- (v) Photos (if any)
- (vi) Any useful information

Submitted by:_____

(Signature:_____)

(Full Names_____)

(Academic Position (*e.g. Assistant Lecturer, Professor, etc.*))

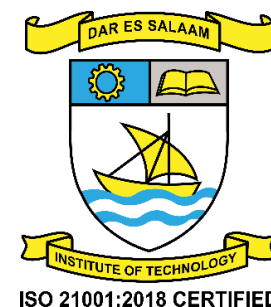
Date:_____

Appendix H



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**

DAR ES SALAAM INSTITUTE OF TECHNOLOGY



Directorate of Academics

Department of Industrial Liaison and Career Guidance (ILCG), P.O. Box 2958, Dar es Salaam, Mobile: +255 784 826977,

E-mail: ilo@dit.ac.tz, Website: <http://www.dit.ac.tz>

IPTSUPR FORM-G

NAME OF ILCG HEAD:

EMAIL ADDRESS:

MOBILE NUMBER:

ACADEMIC YEAR:

DEADLINE OF SUBMISSION:

TABLE 10: IPT INSTITUTE SUPERVISOR'S REPORT SUBMISSION

SN	INSTITUTE SUPERVISOR'S NAME	RECEIVING OFFICER'S NAME	REPORT	FORM B	FORM C	FORM D	IRREGUL.	OTHER CAMPUSES	PLACEMENT	SIGNATURE OF INSTITUTE SUPERVISOR	SIGNATURE OF RECEIVING OFFICER'S	DATE OF SUBMISSION
1												
TOTAL REPORTS, ETC.												