

CHUO CHA USTAWI WA JAMII



NEW STUDENTS' ORIENTATION PROGRAM

ACADEMIC YEAR 2025/2026

NTA LEVELS 4, 5, 6, 7,9 &POSTGRADUATE DIPLOMA (03rdNOVEMBER – 14th NOVEMBER, 2025)

Week One**Day One- 03rd November, 2025**

Time	Event	Description	Responsible Person	Venue
08:00-18:00 Hrs	Students Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	LIBRARY II

Day Two- 04th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-18:00 Hrs	Students Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II

Day Three- 05th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-18:00 Hrs	Students Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II

Day Four- 06th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-18:00 Hrs	Students Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	LIBRARY II

Day Five- 07th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-18:00 Hrs	Students Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	LIBRARY II

Week Two

Day One - 10th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-1:00 Hrs	Students Registration	- New students to pay tuition/hostel fees - Generation of Control numbers - Photograph taking - Issuing IDs - Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
11:00-12:00	Library Services (all NTA levels)	Library Orientation	Library sections and OPAC (KOHA)	Librarians (LUCY and PHILLIPINA)
12:00-13:00 Hrs	Students' services and Development Levels 4,5&6 (Certificates and Diploma)	ISW Residence Life Resources and opportunities for student engagement	Dean's Office and ISWOSO Leadership	Library II
13:00-14:00 Hrs	LUNCH BREAK	LUNCH BREAK	STUDENTS	CAFETERIA
14:10-16:00 Hrs	Students Life at ISW -NTA Levels 4,5&6 (Certificates and Diploma)	A Session on - Campus Life. - Comprehensive sexual education (online) - Awareness creation on bribery, sexual harassment, sexual bribery complaints desk, Counseling on sexual violence, HIV AIDS and Gender etc	Responsible Person (RUFINA/ASYA/UNESCO)	Library II
16:10-16:50 Hrs	Students Life at ISW- NTA Levels 4,5&6(Certificates and Diploma)	Self-awareness creation for new students	Responsible Staff DUNSTAN HAULE/RUFINA	Library II

Day Two – 11th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-09:30 Hrs	Student Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
09:30-11:00 Hrs	Academic Advising and Registration - NTA Levels 4,5&6 (Certificates and Diploma).	Enlightening students on examination regulations, process of getting academic certificates and ID cards	DASS Office, HoDs and ICT –Academic. FRANK GOHA, MASIMBO, REHEMA, MADIHI)	Library II
11:00 – 13:00 Hrs	General Education Overview - NTA Levels 4,5&6 (Certificates and Diploma).	New students gaining insight on academic life, curriculum, students' responsibilities and expectations	DR ARC and Heads of Academic Departments.	Library II
13:00-14:00 Hrs	LUNCH BREAK	LUNCH BREAK	STUDENTS	CAFETERIA
14:00-15:00	Library Services (all NTA levels)	Library Orientation	Library sections and OPAC (KOHA)	Librarians (LUCY and PHILLIPINA))
16:00-18:00 Hrs	Campus Tours & assistance on outside hostels	Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation	Dean's Office and ISWOSO Leadership	ISW

Day Three – 12th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-10:00 Hrs	Student Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking • Issuing IDs • Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
10:00-11:00 Hrs	TCRA vs Communication (All NTA levels)	TCRA awareness raising on proper communication	Responsible Person (Dean's Office)	Library II
11:10-12:10 Hrs	NMB/CRDB/STANBIC (All NTA levels)	A Session on • Financial issues (management)-account opening	Responsible Person Personnel from NMB/CRDB Banks	Library II
12:10-13:00 Hrs	Sensitization on students' loans NTA levels 7-9 (Bachelor Degree, Postgraduate Diploma and Master Degree)	A Session on • Issues related with students' loans	Personnel from HESLB/Stanley/Isabella	Library II
13:00-14:00 Hrs	LUNCH BREAK	• LUNCH BREAK	STUDENTS	CAFETERIA
14:10-16:00 Hrs	Students Life at ISW NTA levels 7-9 (Bachelor Degree, Postgraduate Diploma and Master Degree)	A Session on • Campus Life. • Comprehensive sexual education (online) • Awareness creation on bribery, sexual harassment, sexual bribery complaints desk Counseling on sexual violence, HIV AIDS and Gender etc,	Responsible Person (RUFINA/MASHISHANGA/ASYA/UNESCO)	Library II

16:00-18:00	Students Registration	• New students to pay tuition/hostel fees • Generation of Control numbers • Photograph taking	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
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Day Four -: 13rd November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-09:30 Hrs	Student Registration	- New students to pay tuition/hostel fees - Generation of Control numbers - Photograph taking - Issuing IDs - Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
09:00-10:00 Hrs	Students' life at ISW (All NTA levels)	A Session on Digital skills and Employability	Niajiri & ISW Innovation Hub (DR. NURU)	Library II
10:00-10:30 Hrs	Exodus Advisory (All NTA levels)	A session on Financial literacy	Exodus Advisory	Library II
10:30-11:40 Hrs	General Education Overview NTA levels 7-9 (Bachelor Degree, Postgraduate Diploma and Master Degree)	New students gaining insights on academic life, curriculum, students' responsibilities and expectations	DR ARC and Head of Academic Departments	Library II
11:50 – 12:30 Hrs	Library Services (All NTA levels)	Library Orientation	Library sections and OPAC (KOHA)	Librarians (LUCY and PHILLIPINA))
12:35- 13:15 Hrs	NHIF -NTA Levels 4,5&6 (Certificates and Diploma).	A Session on Issues to do with Students' NHIF issues	NHIF Personnel/ STANLEY	Library II
13:00-14:00 Hrs	LUNCH BREAK	LUNCH BREAK	STUDENTS	CAFETERIA
14:10 – 14:40 Hrs	NHIF- NTA levels 7-9 (Bachelor Degree, Postgraduate Diploma and Master Degree)	A Session on 9 Issues to do with Students' NHIF issues	NHIF Personnel/ STANLEY	Library II

14:50 – 15:30 Hrs	Commission for Human Rights and Good Governance	A session on fundamental rights and good governance	Commission for human rights and good governance	Library II.
15:30-16:45 Hrs	Creative Karakana, Mega Vision Eye Care and Tanzania Education Development Fund	A session on Entrepreneurship and Innovataion, financial literacy and eye health	Creative Karakana, Mega Vision Eye Care and Tanzania Education Development Fund/ISWOSO	Library II
16:45-18:00	Campus Tours & assistance on outside hostels	Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	Dean's Office and ISWOSO Leadership	ISW-KIJITONYAMA CAMPUS

Day Five - 14th November, 2025

Time	Event	Description	Responsible Person	Venue
08:00-10:00 Hrs	Student Registration	- New students to pay tuition/hostel fees - Generation of Control numbers - Photograph taking - Issuing IDs - Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	DASS Office, Accountants, Dean of students, ICT office, PRO, ISWOSO Leadership	Library II
10:10-11:30 Hrs	Official welcome to ISW (All NTA levels)	Rector&ISW Management Team	Rector/ISW Management	Library II
11:30-12:30 Hrs	Academic Advising and Registration NTA levels 7-9 (Bachelor Degree, Postgraduate Diploma and Master Degree)	Enlightening students on registration, examination regulations, process of getting academic certificates and ID cards.	DASS Office and ICT, HoDs –Academic. FRANK GOHA, REUBEN MGONJA MASIMBO, REHEMA, MADIHI)	Library II
12:35 – 13:00 Hrs	Campus Tours & assistance on outside hostels	Students' familiarization with campus services/facilities and assistance on how to get in and off campus accommodation.	Dean's Office and ISWOSO Leadership	ISW-KIJITONYAMA CAMPUS
13:00-14:00 Hrs	LUNCH BREAK	LUNCH BREAK	STUDENTS	CAFETERIA
14:10 – 15:00 Hrs	Life of students with Special Needs at HLIs (All NTA levels)	A Session on Opportunities and challenges related with students with special needs in Institutions of Higher Learning	Mr. Mosses Loata Mollel &Ms. Aneth Esaya	Library II
15:15-16:30 Hrs	Students Life at ISW NTA levels 7-9 (Bachelor Degree, Postgraduate Diploma and Master Degree)	Self-awareness creation for new students	Responsible Staff (DUNSTAN HAULE)	Library II

16:35-18:00 Hrs	Students' services and Development	• ISW Residence Life Resources and opportunities for student engagement	Dean's Office and ISWOSO Leadership	Library II
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