ARDHI UNIVERSITY

OPERATIONAL POLICY AND PROCEDURES

FOR

STUDENTS ACCOMMODATION

AT

ARDHI UNIVERSITY

OCTOBER, 2009
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<td>ARU Academic Staff Assembly</td>
</tr>
<tr>
<td>ARU</td>
<td>Ardhi University</td>
</tr>
<tr>
<td>ARUSO</td>
<td>Ardhi University Students Organization</td>
</tr>
<tr>
<td>ASACB</td>
<td>Ardhi University Students Accommodation and Catering Bureau</td>
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<td>UDSM</td>
<td>University of Dar es Salaam</td>
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CHAPTER ONE

INTRODUCTION

1.1 Rationale for Policies and Procedures for Student Accommodations at ARU

Ardhi University (ARU), formerly Ardhi Institute (ARI) (1956 – June 1996) and thereafter, a constituent college of the University of Dar-es-Salaam, UCLAS (From June 1996 – August 2007) was chartered in 2007. Prior to becoming a constituent college, the then Ardhi Institute had about 400 students only, there were no accommodation problems and accommodation issues were being handled by regulations and the existing students by-laws. However, student numbers continued to grow from 400 (during ARI times) to 595 in year 1999/00, 1,045 in year 2004/05 and 1906 in 2008/09. This growth has been coupled with student accommodation problems since it has not tallied with the increasing hostel facilities/infrastructure. This has resulted into a need for comprehensive guidelines on provision of students’ accommodation. ARU has therefore to review some of the policies and procedures which existed when it was a constituent college of the University of Dar es Salaam. One of the policies and procedures relates to the provision of accommodation to its students. Student population will continue to grow: by year 2010, the University is expected to have 5,000 students and by 2015, the population is expected to be 10,000. With the current hostel facilities for 400 beds, a bed: student ratio is 1:25. Thus, such a situation calls for immediate measures.

Formerly, as a constituent college, UCLAS contracted the University (of Dar es Salaam) Students Accommodation Bureau (USAB) to run the college’s hostels and provide for more hostel spaces of the then UCLAS students. Thus, some of our students obtained hostel accommodation at the Ubungo, Mwenge and Mabibo hostels of the University of Dar es Salaam. This academic year (2008/2009) Ardhi University has been given 140 places at the Mabibo hostels. This assistance from UDSM is likely to be terminated within the next few years.
In 2007, after becoming a full university, USAB stopped to manage the ARU accommodation services; however, ARU continued through the office of the Dean of Students (DoS) to provide students accommodation using the USAB policies and procedures. It is therefore logical that ARU develops and deploys its own Operational Policies and Procedures (OPP) for provision of accommodation to its students. This is the rationale for the development of these Operational Policy and Procedures (OPP) for Students Accommodation at Ardhi University.

1.2 Strengths, Weaknesses, Opportunities and Challenges (SWOC): Analysis of Existing Situation

1.2.1 Strengths

(i) Availability of land within the campus for building new hostels.
(ii) Availability of in-house expertise at ARU
(iii) Existence of the Students Affairs Committee.
(iv) Existence of some qualified personnel in the office of Dean of Students.
(v) Existence of a Land-use Master Plan of ARU.
(vi) Existence of a policy on Investments on ARU land.
(vii) Availability of some hostels within the campus.
(viii) Existence of students’ by-laws.
(ix) Existence of utilities such as water, electricity, telephone and internet services.
(x) Existence of the Estate Department and Estates Services Policy.
(xi) Existence of ARU Housing Policy which takes on board Postgraduate students.

1.2.2 Weaknesses

(i) Inadequate strategies to develop students’ accommodation facilities.
(ii) Inadequate supervision of hostel tenants due to shortage of personnel in the office of the Dean of Students.
(iii) Inadequate security of students during the night due to porosity of existing students hostel boundaries.
(iv) Unsatisfactory maintenance of available halls of residence.
(v) Poor sanitary infrastructure in terms of toilets, showers and sewage systems.
(vi) Higher operational costs relative to inadequate rent paid by the students.
(vii) Inadequate transport service for off-campus students.
(viii) Inadequate enforceable contractual agreements between the students (tenants) and the University (landlord).

1.2.3 Opportunities
(i) Existence of private investors who have shown interest to invest in accommodation and related services on ARU land.
(ii) Existence of financial institutions where private investors can borrow capital for investment on hostels accommodation.
(iii) Existence of private operators who can operate and manage hostel facilities.
(v) Existence of property owners who may rent to students residential spaces in their properties.
(vi) Existence of commuter buses or public transport within the ARU neighbourhood.
(vii) A government policy on expansion of enrolments in institutions of higher education is an incentive for private investors to invest in students’ accommodation on ARU land and elsewhere.

1.2.4 Challenges
(i) Institutional Transformation
Institutional transformation has always been felt important since it responds to the current prevailing situation of an organization. The following challenges have been observed in the existing situation:
(a) Higher Education Policy in Tanzania which does not address adequately the students’ accommodation requirements.
(b) Lack of guarantee for ARU students to secure accommodation at UDSM hostels.

(ii) Demand for Higher Education
(a) There is growing competition on demands of student accommodation facilities
from other universities and institutions of higher learning.

(b) The available infrastructure does not tally with the increasing student admission numbers at ARU.

(iii) **Funding**

(a) Insufficient and unpredictable financial support for student accommodation expansions on campus.

(b) Insufficient and unpredictable financial support to carry out rehabilitations and regular maintenance of existing student accommodation facilities.

(iv) **Investment**

(a) Insensitive private investment for affordable student accommodations.

(b) Very high rents on privately owned student accommodations in Dar-es-Salaam.

(c) Amount of loans received by students does not tally with the economies of scale.

(v) **Health**

Unhealthful off-campus accommodations.
CHAPTER TWO

POLICY ISSUES

2.1 STATUS AND FUTURE OF STUDENT ACCOMMODATION AT ARU

2.1.1 Situation Analysis
As of 2008/2009 ARU has enrolled 1906 students, 1754 being undergraduate students and 152 postgraduate/diploma students. By the year 2010 the student population is expected to grow to 5,000 and to 10,000 by 2015. ARU has students’ hostels that serve both undergraduate and postgraduate students. The undergraduate hostels can accommodate 382 (21.8% of undergraduate) students only while the postgraduate/diploma hostels can accommodate 29 (19.1% of postgraduate) students only. The postgraduate/diploma hostels are managed by the Fundraising and Investment Department (FID) in the Directorate of Planning and Development (DPD). The number of hostel places available is therefore not adequate to meet the students’ accommodation needs. Furthermore, student accommodation needs at ARU will continue to grow with the expansion of student enrolment mentioned above.

2.1.2 Policy Issues
(i) Insufficient number of accommodation places within the ARU hostels.

2.1.3 Policy Statement
ARU shall continue to increase its capacity to accommodate its students.

2.1.4 Strategies
(i) To purchase buildings, within Dar es Salaam, that can be converted into ARU student hostels.
(ii) To rent buildings, within Dar es Salaam, that can be used as student hostels (or arrange for acquiring ARU affiliated hostels).
(iii) To facilitate the availability of other types of accommodation for ARU students.
(iv) To give our ideas to the on-going review of the Higher Education Policy by adequately addressing student accommodation issues.
(v) To negotiate with the Government for tax exemption for private students’ hostel developers.
2.1.5 Operational Procedures

(i) ARU to solicit funds from the government and other organizations by writing a paper indicating the need for on-campus accommodation for our students.

(ii) ARU shall encourage private investors to invest on hostel facilities within ARU land and elsewhere.

(iii) The Estates Manager and the DoS shall identify private buildings, negotiate with landlords on the rent and services and facilitate contracts/agreement to use such buildings as students’ hostels. Such hostel shall be known as affiliated hostels.

(iv) The DoS and the Estates Manager to facilitate the availability of other types of accommodation for ARU students.

(v) The DPD to include the identified buildings budget into the University financial plans.

(vi) ARU to purchase the identified buildings and convert them into ARU students’ hostels.

(vii) ARU to rent buildings within Dar-es-Salaam that can be used as student hostels (or arrange for acquiring ARU affiliated hostels).

(viii) The DoS and the PRO to advertise in public media, including its website, inviting individuals or organizations owning space that can be used as accommodation facilities for ARU students.

2.2 DELIVERY OF AFFORDABLE GOOD QUALITY STUDENT ACCOMMODATIONS AT ARU

2.2.1 Situation Analysis

At present the estimated full cost per bed per day at ARU undergraduate hostels is Tshs. 1,000/= and at the postgraduate/diploma hostels it is Tsh. 3,000=/. Presently the students actually pay Tshs.420/= (58% less than the expected amount) per bed per day in the undergraduate hostels and Tshs 1500/= (50% less the expected amount) per room per day in the postgraduate/diploma hostels. The difference is partially covered through the Other Charges (OC) budget of the University. The OC budget is itself grossly inadequate. The result is that the quality of student accommodation services at ARU is inadequate in terms
of regular maintenance and rehabilitation of hostels as well as provision of other amenities.

Most of off-campus student accommodations are not being regulated by the University. Therefore, they depend on private arrangements between the respective landlords and students. Very often the quality of these accommodations is poor. They are distant from the campus, they are insecure and sometimes become expensive in terms of high rents and transport costs to and from the University.

Issues of student accommodation at ARU are handled by the office of the Dean of Students (DoS). The department dealing with students’ accommodation also handles cafeteria services. The personnel presently involved in providing accommodation services at ARU needs to be improved in terms of quality and numbers.

2.2.2 Policy Issues
(i) Inadequate funds available to run the ARU hostels.
(ii) Facilitation of delivery of affordable accommodation facilities at ARU (off-and on-campus).
(iii) Inadequate personnel dealing with students accommodation matters at ARU.

2.2.3 Policy Statements
(i) ARU shall have a realistic costing of the on-campus and off-campus accommodation services.
(ii) ARU shall look for possible ways of facilitating accommodation service of off-campus students.
(iii) ARU shall have adequate and well trained personnel to run its accommodation services.

2.2.4 Strategies
(i) Develop realistic and affordable costs for on-campus and off-campus accommodations.
(ii) Realistically distribute the on-campus and off-campus accommodation costs between
the University, students, sponsors and the government.
(iii) Look for possible ways of subsidizing off-campus accommodation costs, especially for those staying in ARU affiliated hostels.
(iv) Recruit enough and competent personnel to provide good accommodation services for ARU students.

2.2.5 Operational Procedures
(i) The Management shall submit annually, to the University Council for approval, a proposal on possible ways of securing incentives to potential owners of off-campus accommodation costs, especially for those staying in ARU affiliated hostels.
(ii) The Estates Manager shall assure the quality (regular maintenance, cleanliness, landscaping and security) of all its hostels on-campus and off-campus (affiliated hostels).
(iii) The University shall recruit enough and competent personnel to provide good quality accommodation services to ARU students.
(iv) The Head ARU Student Accommodation and Catering Bureau shall prepare a proposal and modes of rent payments to Student Room/Bed Allocation Committee (SRAC).
(v) The Chairperson of SRAC shall submit the proposal to DoS for onward submission to the Student Affairs Committee (SAC).

2.3 ELIGIBILITY FOR ACCOMMODATION AT ARU HOSTELS

2.3.1 Situation Analysis
All full time ARU students are eligible for accommodation at the ARU hostels. However due to the limited number of available accommodation places, some type of prioritization is needed. Such prioritization by using a point score system had been in existence and had been operating with the approval of the College Governing Board, and thereafter, the University Council. However from 2008/2009, the point score system has not been used rigorously in room/bed allocations at ARU.

2.3.2 Policy Issues
(i) Insufficient number of accommodation places to meet the ARU students’ demands necessitating the development of criteria for room/bed allocations.
2.3.3 Policy Statement

(i) ARU shall develop criteria for room/bed allocation.
(ii) ARU shall use the point score system as criteria for room/bed allocation.

2.3.4 Strategies

(i) To establish reasonable and weighted criteria for room/bed allocation to ARU students.

2.3.5 Operational Procedures

(i) ARU shall establish a Students Accommodation and Catering Bureau (ASACB)
(ii) There shall be a Student room/bed Allocation Committee (SRAC) which will be chaired by the Associate Dean of Students.
(iii) All students wishing to be considered for a room/bed through the office of the DoS will fill a specially designed form and all such applications will be submitted to the Dean of Students. The form will be approved by the SAC apriori.
(iv) Room/bed allocations will usually be done before the beginning of an academic year.
(v) So long as the University accommodation capacity does not meet the demands, the point score system contained in Table 1 will be used. Priority shall be given to a student with the highest score.

**TABLE 1: POINT SCORES FOR ROOM/BED ALLOCATION FOR UNDERGRADUATE STUDENTS**

<table>
<thead>
<tr>
<th>S/N</th>
<th>CATEGORY</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>(a)</td>
<td>Students with disabilities</td>
<td>14</td>
</tr>
<tr>
<td>(b)</td>
<td>Students who must stay in the hostels on medical grounds</td>
<td>14</td>
</tr>
<tr>
<td>(c)</td>
<td>First year female students</td>
<td>12</td>
</tr>
<tr>
<td>(d)</td>
<td>First year foreign students</td>
<td>12</td>
</tr>
<tr>
<td>(e)</td>
<td>First year male students</td>
<td>11</td>
</tr>
<tr>
<td>(f)</td>
<td>Female continuing students</td>
<td>10</td>
</tr>
<tr>
<td>(g)</td>
<td>ARUSO President, Vice President, Prime Minister, Speaker, Minister for Accommodation, peer counselors and ARUSO Cabinet.</td>
<td>10</td>
</tr>
<tr>
<td>(h)</td>
<td>Male students on programmes which require students to stay long</td>
<td></td>
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hours on campus after normal classes | 9
(i) Other male students | 8
**TOTAL** | **100**

(vi) Consideration for applications on medical grounds or disability will be made only after certification by the Head of the University Dispensary/Health Centre.

(vii) Provision of a room/bed for the postgraduate/diploma students shall also be on the basis of point scores stipulated in Table 2.

**TABLE 2: POINT SCORES FOR ROOM/BED ALLOCATION FOR POSTGRADUATE STUDENTS**

<table>
<thead>
<tr>
<th>S/N</th>
<th>CATEGORY</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Students with disabilities</td>
<td>20</td>
</tr>
<tr>
<td>(b)</td>
<td>Students who must stay in the hostels on medical grounds</td>
<td>20</td>
</tr>
<tr>
<td>(c)</td>
<td>Post graduate foreign students</td>
<td>18</td>
</tr>
<tr>
<td>(d)</td>
<td>Postgraduate female students</td>
<td>16</td>
</tr>
<tr>
<td>(e)</td>
<td>Postgraduate male students</td>
<td>14</td>
</tr>
<tr>
<td>(f)</td>
<td>Peer counsellors</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
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</table>

(viii) ARU does not guarantee and is not obliged to provide accommodation services to any student.

(ix) Under any circumstances, retention of a room/bed in ARU hostels or affiliated hostels is subject to the student rigorously following the students’ by-laws and the conditions stipulated in the accommodation agreement between the student and the University.

(x) The criteria above are applicable firstly to full time degree and diploma students with priority given to students in degree programmes.

(xi) Dissatisfactions with the decision in respect of any room/bed allocation can be submitted for reconsideration to the Students Affairs Committee (SAC) whose decision shall be final.
CHAPTER THREE

MANAGEMENT ARRANGEMENTS FOR IMPLEMENTING THE STUDENTS ACCOMMODATION OPP

3.1 ORGANISATION STRUCTURE OF POSITION ROLES

This is depicted in Figure 1

3.2 FUNCTIONS AND MEMBERSHIP OF THE STUDENTS ROOMS ALLOCATION COMMITTEE

3.2.1 Functions of the Students Room Allocation Committee (SRAC)

(i) Propose to the Dean of Students suitable accommodation rents.
(ii) Propose to the Dean of Students the modality of rents collection.
(iii) The committee shall determine the exact number of rooms available and their capacities.
(iv) The committee shall verify information given by students (applicants) from the admissions office and the Dean of Students to ascertain the authenticity of the information contained in each application.
(v) Short listing of students’ applications using the criteria contained in section 2.3.5 (v and vii) of this OPP.
(vi) To propose room/bed allocations for endorsement by the Dean of Students and subsequent approval by the SAC.

3.2.2 Composition of SRAC

(i) Associate Dean of Students Chairperson
(ii) ASACB – Head Secretary
(iii) Three students’ representatives appointed by the students Ardhi University Students Representative Council (AUSRC) (1 female, 1 male) and at least 1 post graduate student Members
(iv) ARUSO Minister responsible for Accommodation Member
(v) Head, Students Administration Affairs Member
(vi) Director, Gender Dimension UnitMember

The organization structure of position roles in the office of the Dean of Students is as given here below:
Figure 1: Organization Structure of Position Roles in the Office of the Dean of Students at ARU
3.3 TEMPORARY EMPLOYMENT OF STUDENTS
During the peak/critical moments when students are checking in and out, ASACB shall employ a few local students on temporary terms to assist the Wardens. In this case, students are regarded as mature and responsible adults and their roles will include:

(i) Handling accommodation facilities such as issuing/returning mattresses to/from resident students.
(ii) Inspection of each room and establishing the status of inventory at the beginning and end of each tenancy.

3.4 OFF SEMESTER ACCOMMODATIONS
Students, who intend to stay in the hostels during the off-semester periods, shall apply for accommodation to the Dean of Students and subject to availability of places must pay in advance commercial rents as shall be determined from time to time by the University. The reasons to stay on campus during off-semester must be certified by the DoS.

3.5 FAMILY ACCOMMODATION
The University has no accommodation for couples and families. Students are not allowed to live with spouses or children in the hostels/halls of residence. Married students wishing to stay with their families must identify off-campus accommodations suitable for their families. However, they can be assisted to look for accommodation by the Dean of Students Office (DoSO) where possible. The private sector shall be encouraged to build housing facilities for couples and families on-campus using existing ARU investment policies.

3.6 FUNCTIONS OF THE ARDHI UNIVERSITY STUDENTS ACCOMMODATION AND CATERING BUREAU. (ASACB)
(i) To implement the Ardhi University Accommodation OPP
(ii) To administer tenancy agreements between the University and the tenants (students).
(iii) To manage the student hostels and cafeterias, handle accommodation and catering issues and other applicable properties earmarked for students’ accommodation and catering services.

(iv) Publicize students’ accommodation and catering opportunities.

(v) To keep data of students accommodation and catering services.

(vi) To be the Secretariat to SRAC.

(vii) Any other related duties as may be assigned by the Dean of Students.
ANNEX “A”

LIST OF DOCUMENTS USED

Ardhi University (March, 2008), Student Affairs Policy (Draft), Dar es Salaam, Tanzania.

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University College of Lands and Architectural Studies (September 2006), Gender Policy, Dar es Salaam, Tanzania.

University of Dar es Salaam (September, 2005), Students Accommodation Policy, the Office of the Chief Administrative Officer, Dar es Salaam, Tanzania.

ANNEX “B”

PERSONNEL REQUIREMENTS FOR THE PROVISION OF STUDENTS ACCOMMODATION AT ARU

B1: HEAD ARU STUDENTS ACCOMMODATION AND CATERING BUREAU

Job Title: Head, ARU Student Accommodation and Catering Bureau (H/ASACB)
Division: Deputy Vice Chancellor Planning, Finance and Administration
Department: Dean of Students
Salary: As per ARU HRM Policy, the relevant scheme of service and the applicable incentive scheme for the profession

REPORTING RELATIONSHIPS
Directly to: Dean of Students

QUALIFICATIONS
Background knowledge:
- Holder of at least a Masters degree in Education, or Social Welfare or related fields.
- Work experience not less than three years in a similar position.
- Commands a high degree of co-ordination skills.
- Espouses highest elements of integrity and limited self-judgement.

MAIN PURPOSE OF THE JOB
- To assist the Dean of Students in all duties related to student accommodation and catering services.
- To advise the Dean of Students on student housing facilities outside the University.
- To advise the Dean of Students on matters related to student catering services.
- To research on all matters relating to student accommodation and catering.

KEY FUNCTIONS
• To head the student accommodation and catering services.
• To collaborate with other ARU staff in the office of Dean of Students.
• Coordinate the student accommodation and catering services within and outside the University.
• To assist the Fundraising and Investments Department in negotiating with investors/developers in order to secure affordable rent in privately owned housing facilities.
• To facilitate; wherever possible, the availability of necessary amenities such as lounges, water, cold drinks, TV and others for both on-campus and affiliated hostels of the University.
• Put in place safety measures, accident prevention equipment and accident prevention training programmes e.g. fire extinguishers, sand buckets, fire drills etc in the students’ halls of residence and hostels.
• Supervising subordinate staff works performance.
• To assist the University in implementation of the Student Accommodation OPP.
• To keep data of students’ accommodation and catering services on-and off-campus.
• Performs all other duties as may from time to time be assigned by the Dean of Students.

**PERFORMANCE MEASURES**
• Prepared action plans for the students’ accommodation and catering schedules to the Dean of Students.
• Established database pertaining to all matters related to students accommodation and catering services.
• Students are allocated rooms/bed in the University and affiliated hostels as per criteria given in this OPP.
• Hostels and cafeterias kept cleaned, landscaped, maintained, rehabilitated and availed necessary amenities.
• Evidence of investments on students accommodation and catering services
• Timely prepared reports and maintained minutes of the SRAC.
B2: WARDEN

JOB DESCRIPTION
Job Title: Warden
Division: Deputy Vice Chancellor Planning, Finance and Administration
Department: Dean of Students
Salary: As per ARU HRM Policy, the relevant Scheme of Service and the applicable incentives scheme for the profession.

REPORTING RELATIONSHIP
Directly to: Head, ARU Students Accommodation and Catering Bureau.

QUALIFICATIONS
Background Knowledge and Skills:
• At least a Bachelors degree/Advanced Diploma in Education /Psychology, Social Welfare, Community Development or related field.
• Experience of at least 2 years in similar position.
• Commands a high degree of commitment and flexibility.

MAIN PURPOSE OF THE JOB:
• To assist the Head, Students Accommodation and Catering Bureau to effectively implement the students’ accommodation OPP and catering regulations.

KEY FUNCTIONS
• Assisting the Head, Students Accommodation and Catering Bureau in all issues pertaining to students’ accommodation and catering.
• Takes care of students’ welfare and ensures that the sick are urgently treated and taken care of satisfactorily.
• Serves as an advisor to students’ government at the hostel level and attends the hostel meetings.
• Ensures that the University Students by-laws and regulations guiding the students’ life in the hostels are observed and necessary actions taken whenever the by-laws are violated.
• Coordinates and supervises subordinate staff in the office of the warden.
• Prepares reports on issues pertaining to students’ accommodation and catering in the respective hostels.

PERFORMANCE MEASURES
• Timely production of all reports as required by the Head, Students Accommodation and Catering Bureau.
• Evidence of ability to handle all accommodation and catering issues in the hostels.
• Evidence of well supervised staff in the office of the warden.
B3: JANITORS

JOB DESCRIPTION

Job Title: Janitor
Division: Deputy Vice Chancellor
Planning, Finance and Administration
Department: Dean of Students
Salary: As per ARU HRM Policy, the relevant Scheme of Service and the applicable incentive scheme of the profession.

REPORTING RELATIONSHIP

Directly to: The Warden

QUALIFICATIONS

Background Knowledge and Skills
- At least a Diploma in Education, Social Welfare or related field
- Experience of at least 2 years in similar position
- Commands a high degree of commitment and flexibility

MAIN PURPOSE OF THE JOB

To assist the warden by effectively coordinating issues pertaining to students’ accommodation.

KEY FUNCTIONS
- Assists in supervising hostel attendants
- Assists in enforcing students’ rules and regulations pertaining to accommodation.
- Assists in keeping and maintaining proper residence records.
- Assists in ensuring security in and around hostels.
- Assists in the administration of hostel affairs.
• Assists in organizing social events among students in the hostels.
• Assists in planning hostel requirements.
• Keeps records of the stores in hostels.
• Supervises cleanliness, landscaping, maintenances and rehabilitations of hostels.
• Performs any other duties as may be assigned to her/him by his/her superior.

PERFORMANCE MEASURES

• Timely produced hostel reports as required by the warden.
• Extent to which he/she is conversant with supervision of accommodation issues.
• Evidence of implementing all the functions of a janitor.
B4: CATERING ADMINISTRATIVE OFFICER

JOB DESCRIPTION

Job Title: Catering Administrative Officer (CAO)
Division: Deputy Vice Chancellor
Planning, Finance and Administration
Department: Dean of Students
Salary: As per ARU HRM Policy, the relevant Scheme of Service and the applicable incentive scheme of the profession.

REPORTING RELATIONSHIP

Directly to: The Warden

QUALIFICATIONS

Background Knowledge and Skills
• At least a Diploma in Home economics, Social Welfare or related field
• Commands a high degree of commitment and flexibility

MAIN PURPOSE OF THE JOB

To assist the warden by effectively coordinating issues pertaining to students catering.

KEY FUNCTIONS

• Assists in enforcing contracts between the University and student catering service providers.
• Assists in enforcing students’ rules and regulations pertaining to catering services.
• Assists in keeping and maintaining proper cafeteria records.
• Assists in ensuring security in and around cafeterias
• Assists in planning cafeteria requirements.
• Keeps records of stores inventory of University assets in cafeterias.
• Supervises cleanliness, landscaping, maintenances and rehabilitations of cafeterias and equipment.
• Performs any other duties as may be assigned to her/him by his/her/ superiors.

PERFORMANCE MEASURES

• Timely produced cafeteria reports, as required by the warden.
• Extent to which he/she is conversant with supervision of catering issues.
• Evidence of implementing all the functions of a Catering Administrative Officer.
APPENDIX “C”: COST IMPLICATIONS

There are no cost implications for implementation of this OPP since the required staff members will be assigned jobs from within the Human Resource programme of the University.