

BLUE PHARMA COLLEGE OF HEALTH



COLLEGE ALMANAC ACADEMIC YEAR: 2024/2025

Blue Pharma College of Health,
P.O. Box 1570,
Singida.
Web: www.bphacoh.ac.tz
Email: info@bphacoh.ac.tz
Tell: 0743358048



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List of Abbreviations

AOs	Admission Officers
BPHACOH	Blue Pharma College of Health
BPHACOH SO	Blue Pharma College of Health Students Organization
CAT	Continuous Assessment Test
COSTECH	Commission for Science and Technology
CSRC	College Students' Representative Council
DPARC	Deputy Principal Academic, Research and Consultancy
DPFPA	Deputy Principal Finance, Planning and Administration
EMT	Executive Management Team
EOs	Examination Officers
HoD	Head of Department
HRM	Human Resources Manager
HTIs	Health and Training Institutions
ICT	Information Communication and Technology
MoEST	Ministry of Education, Science and Technology
NACTVET	National Council for Technical and Vocational Education and Training.
NHIF	National Health Insurance Funds.
QAM	Quality Assurance Manager
RTs	Related Tasks
TCU	Tanzania Commission of Universities



Date	Activity/Event	Responsible office/personnel
23 rd September – 29 th September 2024	Reporting and registration of new students	Appointed admission panel
28 th September 2024	Receive and discuss plan and projected budget for academic year 2024/2025.	Executive Management Team
	End of academic year 2023/2024 staff's party	All staff
29 th September 2024	Tutors' meeting and training before beginning of semester 1 training of academic year 2024/2025	DPARC and Tutors
30 th September 2024	First EMT Meeting	EMT Members
30 th September – 8 th October 2024	Pre - NTA level 4, Basic Mathematics and English Language training course	Appointed tutors
7 th – 11 October 2024	Reporting of Continuing students	Continuing students & assigned panel
7 th -25 th October 2024	Online transfer of continuing students	NACTVET, Admission office and Students.
9 th – 11 th October 2024	Orientation program to new students	Appointed staff
11 th October 2024	Printing of necessary training tools such as class attendance etc.	HoDs & Secretary
	Publishing of semester 1 training timetable	HoDs
15 th October 2024	Beginning of semester 1 studies	All students (NTA level 4 and Continuing) & Tutors
29 th October 2025	Deadline for submission of requests to exit at NTA level 5	Respective students
16 th – 20 th October 2024	Principal's meeting (zonal level) and submission of meeting report	College Principal

Date	Activity/Event	Responsible office/personnel
19 th October 2024	BPHACOHHSO leaders Capacity building training	Dean of Students and BPHACOHHSO Leaders
25 th October 2024	First college Baraza	Students and staff
26 th October 2024	CSRC first meeting	BPHACOHHSO & CSRC members
	Second EMT Meeting	EMT Members
1 st November 2024	First College Sports Bonanza (during the day)	BPHACOHHSO, Staff and students
	Freshers' welcoming party (during night)	BPHACOHHSO, Students and invited staff
4 th November 2024	First students' evaluation on tutors' coverage of RTs and teaching practices.	QAM & Students
4 th – 8 th November 2024	MoH and NACTVET Quarterly meeting	MoH & NACTVET
8 th November 2024	Twelfth Governing Board meeting	College Principal & Board members
11 th – 14 th November 2024	Conduction of CAT1 (Theory) – Semester 1	Registered students & Appointed Tutors
15 th October 2024 – 30 th September 2025	Advertising the College through various Media	College Principal, Public relation officer, ICT officer
23 rd November 2024	Executive Management Meeting	EMT members
27 th November 2024	Second College Graduation	Graduates & Organizing Committees.
28 th November – 20 th December 2024	Semester II, 2023/2024 supplementary examinations	Respective students, tutors and MoH
29 th November 2024	Deadline for completion of insurance of Students by NHIF	DPFPA
30 th November 2024	Deadline for registration of reported students	Admission officer
	Third EMT Meeting	EMT Members

Date	Activity/Event	Responsible office/personnel
12 th December 2024 – 8 th January 2025	Central marking of semester II, 2023/2024 supplementary examinations	MoH, NACTVET and Appointed Tutors
	Uploading of supplementary examination results into NACTVET database.	NACTVET & Examination officer
	Report writing and submission of examination results to NACTVET	Appointed Supervisors and College Principal
27 th December 2024 – 2 nd January 2025	Updating students' information in the NACTVET database.	Admission Officer
28 th December 2024	Fourth EMT meeting	EMT members
	CSRC Second meeting	CSRC Members
30 th December 2024	Deadline for conduction of Capacity building training of AOs and EOs by NACTVET	NACTVET, EOs and AOs
	Second students' evaluation on tutors' coverage of RTs and teaching practices.	QAM & Students
3 rd January 2025	Verification of appropriateness of academic year, NTA level, and registration status of each student registered for academic year 2023/2024.	Admission Officer
	Verification of presence of registered students in the first and second sit list in the NACTVET System.	Examination officer
	The date beyond which postponing of studies by students will not be allowed.	Students and Admission officer

Date	Activity/Event	Responsible office/personnel
6 th - 9 th January 2025	Conduction of CAT 2 (theory) – Semester 1	Registered students & Appointed Tutors
13 th – 15 th January 2024	Conduction of CAT 1 & CAT 2 (Practical) – Semester 1	Registered students & Appointed Tutors
25 th January 2025	Fifth EMT Meeting	EMT Members
	CSRC third Meeting	CSRC members
27 th – 31 st January 2025	First General Quality Audit of the college using a CQI tool	Quality Assurance Committee
3 rd – 7 th February 2025	Selecting practicum sites for pharmacy field practice and allocating a maximum number of students to be placed thereto.	Academic Committee
10 th – 16 th February 2025	Preparation of semester 1 results sheet and necessary documents for internal verification.	HoD and Examination officer.
17 th – 21 st February 2025	Internal verification of semester 1 CA documents and preparation of internal verification report.	Appointed tutors and academic committee.
24 th - 28 th February 2025	Uploading of CA results into NACTVET Database.	Examination officer
3 rd – 7 th March 2025	Conduction of Semester 1 Examination and uploading of results to NACTVET Database	Registered students and appointed invigilators.
8 th – 16 th March 2025	Mid breather	Students
	Staff short leave (9 days)	All staff
17 th March 2025	Beginning of the Second Semester	Staff & students
18 th – 21 st March 2025	Assigning students practicum sites for pharmacy field practice.	DPARC and ICT officer
24 th March – 23 rd May 2025	Verification of uploaded examination Results.	NACTVET

Date	Activity/Event	Responsible office/personnel
31 st March – 4 th April 2025	Principal's meeting (zonal level)	College Principal
17 th – 23 rd March	Updating of college's information in the NACTVET System.	Admission officer
28 th March 2025	Second College Baraza	Dean of students, staff and all students
29 th March 2025	Sixth EMT meeting	EMT members
	CSRC fourth Meeting	CSRC Members
1 st – 15 th April 2025	Compilation of Students' Admission Guide book for 2025/2026.	NACTVET
2 nd – 11 th April 2025	Distributing letters to the practicum site and making other arrangements for field practice attachment.	DPARC & DPFPA
14 th April 2025	Third students' evaluation on tutors' coverage of RTs and teaching practices.	QAM & Students
16 th – 25 th April 2025	Submission of corrections/improvement in the draft of the Students' Admission Book 2025/2026	NACTVET, College Principal and Admission Officer
7 th -11 th April 2025	Conduction of Semester 1 Supplementary Examination and uploading of results into NACTVET Database.	Respective students and appointed invigilators
	MoH & NACTVET Quarterly meeting	MoH and NACTVET
21 st – 23 rd April 2025	Conduction of CAT 1 (Theory) - semester 2	Registered students & Appointed invigilators

Date	Activity/Event	Responsible office/personnel
25 th April 2025	Thirteenth Governing Board meeting	Principal's secretariat and Board Members
2 nd May 2025	Deadline for submission of semester 1 (first sit & supplementary) hard copy Results to NACTVET for verification.	Examination officer
2 nd – 5 th May 2025	Verification of appropriateness of academic year, NTA level, and registration status of each student registered for academic year 2023/2024.	Admission Officer
6 th May 2025	Verification of presence of registered students in the first and second sit list in the NACTVET System.	Examination officer
11 th May 2025	The date beyond which students will not be allowed to postpone studies.	Admission officer & College Principal
12 th May 2025	Fourth students' evaluation on tutors' coverage of RTs and teaching practices.	QAM & Students
15 th – 30 th May 2025	Generation of Examination numbers for Semester II Examinations.	NACTVET
	Submission of the final list of students with examination numbers to MoH	NACTVET
19 th – 21 st May 2025	Conduction of CAT 2 (Theory) - semester 2	Registered students & Appointed invigilators

Date	Activity/Event	Responsible office/personnel
24 th – 30 th May 2025	1. 2 nd National Education, Skills and Innovation Week (NESIW). 2. The 2025 National Education, Skills and Innovation Conference	MoEST, NACTVET, TCU, COSTECH, TVET Institutions, Development Partners, Employers, Local and International Educational Establishments.
26 th – 30 th May 2025	Conduction of CAT1 & CAT 2 (Practical) – Semester 2	Registered students & appointed invigilators
28 th May 2025	Opening of Students' Admission Window for the academic year 2025/2026.	NACTVET
31 st May 2025	Seventh EMT meeting	EMT members
	CSRC fifth Meeting	CSRC Members
3 rd June – 11 th July 2025	Pharmacy Field Practice	DPARC, Tutors & Registered students,
1 st – 31 st July 2025	Payment of Semester II Examination Fee through GEPG Account	DPARC & DPFPA
14 th -17 th July 2025	1. Academic Program evaluation by students. 2. Hostels and college offices evaluation by students. 3. Staff's satisfaction survey. 4. Open staff's performance evaluation by Employer.	Quality Assurance Committee and other committee designated by employer
18 th July 2025	Second College Sports Bonanza	BPHACOHSSO, Staff and students
21 st – 25 th July 2025	Conduction of Pre SE II (Theory and Practical)	Registered students and appointed invigilators
26 th July 2025	Eighth EMT meeting	EMT members

Date	Activity/Event	Responsible office/personnel
	CSRC sixth Meeting	CSRC Members
28 th – 31 st July 2025	Second General Quality Audit of the college using a CQI tool	Quality Assurance Committee
1 st – 10 th August 2025	Internal verification (IV) of Continuous Assessment Tests and preparation for semester II examinations and IV Report	Academic Committee
4 th -7 th August 2025	BPHACOHSO general election	Dean of students & BPHACOHSO
18 th August 2025	Beginning of Semester II examinations.	Registered students and appointed invigilators
28 th August – 7 th October 2025	<ol style="list-style-type: none"> 1. Central Marking of Semester II Examinations. 2. Uploading of semester II Examination results to NACTVET Database. 3. Report writing and submission of Results to NACTVET. 	MoH, NACTVET & Appointed tutors from HTIs
1 st -14 th September 2025	Staff's Annual leave (14 days)	Ofisi of Human Resources and all staff.
15 th – 26 th September 2025	<ol style="list-style-type: none"> 1. College's Self-evaluation on progress of academic year 2024/2025. 2. Planning for academic year 2025/2026 	DPFPA, DPARC & All staff
27 th September 2025	End of Academic year 2024/2025 staff part	DPFPA and all staff
23 rd October 2025	Beginning of first semester of academic year 2025/2026	MoH, NACTVET and HTIs

Date	Activity/Event	Responsible office/personnel
28 th November 2025	College's Third Graduation Ceremony	DPARC, DPFPA and appointed organizing committees.



Deadlines date for various payments in academic year 2024/2025		
Date	Description of payments	Responsible personnels
1 st December 2024	Deadline for payment of Quality Assurance to NACTVET	NACTVET and College Accountant.
30 th December 2024	Deadline for payment of Municipal Sanitation fee	College Accountant.
1 st January 2025	Deadline for collection of second instalment of Tuition fees.	College Accountant and registered students.
1 st March 2025	Deadline for payment of business licences.	College Accountant.
29 th March 2025	Deadline for collection of third instalment of Tuition fees.	College Accountant and registered students.
30 th March 2025,	Deadline for payment of first instalment of Tax Income.	College Accountant.
	Deadline for payment of first instalment of service levy.	College Accountant.
	Deadline for payment of fire fees	College Accountant.
31 st May 2025	Deadline for collection of fourth instalment of Tuition fees.	College Accountant and registered students.
30 th June 2025	Deadline for payment of second instalment of Tax Income.	College Accountant.
	Deadline for payment of second instalment of service levy.	College Accountant.
	Deadline for payment of Land Tax Premium.	College Accountant.

Deadlines date for various payments in academic year 2024/2025		
Date	Description of payments	Responsible personnels
	Deadline for payment of Property Tax.	College Accountant.
	Deadline for payment of OSHA fees.	College Accountant
30 th September 2025	Deadline for payment of third instalment of Tax Income.	College Accountant.
	Deadline for payment of third instalment of service levy.	College Accountant.
30 th October 2025	Deadline for payment of withholding Tax.	College Accountant
30 th December 2025	Deadline for payment of third instalment of Tax Income.	College Accountant.
	Deadline for payment of third instalment of service levy.	College Accountant.



Public Holidays in academic year 2024/2025		
Date	Description of Events	Responsible personnels
14 th October 2024	Mwalimu Nyerere Day	Students and Staff
9 th December 2024	Republic Day	Students and Staff
24 th December 2024	Christmas Eve	Students and Staff
25 th December 2024	Christmas Day	Students and Staff
26 th December 2024	Boxing Day	Students and Staff
1 st January 2025	New Year	Students and Staff
12 th January 2025	Zanzibar Revolution Day	Students and Staff
31 st March/ 1 st April 2025	Eid el Fitri (Tentative)	Students and Staff
7 th April 2025	Karume Day	Students and Staff
18 th April 2025	Good Friday	Students and Staff
20 th April 2025	Easter Sunday	Students and Staff
21 st April 2025	Easter Monday	Students and Staff
26 th April 2025	Union Day	Students and Staff
1 st May 2025	Labour Day	Students and Staff
7 th June 2025	Eid al-Adha (Tentative)	Students and Staff
7 th July 2025	Sabasaba	Students and Staff
8 th August 2025	Farmers' Day	Students and Staff



References

1. Academic activities calendar for academic year 2024/2025 published by NACTVET.
2. Academic activities calendar for academic year 2024/2025 published by MoH.



