



**KAMPALA
INTERNATIONAL
UNIVERSITY
IN TANZANIA**



ANNUAL REPORT

2018 - 2019



October 2019



October 2019

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Acronyms and Abbreviations

| | |
|----------|---|
| AIDS | Acquired immunodeficiency syndrome |
| BP | Blood Pressure |
| BRELA | Business Registrations and Licensing Agency |
| CSR | Corporate Social Responsibility |
| DICT | Directorate of ICT |
| DICT | Directorate of Information and Communication Technology |
| DVC | Deputy Vice Chancellor |
| HIV | Human immunodeficiency virus |
| HR | Human Resources |
| ICT | Information and Communication Technology |
| IIST | International Institute of Science and Technology |
| IODL | Institute of Open and Distance Learning |
| IT | Information Technology |
| KIUT | Kampala International University in Tanzania |
| KIUTSO | KIUT Student Organization |
| KIUTSO | KIUT Student Organization |
| LAN | Local Area Network |
| LAN | Local Area Network |
| NACTE | National Council for Technical Education |
| NGO | Non-Governmental Organization |
| OSIM | Online Student Information Manager |
| OSIM | Online Student Information Manager |
| SPSS | Statistical Package for the Social Sciences |
| TAMELASA | Tanzania Medical Laboratory Students Association |
| TAMSA | Tanzania Medical Students Association |
| TAPSA | Tanzania Pharmacy Students Association |
| TCU | Tanzania Commission for Universities |
| TERNET | Tanzania Education and Research Network |
| THT | Tanzania House of Talent |
| TZ | Tanzania |
| UCB | University Consultancy Bureau |
| UCB | University Consultancy Bureau |
| UG | Uganda |
| UMIS | University Management Information System |
| VC | Vice Chancellor |

VISION STATEMENT

To become a premier institution of international repute that prepares students for the world and for an inclusive society.

MISSION STATEMENT

To respond to societal needs by designing and delivery of education guided by the principles and values of respect for society, economy and environment. To provide and develop a supportive research environment in which scholars, at every stage of their career can flourish.

PHILOSOPHY

Kampala International University in Tanzania draws its academic inspiration from the existentialist or phenomenological, and the pragmatist philosophy of education. The two conceptual frameworks focus on individual existence and the uniqueness of the individual learner and view the purpose of education as fostering practical skills that will enable the learner to survive in a constantly changing world.

V ICE CHANCELLOR'S PREFACE



It is with delight that I present the 2018-2019 KIUT Annual Report and appreciate the University staff, students and our partners for the great collaboration. During the academic year 2018 -2019 the University continued to implement activities stipulated in its Almanac for the academic year 2018-2019.

It is in this academic year the KIUT Council came into effect. The Council, constituting of 17 members, appointed during the previous academic year (2017-2018) held a total of 3 meetings during which a total of 16 policies and other instruments were approved. Furthermore, the Council provided technical and advisory backstopping to KIUT management to address issues the University was facing, particularly the ban of student admission which started back in 2017.

In the endeavour to improve efficiency, effectiveness and quality of academic affairs, the University re-organized its faculties, directorates and departments. This involved reduction of the number of faculties from seven (7) to four (4) and departments from 21 to 10, respectively while simultaneously appointing persons with requisite qualifications and experiences to head all the functional units of the University.

Academically, KIUT continued to fulfil one of its core mandates by offering training at both non-degree, undergraduate and postgraduate levels through various academic programmes, as stipulated in the Almanac for the academic year 2018-2019. Unfortunately, KIUT did not admit new students due to student admission ban which started in June 2017. As such, during the academic year 2018-2019, KIUT continued to train the remaining students in the third, fourth and fifth years of study.

Commendable efforts were made during the report period to get KIUT back on track so that it is allowed to admit students in all programmes in the academic year 2019/2020. The measures were taken collaboratively between KIUT Board of Trustees, the Chancellor, Council and KIUT Management, each playing its role as per its mandate. Consequently, TCU resolved (effectively from the 2019-2020 academic year) to lift the admission ban for the Bachelor of Social Work and Social Administration; Bachelor of Laws; Bachelor of Business Administration (Accounting; Commerce; Finance and Banking); Bachelor of Computer Science; Bachelor of Public Administration; Bachelor of Arts with Education (English & Kiswahili) Bachelor of Pharmacy, Bachelor Medical Laboratory Sciences. NACTE on its part lifted ban on all of non-degree programmes in the academic year 2019-2020. By the time of preparing this report TCU had not made its decision regarding Bachelor of Medicine and Bachelor of Surgery.

During Academic year 2018-2019, the University run with a total number of 3101 students, being 1129 (621 males and 508 females) non-degree students, 1790 (1200 males and 590 females) undergraduate students and 182 (77 regular and 105 distance learning) postgraduate students. The university run with a 16, 14 and 12 non-degree, undergraduate and postgraduate academic programmes. A total of 754 students successfully completed their programmes and were conferred with relevant certificates at the historic and first ever graduation ceremony of the Kampala International University in Tanzania organized and held on 13th December 2018 on the grounds of the University.

By the end of the 2018/2019 academic year, the University was operating with a total of 317 staff being 174 academic staff, 17 technical staff and 126 administrative staff. The University engaged 46 as part-time lecturers (35 male and 11 female). Efforts have been made to recruit staff with relevant qualifications along with ensuring that all foreign staff (26) employed by the institution have requisite work and residential permits in compliance with laws of the land. To build the capacity of human resources in operating the university, the KIUT Management Team (including faculty deans, academic head of departments and directors) was trained on the roles and functions of the University. The training workshop took place on 20th and 21st August 2018 at KIUT campus Gongolamboto Dar es Salaam.

In order to implement its mandate of addressing community based challenges through provision of consultancy services, a number of steps were undertaken to ensure that the consultancy wing of the university becomes operational. Key measures taken include approval of the KIUT Consultancy Policy by the Council and establishment of the University Consultancy Bureau (UCB) to govern consultancy undertakings at KIUT; appointment of UCB Manager and Project Coordinator; and developing a data base of KIUT staff and their areas of competencies.

KIUT community also, continued to volunteer in the provision of various community development undertakings through a number of local and national platforms. The services meant to join the local and national efforts in combating real community problems and challenges on the ground that fall under the academic mandates of KIUT. The key services provided include provision of free health check and advice events to the various local communities in Dar es Salaam and Pwani Region; voluntary blood donation; free dissemination of health and hospital facilities and devices including mosquito nets, clinical gloves, etc; and participation in Uhuru Torch celebrations.

To support teaching and learning activities the University accomplished the rehabilitation of the library, upgrading of the Bandwidth to fibre optic connection from the previous Microwave radio connection, increasing internet speed from 16 Mbps to 25Mbps and development of new Online Students Information Management System called OSIM to replace SARIS system which had shown several weaknesses in handling students records. The new OSIM system has been developed in collaboration with TERNET.

Generally, KIUT undertakings during the reporting period were fairly successful. Commendable efforts have been made by all key stakeholders to ensure constant and consistent running of our University. The most commendable achievement during the reporting period is the lifting of TCU and NACTE admission bans. This achievement, not only taken the university back onto the academic rail, but also increased the morale and esteem of the entire KIUT community in accomplishing our obligations as an academic institution. As such, the KIUT Management is grateful to all key stakeholders for being part on these successes. Considering the ongoing KIUT institutionalization efforts, development and use of KIUT instruments and restructuring plans, there is every reason to believe that we are going to be among the strongest academic institutions in Tanzania in the very near future.



Professor Jamidu Hizzam Yahaya Katima
Vice Chancellor

1. KIUT GOVERNANCE

1.1. KIUT Board of Trustees

Kampala International University in Tanzania (KIUT) is a private institution funded by the KIUT Board of Trustees which is the highest University organ. The Board consists of seven members whose chairman is Mr. Alhaj Hassan BASAJJABALABA.

1.2. KIUT Chancellor

During the report period, H.E. Alhaj Ali Hassan MWINYI continued to serve as the Chancellor of KIUT. He is the former President of the United Republic of Tanzania and former President of Zanzibar and Chairman of the Revolutionary Government of Zanzibar .

1.3. KIUT Council

During the reporting period, KIUT Council came into effect. The Council, constituting 17 members, appointed during the previous academic year (2017-2018) by the KIUT Board of Trustees, started its functions on the July 2019 after taking oath. The Council members are as follows:

- | | | |
|------------------------------------|---|-----------------------------|
| 1. Prof. Tolly S. A. MBWETTE | - | Chairperson |
| 2. Dr. Mouhamad MPEZAMIHIGO | - | Deputy Chairperson |
| 3. Prof. Masoud MURUKE | - | Member |
| 4. Dr. Magreth Jubilate MUSHI | - | Member |
| 5. Prof. Saida YAHYA-OTHMAN | - | Member |
| 6. Prof. Patrick Edrin KYAMANYWA | - | Member |
| 7. Mr. Ambrose K. Sendijja MUKIIBI | - | Member |
| 8. Mr. William SABAYA | - | Member |
| 9. Dr. Halima MWINYI | - | Member |
| 10. Prof. Jamidu H. Y. KATIMA | - | Member/VC/Council Secretary |
| 11. Prof. Bakari LEMBARITI | - | Member |
| 12. Hon. Nusura TIPERU | - | Member |
| 13. Mr. Joseph KYAZZE | - | Member |
| 14. Prof. David SOME | - | Member |
| 15. Hon. Abbas Agaba MUGISHA | - | Member |
| 16. Prof. Idris B. MSHORO | - | Member |
| 17. Mr. Ragi SAMWEL | - | Member |



Plate 1: Sections of events of KIUT Council during 2018-2019 Academic Year

The appointment of the above members of Council was guided by the appointees' academic standing, professionalism and experiences in matters of policy, planning, principles and procedures for running a quality of an institution higher learning.

During the reporting period KIUT Council held a total of 3 meetings during which a number of policies and instruments were approved. These include the following:

- a) Draft KIUT Charter, 2019
- b) KIUT Human Resources Manual, 2019
- c) KIUT Internal Audit Charter, 2019
- d) KIUT Consultancy Policy, 2019
- e) KIUT Financial Accounts Manual, 2019
- f) KIUT ICT Policy, 2019
- g) KIUT Quality Assurance Policy, 2019
- h) KIUT Scheme of Services, 2019
- i) KIUT Council Charter, 2019
- j) KIUT Health and Safety Policy, 2019
- k) KIUT Policy Against Sexual Harassment, 2019
- l) KIUT Strategic Plan 2018-2022
- m) The Constitution of KIUTSO
- n) KIUT Security Policy, 2019
- o) Draft of the Constitution of KIUT Convocation
- p) KIUT Funeral Policy, 2019

1.4. KIUT Senate

During the reporting period KIUT academic affairs were governed by the KIUT Senate in accordance with the Draft KIUT Charter, 2019. The Senate comprises of the Vice Chancellor (Chairperson), Deputy Vice Chancellors, Faculty Deans, Directors and academic Heads of Departments.

1.5. KIUT Top Management

Prof. Jamidu H. Y. Katima (who assumed his roles on the 20th February 2018) continued to serve as KIUT Vice Chancellor during the reporting period assisted by:

- (i) Deputy Vice Chancellor – Academic Affairs: Prof. Abanis Turyahebwa (since 1st February 2019).
- (ii) Deputy Vice Chancellor – Finance and Administration: Prof. Sarah Nachuha, and later Prof. Severine M. Rugumamu (since 1st February 2019).



Prof. Jamidu Hizzam Yahaya Katima
Vice Chancellor



Prof. Abanis Turyahebwa
DVC – Academic Affairs



Prof. Severine Rugumamu
DVC – Finance and Administration

1.6. KIUT Academic and Administrative Units

In the endeavour to improve efficiency, effectiveness and quality of academic affairs, the University re-organized its faculties, directorates and departments. This involved reduction of the number of faculties from seven (7) to four (4) and departments from 21 to 10 as shown in **Table 1**. Furthermore, the University appointed staff with requisite qualifications and experiences to head the units.

Table 1: KIUT Academic and Administrative Units

| SN | Unit | Head | Gender | Nationality |
|--------------------------------|--|-------------------------------|--------|-------------|
| KIUT Academic Faculties | | | | |
| 1 | Faculty of Medicine and Pharmaceutical Sciences | Prof. Josiah H. Ntogwisangu | M | TZ |
| 2 | Faculty of Computing, Management and Social Sciences | Dr. Rashid K. Kiliza | M | TZ |
| 3 | Faculty of Education and Legal Studies | Dr. Zaharah Kigundu F | F | UG |
| 4 | Faculty of Allied Health Sciences | Dr. Mildred P Kinyawa | F | TZ |
| Academic Departments | | | | |
| 1 | Department of Pharmacy | Dr. Mhina H. S. Chambuso | M | TZ |
| 2 | Head, Depart of Clinical Sciences | Dr. Rosina SM Lipyoga | F | TZ |
| 3 | Head, Depart of Medical Laboratory Sciences | Dr. Kefas Mugittu | M | TZ |
| 4 | Head, Depart of Medical Community Medicine &PH | Dr. Tumusiime Herbert | M | UG |
| 5 | Head, Depart of Education | Dr. Thadei Thadei Mwereke | M | TZ |
| 6 | Head, Depart of Social Sciences | Dr. Frateline Kashaga | M | TZ |
| 7 | Head, Depart of Law | Dr. Mutabaazi Julius Lugaziya | M | TZ |
| 8 | Head, Depart of Computing & IT | Dr. Godlike Ramadhani Koda | M | TZ |
| 9 | Head, Depart of Biomedical Sciences | Dr. Vulli Venkata Rao | M | IND |
| 10 | Head, Depart of Business | Dr. Juliana Isanzu | F | TZ |
| Directorates | | | | |
| 1 | Head of Library | Dr. Elizabeth Bitegela | F | TZ |
| 2 | Director Quality Assurance | Dr. Victor Rugumamu | M | TZ |
| 3 | Director Estates | Eng. Devotha Dionis | F | TZ |
| 4 | Director HR | Adv. Baraka Saiteu | M | TZ |
| 5 | Director of Research and Post Graduate Studies | Prof. Akim Mturi | M | TZ |
| 6 | Director Marketing | Mr. Neil Mboma | M | TZ |
| 7 | Dean of Students | Elma Frank | F | TZ |
| 8 | Director IODL | Prof. Martin O'rielly | M | IRISH |
| 9 | Academic Registrar | Dr. Adnan A. Adikata | M | |

1.7. Establishment of the International Institute of Science and Technology (IIST)

During the reporting period, KIUT Board of Trustees made a decision to register a new Institute, "The International Institute of Science and Technology" (IIST) to handle non-degree programmes (Diploma and Certificates). The intention is to ease management of the degree and non-degree programmes. The Institute has already been registered with BRELA and has applied for accreditation with NACTE. Already, NACTE visited KIUT on the 9th August 2019 as part of the assessment and evaluation process. As soon as the Institute is accredited with NACTE all non-degree programmes will be gradually shifted to the Institute.

2. KIUT ACADEMIC ACTIVITIES

During the reporting period, the KIUT continued to fulfil one of its core mandates by offering training at both non-degree, undergraduate and postgraduate levels through various academic programmes, as stipulated in the Almanac for the academic year 2018/2019. The activities were implemented through the academic units in faculties, departments and directorates. The key academic activities carried out are detailed hereunder.

2.1. Admission Progress and Status

Unfortunately, no student was admitted at KIUT during the 2018/2019 academic year following suspension of students' admission by TCU on June 2017. As such, during the academic year 2018-2019, KIUT continued to train the continuing students in third, fourth and fifth years of study.

2.2. Non-Degree Studies

The University continued to run with a total number of 1129 students, being full-time non-degree students, pursuing a total of 16 programmes which include technician certificates (NTA Level 4), ordinary diploma (NTA level 5) and diploma (NTA Level 6) programmes as summarized in **Table 2**. The data shows that out 1129 non-degree students, 621 (equivalent to 55%) are males whereas 508 (equivalent to 45% are females).

Table 2: Full Time Non-Degree Students at KIUT

| NO | PROGRAM | MALE | FEMALE | TOTAL |
|----|--|------------|------------|-------------|
| 1 | Diploma in Business Administration (DBA) | 06 | 04 | 10 |
| 2 | Diploma in Human Resource Management (DHRM) | 07 | 03 | 10 |
| 3 | Diploma in Supplies and Procurement (DSP) | 03 | 03 | 06 |
| 4 | Technician Certificate in Clinical Medicine (TCCM) | 55 | 27 | 82 |
| 5 | Technician Certificate in Medical Laboratory Science (TCMLS) | 11 | 07 | 18 |
| 6 | Technician Certificate in Pharmaceutical Sciences (TCPS) | 69 | 79 | 148 |
| 7 | Ordinary Diploma in Clinical Medicine (ODCM) | 202 | 102 | 304 |
| 8 | Diploma in Conflict Resolution and Peace Building (DCRPB) | 08 | 00 | 08 |
| 9 | Diploma in Computer Science (DCS) | 14 | 02 | 16 |
| 10 | Diploma in Guidance and Counselling (DGC) | 01 | 04 | 05 |
| 11 | Ordinary Diploma in Medical Laboratory Sciences (ODMLS) | 63 | 67 | 130 |
| 12 | Diploma in Marketing Management (DMM) | 03 | 07 | 10 |
| 13 | Diploma in Public Administration (DPA) | 17 | 10 | 27 |
| 14 | Ordinary Diploma in Pharmaceutical Sciences (ODPS) | 148 | 183 | 331 |
| 15 | Diploma in Social Work and Social Administration (DSWSA) | 00 | 01 | 01 |
| 16 | Diploma in Law (DL) | 14 | 9 | 23 |
| | TOTAL | 621 | 508 | 1129 |

The data further shows that more non-degree continuing students were pursuing the ODPS (29.2%), ODCM (26.93%), TCPS (13.1%) and ODMLS (11.5%) while the DSWSA programme had the least number of continuing students (i.e. 0.1%) as shown in the **Figure 1**.

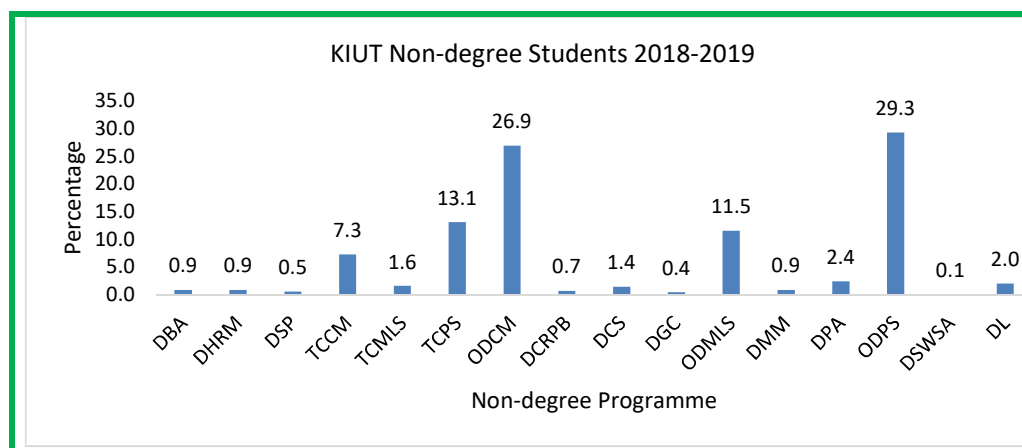


Figure 1: Details of continuing students pursuing non-degree programmes

2.3. Undergraduate and non-Degree Studies

During the reporting period, undergraduate studies continued well with a total number of 1790 (1200 males equivalent to 60.04% and 590 females equivalent to 32.96%) being full-time undergraduate students for the continuing programmes as summarized in the Table 3. More students were pursuing BMS (33.30%), BP (26.10%), BMLS (17.80%) and BAE (13.9%). The BHRM, BMM, BGC, BCS, BACRPB and BSWSA had the least number of continuing students as illustrated in the **Table 3** and **Figure 2**.

Table 3: Full Time Undergraduate Students at KIUT

| No | PROGRAM | MALE | FEMALE | TOTAL |
|----|---|-------------|------------|-------------|
| 1 | Bachelor of Information Technology (BIT) | 18 | 6 | 24 |
| 2 | Bachelor of Computer Science (BCS) | 6 | 2 | 08 |
| 3 | Bachelor of Medical Laboratory Science (BMLS) | 237 | 82 | 319 |
| 4 | Bachelor of Medicine and Surgery (BMS) | 392 | 204 | 596 |
| 5 | Bachelor of Pharmacy (BP) | 326 | 141 | 467 |
| 6 | Bachelor of Public Administration (BPA) | 16 | 16 | 32 |
| 7 | Bachelor of Arts in Conflict Resolution and Peace Building (BACRPB) | 06 | 03 | 09 |
| 8 | Bachelor of Social Work and Social Administration (BSWSA) | 02 | 07 | 09 |
| 9 | Bachelor of Laws (BL) | 23 | 10 | 33 |
| 10 | Bachelor of Human Resource Management (BHRM) | 02 | 01 | 03 |
| 11 | Bachelor of Arts With Education (BAE) | 147 | 102 | 249 |
| 12 | Bachelor of Business Administration (BBA) | 21 | 13 | 34 |
| 13 | Bachelors of Guidance and Counselling (BGC) | 03 | 01 | 04 |
| 14 | Bachelor of Marketing Management (BMM) | 01 | 02 | 03 |
| | TOTAL | 1200 | 590 | 1790 |

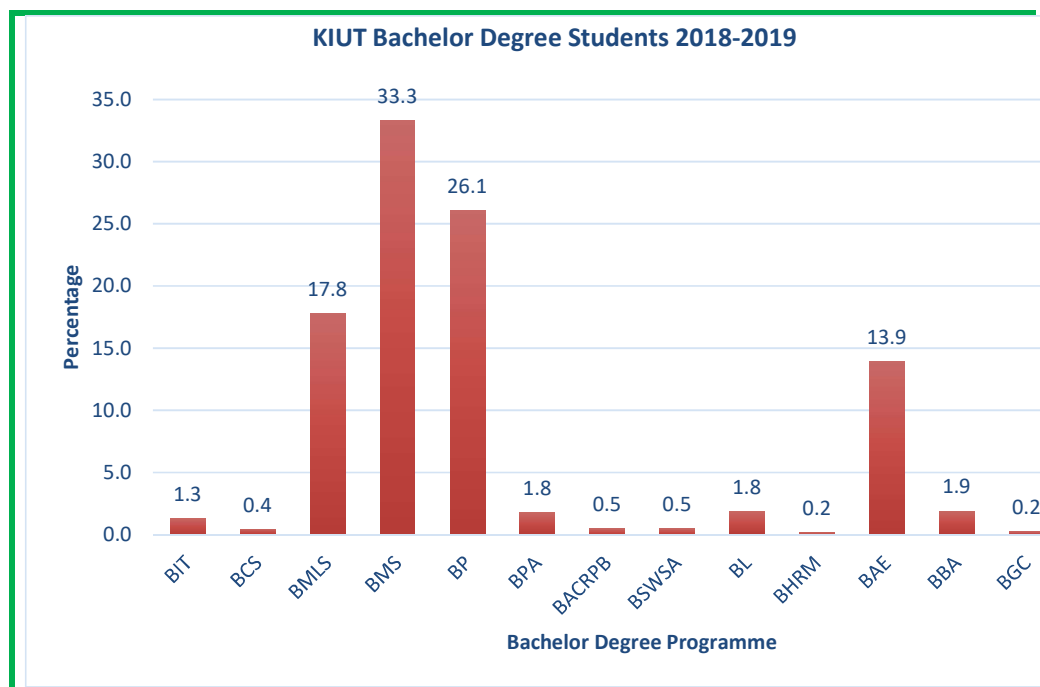


Figure 2: KIUT Bachelor Degree Programmes 2018-2019

During the year under reporting the University decided to freeze the programmes shown in **Table 4**.

Table 4: Programmes that were frozen for academic year 2019 – 2020.

| No | PROGRAM |
|----|---|
| 1 | Bachelor of Information Technology (BIT) |
| 2 | Bachelor of Arts in Conflict Resolution and Peace Building (BACRPB) |
| 3 | Bachelors of Guidance and Counselling (BGC) |
| 4 | Bachelor of Marketing Management (BMM) |
| 5 | Bachelor of Development Studies (BDS) |

2.4. Postgraduate Studies

During the reporting period, postgraduate studies at KIUT were done at three levels i.e. Postgraduate Diploma, Masters and PhD in collaboration with Kampala International University – Uganda (meaning the Coffering University is KIU – Uganda). The University run with two broad categories of postgraduate students: regular and distance learning - regular students studied through the academic departments and distance learning students through Institute of Open and Distance Learning (IODL). Altogether the University had a total of 182 postgraduate students during the academic year 2018 / 2019; 77 regular (equivalent to 42.31%) and 105 distance learning (equivalent to 57.69%) as summarized in the

Table 5. 26.00% and 31.43% were females regular and distant postgraduate students respectively, making an average of 29.12% female postgraduate students.

Table 5: Details of KIUT Postgraduate Students 2018-2019

| No. | POSTGRADUATE PROGRAM | MALE | FEMALE | TOTAL |
|---|--|------------|-----------|------------|
| REGULAR POSTGRADUATE STUDENTS | | | | |
| 1. | Postgraduate Diploma in Education (PDE) | 10 | 3 | 13 |
| 2. | Postgraduate Diploma in Business Administration (PDBA) | 7 | 0 | 7 |
| 3. | Postgraduate Diploma in Public Administration (PDPA) | 0 | 1 | 1 |
| 4. | Master in Development Studies (MDS) | 1 | 0 | 1 |
| 5. | Master of Guidance and Counselling (MGC) | 1 | 0 | 1 |
| 6. | Master in Education Management and Administration (MEMA) | 2 | 2 | 4 |
| 7. | Master in Management Information System (MMIS) | 2 | 1 | 3 |
| 8. | Master in Conflicts Resolution and Peace Building (MCRPB) | 3 | 1 | 4 |
| 9. | Master in Public Administration (MPA) | 4 | 2 | 6 |
| 10. | Masters in Project Planning and Management (MPPM) | 7 | 3 | 10 |
| 11. | Master in Business Administration (MBA) | 15 | 5 | 20 |
| 12. | PhD Candidates | 5 | 2 | 7 |
| | SUBTOTAL 1 | 57 | 20 | 77 |
| DISTANT LEARNING POSTGRADUATE STUDENTS | | | | |
| 13. | Postgraduate Diploma in Business Administration (PDBA) | 2 | 0 | 2 |
| 14. | Postgraduate Diploma in (PGDHE) | 7 | 3 | 10 |
| 15. | Master in Development Studies (MDS) | 3 | 2 | 5 |
| 16. | Master of Guidance and Counselling (MGC) | 2 | 3 | 5 |
| 17. | Master in Educational Management and Administration (MEMA) | 15 | 6 | 21 |
| 18. | Master in Conflicts Resolution and Peace Building (MCRPB) | 15 | 2 | 17 |
| 19. | Master in Public Administration (MPA) | 1 | 1 | 2 |
| 20. | Master in Business Administration (MBA) | 21 | 11 | 32 |
| 21. | Master of Human Rights and Development (MHRD) | 1 | 1 | 2 |
| 22. | Master of Public Health (MPH) | 5 | 4 | 9 |
| 23. | SUBTOTAL 2 | 72 | 33 | 105 |
| 24. | TOTAL POSTGRADUATE STUDENTS | 129 | 53 | 182 |

2.5. Examinations

During the period under review, KIUT continued to process and administer University Examinations as per the prevailing regulations and guidelines. Through the office of the Academic Registrar, the examination results were processed through Departmental Examiners Board, The Faculty Boards, Senate Undergraduate Studies Committee and later were approved by the Senate.

The University engaged external examiners and coordinated all logistical operations which included the process of identifying, listing and approving External Examiners for the 2018/2019 academic year and made logistical preparations for their engagement, including preparation of letters of appointment, hotel reservations and flight bookings.

2.6. Graduation

During Academic year 2018-2019, seven hundred and fifty four (754) students successfully completed their programmes and were conferred with respective certificate at the historic and first graduation ceremony of Kampala International University in Tanzania organized and held on 13th December 2018 on the grounds of the University.



Plate 2: Sections of events of KIUT 1st graduation which took place on the 13th December 2018

2.7. Progress Made to Lift Students Admission Ban

Various measures were taken during the reporting period to lift both TCU and NACTE students' admission bans. The measures and efforts taken included but not limited to:

- Addressing all issues and concerns raised by TCU including recruiting KIUT top management with right qualifications, recruiting more academic staff with

requisite qualifications, obtaining residence and work permits for KIUT foreign staff, etc.

- Institutionalization of KIUT as a university in accordance with the laws governing the undertaking of higher learning institutions in Tanzania
- Development and dissemination of key KIUT profile to the public and government official, with intention of dispelling the negative institutional image that was created by the admission ban.

As a result of the above efforts and interventions, in June 2019, TCU resolved (effectively from the 2019-2020 academic year) to:

- Lift the admission ban for the Bachelor of Social Work and Social Administration; Bachelor of Laws; Bachelor of business Administration (Accounting; Commerce; Finance and Banking); Bachelor of Computer Science; and Bachelor of Public Administration; Bachelor of Arts with Education English and Kiswahili); Bachelor of Medical Laboratory Sciences; and Bachelor of Pharmacy.

2.8. Communications with TCU

During 2018-2019 Academic year, commendable efforts were made in the attempts to lift the TCU students admission ban. The following key interactions and communication were made between KIUT and TCU:

- **Monday 11th February 2019:** A team of seven (7) TCU delegation visited KIUT campus at Gongolamboto. The main agenda of the visiting mission was to audit KIUT academic activities in the Health Science Programmes (i.e. programmes under the Faculties of Medicine as well as Allied Health Sciences). The team was composed of Prof. K. Pallangyo, Dr. T. Kassile, Mr. Mathayo Mafang'ha, Hamu Joseph, Martha A. Lyimo, Obadia Nyongole and Michael A. Mtaki. The audit exercise was conducted for 5 days from Monday 11th to Friday 15th February 2019.
- **Friday 5th April 2019:** Another TCU delegation composed of two official, Ms Hilder Kavishe and Mr Mathayo Mafang'ha visited KIUT. Its main objective was to collect and analyse student's enrolment data for validation. It was informed that TCU had observed some wide discrepancies between the data submitted in the University Management Information System (UMIS) and the data submitted by KIUT during recent audit. During its stay at KIUT, the TCU team worked closely with the KIUT Academic Registrar and Examination Department to harmonise the two data sets.
- **Tuesday 28th May 2019:** A team of seven (5) TCU officials visited KIUT campus at Gongo la Mboto on Tuesday 28th May 2019. The team was made of the following Prof. Charles Kihampa (TCU Executive Secretary), Dr. Telemu Kassile, Dr. Kokubelwa Katunzi Mollel and Mr. Mathayo Mafang'ha. The TCU agenda were to discuss on various issues related to the teaching and learning undertakings at KIUT. The mission involved a formal meeting between TCU official and the KIUT Management (including top management, Deans of

Faculties, Head of Academic Departments as well as Academic and Administrative Directors) and visiting of some teaching laboratories of KIUT

2.9. Communications and Status of NACTE Admission Ban

- In July 2019, KIUT was informed that in response to TCU decision to lift the admission ban on all certificate and diploma programmes.

3. RESEARCH AND COMMUNITY OUTREACH

3.1. Research Undertakings

The Postgraduate Studies and Research Directorate was initially headed by Dr. Joseph Sambali and later by Prof. Akim Mturi. Considering the fact that KIUT is a newly registered University, a lot of effort was devoted to developing a Research Culture Plan at the University. This was found to be a necessary initial step because the existing culture is not conducive for research. The plan takes into account motivation arrangements for staff to undertake research assignments, resources considerations, capacity building plan for junior KIUT members on how to design and implement research projects and preparing publications. The Directorate is still finalizing KIUT Research Culture Plan including the plans to conduct a series of capacity building workshops to fill in the gaps. Some of the topics identified for capacity building include converting dissertations into journal articles, data analysis using SPSS, etc.

The ongoing efforts to recruit senior staff at KIUT are expected to catalyse the development and execution of research projects in collaboration with other learning and funding institutions

3.2. Publications

Table 6 summarizes the publications made by KIUT Academic staff during the academic year 2018/2019

Table 6: Publication during the academic year

| Name of Author | Faculty | Type of Publication | Title of Publication |
|--|--|---------------------|---|
| Dr. Thadei T. Mwereke | Faculty of Education and Legal Studies | Book | Philosophical Foundations of Education, Karljamer Publishers Limited, ISBN 798-9976-9959-0-9, Year: 2018 |
| Dr. Thadei T. Mwereke | Faculty of Education and Legal Studies | Book | Bullying and Academic Performance of Pupils with Disabilities in Africa, Karljamer Publishers Limited, ISBN 798-9987-03-151-1, Year: 2018 |
| Adam Matiko Charles | Department of Development Studies | Articles | <i>Decentralization by Devolution in Tanzania: Reflections on Water Service Delivery in the Selected Wards of Ilala Municipality, Dar Es Salaam</i> in the Arabian Journal of Business and Management Review; ISSN: 2223-5833, Volume 8: 345, Issue 2 -1000345, year 2018 |
| Adam Matiko Charles in collaboration with other researchers from KIU of Uganda | Department of Development Studies | Article | <i>Cultural norms, beliefs and use of e-commerce among traders in Kampala, Uganda</i> in the International Journal of Research; e-ISSN: 2348-6848; p-ISSN: |

| Name of Author | Faculty | Type of Publication | Title of Publication |
|--|-------------------------------|---------------------|---|
| | | | 2348-795X; Volume 05 Issue 16 of June 2018; page 202 - 208 |
| Haule Lembuka | Department of Social Sciences | Article | Training in leadership skills and performance of administrative staff in Bushenyi and Sheema local governments, western Uganda; in the International Journal of Research, e-ISSN: 2348-6848 p-ISSN: 2348-795X Volume 05 Issue 20 SEPTEMBER 2018, page 121 - 130 |
| N. Msuya , R. J. A. Minja, J. H. Y. Katima , E. Masanja, A. K. Temu | VC's Office | Article | Separation and Purification of Lactic Acid from Sisal Wastes. American Journal of Chemistry Vol. 18 No. 1 pp 13-18, 2018 |
| N. Msuya, J. H. Y. Katima , R. J. A. Minja, E. Masanja, A. K. Temu | VC's Office | Article | Characterization of Sisal Boles for Production of Polylactic Acid (PLA). American Journal of Chemistry Vol. 8 No. 2. Pp 36 – 40, 2018 |
| Wajihu Ahmada, Jamidu H. Y. Katima , Richard Kimwaga, Rob Van Deun | VC's Office | Article | Pathogens Removal from Wastewater Using Sustainable Treatment Wetlands in Tanzania: A Review. American Journal of Environmental Engineering Vol. 8 No. 2. Pp 17 – 24, 2018 |
| Linda Godfrey, Mohamed Tawfic Ahmed, Kidane Giday Gebremedidhin, Jamidu Katima , Suzana Oelofse, Oladele Osibanjo, Ulf Henning Richter and Arsene H. Yoni | VC's Office | Chapter in a Book | Solid Waste management in Africa: Governance Failure or Development Opportunity? Submitted: January 25th 2019 Reviewed: May 21st 2019Published: July 24th 2019 DOI: 10.5772/intechopen.86974 |
| Jamidu H.Y. Katima and Linda Godfrey | VC's Office | Chapter in a Book | Chapter One of the Africa – Waste management as a priority in Africa In Waste Management Outlook / UNEP. ISBN No. 978-92-807-3704-2, 2018 |
| Severine M. Rugumamu | DVC-FA's Office | Article | Julius Nyerere: Building a Peaceful Nation and Establishing Sovereignty in Tanzania", Tanzania Journal of Development Studies 16 (2)2018:134-141. |

The University launched with a name *"Journal of Social Sciences and Business Studies"*. The journal focuses among other things on topics that deal with development issues such as rural and agricultural transformation, industrialization, development strategies, gender, public health and poverty issues, science and technology and the environment, with respect to Tanzania and other African countries. The journal is externally refereed and is slated to be published twice a year; June and December. The Journal's Chief and Deputy Editors are Prof. Severin Rugumamu and Prof. Martin O'rielly respectively.

4. CONSULTANCY AND COMMUNITY OUTREACH

4.1. Consultancy Undertakings

During the 2018/2019 academic year, KIUT staff addressed a number of community problems and challenges through provision of consultancy services on individuals based model. This was attributed by the absence of institutional structure to coordinate consultancy activities at institutional level.

Nevertheless, a number of steps were undertaken to ensure that the consultancy wing of the university becomes operational. Measures undertaken include the following:

- a) Formulation of KIUT Consultancy Policy to govern consultancy undertakings at KIUT. The policy was approved during the 1st Meeting of KIUT Council which took place between 31st July and 2nd August 2019.
- b) Dissemination of the approved consultancy policy to all KIUT staff for awareness and wider applications.
- c) Establishment of the University Consultancy Bureau (UCB) to govern the consultancy activities of KIUT. The entry points currently being worked out include the establishment of the UCB Board, recruitment of UCB Manager and Projects Coordinator.
- d) Recruitment / appointment of Dr. KEFAS MUGITTU as the Manager for the University Consultancy Bureau (UCB) Manager.
- e) Appointment of MR. JUVENALI MUTAYABARWA as the UCB Projects Coordinator.
- f) Conduct workshop to KIUT staff to discuss the way forward regarding KIUT consultancy services. The workshop took place on 3rd July 2019 whereby a total of 25 KIUT staff participated.
- g) Design computer short courses (in collaboration with KIUT ICT Directorate) for the general public. The courses are designed to cover Database Technologies, Computer Networks, Website and Graphic Designs, Office Applications, Computer Hardware, Windows 2012 Server and Statistical Package for the Social Sciences (SPSS). The courses will be publicized in the near future. Collaboration with other KIUT units (i.e. faculties, departments and directorates) are on-going to design other short courses for the general public
- h) Compilation of Profiles of experts in different aspects of consultancy services in a database
- i) The bidding and solicitation of consultancy assignments is underway.

4.2. Community Outreach Activities

During the academic year 2018/2019, KIUT community volunteered and participated in the provision of community services through a number of local and national platforms. The bullets below highlight the community outreach activities undertaken by KIUT community during the reporting period:

- a) Free health check-ups and advice events (i.e. on Malaria, BP, Diabetes, Hepatitis B Vaccine, etc.) provided periodically to the various local communities in Dar es

- Salaam and Pwani Region (25th April, 2018. World Malaria Day at Chanika ward. Organized by Tanzania Medical Students Association TAMSA).
- b) Voluntary Blood Donation to various blood banks in health facilities of Dar Es Salaam and Pwani Regions (14th February, 2019 organised by KIUTSO; 19th May, 2019 organized by Tanzania Medical Laboratory Students Association (TAMELASA-KIUT).
 - c) Training on various aspects of community development including health, entrepreneurship, gender, career development to secondary schools, etc. (25th January, 2019 Gender Day organized by KIUTSO Government; 14th – 16 May, 2019 Training to students at Secondary schools in Pugu, Minaki and Juhudi. Organized by TAMELASA.
 - d) Free dissemination of health and hospital facilities and devices including mosquito nets, clinical gloves, etc. in line with KIUT Corporate Social Responsibilities (CSR) (1st December, 2019 World AIDS Day at Amana Hospital. Organised by Tanzania Pharmaceutical Students Association, TAPSA).
 - e) Participation in Uhuru Torch (Mwenge wa Uhuru) commemorations which is one of the National Symbols of Tanzania (19th July 2019).
 - f) 14th November 2018, KIUT students participated on Antimicrobial Awareness event at MUHAS. The event was attended by Pharmaceutical Students through TAPSA-KIUT.
 - g) 17th November 2018, KIUT students commemorated the WORLD DIABETIC DAY at KIUT grounds. The commemoration was in the form of morning jogging and friendly matches.
 - h) 23rd and 24th November 2018, there was training with Help to Help Organization which is sponsoring some of KIUT students. The organization was impressed by the progress of students under their sponsorship. They agreed to conduct capacity building programme to KIUT students especially female students to improve their confidence.
 - i) 1st December 2018, a total of 80 KIUT students collaborated with 40 students from Kigamboni City College of Health and Allied Science to undertake cleanliness of Amana Hospital and diagnosis of HIV in commemoration of World Aids Day.
 - j) 1st December 2018 KIUT students commemorated the AIDS day by volunteering the provision of health and cleaning services at Amana Hospital, Ilala, Dar es Salaam.

The above mentioned community services were conducted by students (mainly through their students' organizations) in collaboration with academic and support staff from the Office of Dean of Students, Directorate of Marketing and Public Relations and academic departments. The current students' organizations include KIUTSO (KIUT Students' Government), TAPSA (Tanzania Pharmacy Students Association), TAMSA (Tanzania Medical Students Association), TAMELASA (Tanzania Medical Laboratory Students Association), gender and health clubs.

5. HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

5.1. Human Resources

By the end of the 2018/2019 academic year, the University was operating with a total of 317 staff being 174 academic staff, 17 technical staff and 126 administrative staff as detailed in **Figure 3** and ANNEX 1.

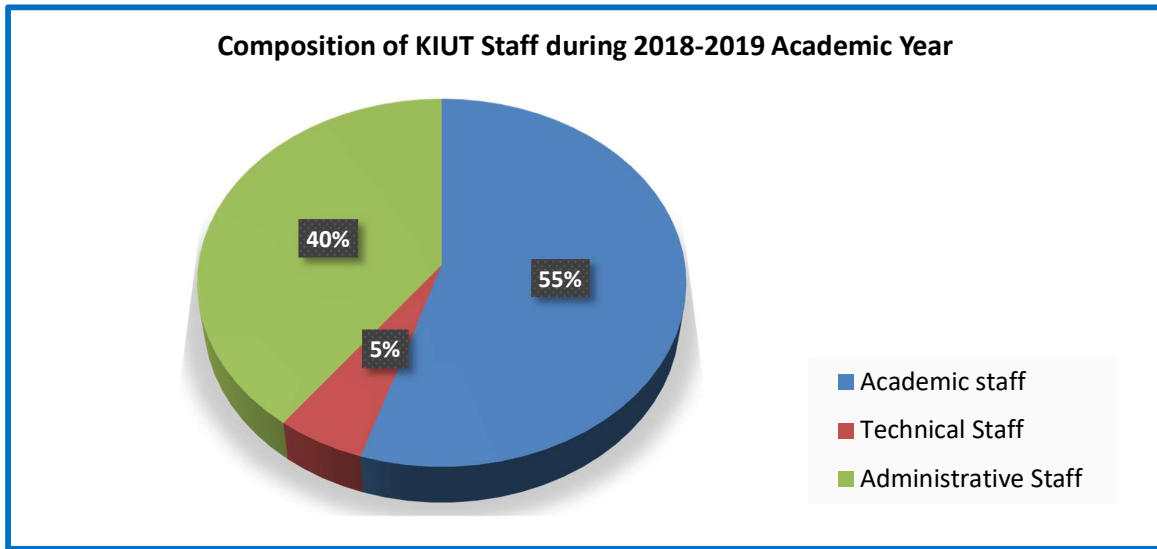


Figure 3: Staff of KIUT year 2018-2019

The ratio of female to male staff is higher in Administrative staff (46.8%) but it stands at 30.5% for Academic staff as shown in **Figure 4** and ANNEX 1.

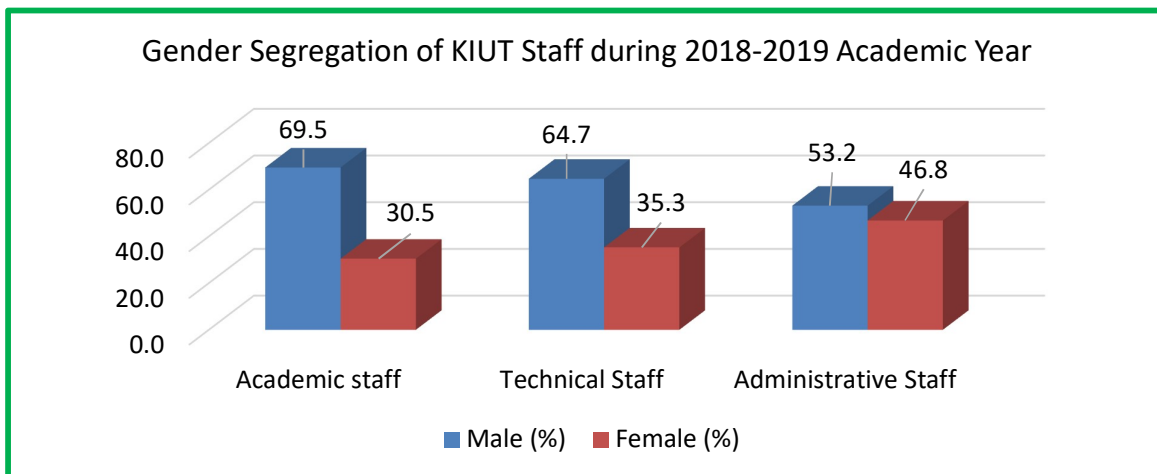


Figure 4: Gender Segregation of KIUT Staff during 2018-2019 Academic Year

In the efforts to comply with TCU requirements, the University engaged 46 as part-time lecturers; 35 males and 11 females. The ratio of full time against part time staff is shown in **Figure 5** along with their gender segregation

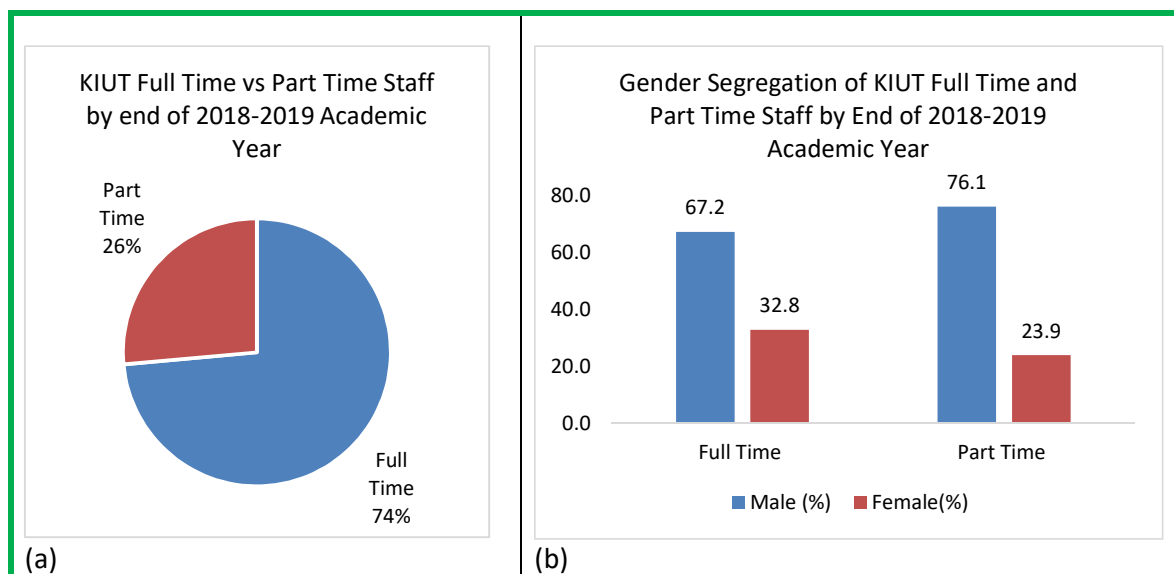


Figure 5: Part time staff (a) versus full time academic staff (b) segregated by gender

5.2. Foreign Staff

During the reporting period, KIUT operated with a total of 26 foreign staff (see **Table 7**). The University made efforts to ensure that all foreign staff engaged by the institution had residence and work permits in compliance with the country’s immigration laws and regulations.

Table 7: List of foreign staff by nationality

| S/NO | NAME | NATIONALITY |
|------|--------------------------|-------------|
| 1 | Abanis Turyahebwa | Ugandan |
| 2 | Adnan Ali Adikata | Ugandan |
| 3 | Martin Gerald O'reilly | Irish |
| 4 | Zaharah F. Kiggundu | Ugandan |
| 5 | Miguel Alcantara Vila | Cuban |
| 6 | Ragini Vinayak Deshpande | Indian |
| 7 | Nancy B. Mitaki | Kenyan |
| 8 | Hebert Tumusiime | Ugandan |
| 9 | Ismail O. Onanuga | Nigerian |
| 10 | John Roberts Padde | Ugandan |
| 11 | David K. Kowanga | Kenyan |
| 12 | William M. Sikyewunda | Ugandan |
| 13 | Dickson Robert Opio | Ugandan |
| 14 | Emmanuel Muhimbura | Ugandan |

| S/NO | NAME | NATIONALITY |
|------|------------------------|-------------|
| 15 | Winnie Akiteng | Ugandan |
| 16 | Joyce Akol | Ugandan |
| 17 | Brenda Nabitula | Ugandan |
| 18 | Peter Kaahwa | Ugandan |
| 19 | Omar Maceo Palacio | Cuban |
| 20 | Benard Nyakweba Oyagi | Kenyan |
| 21 | Godfrey Ochwoto Orwaru | Kenyan |
| 22 | Moureen Kobugabe | Ugandan |
| 23 | Francis I. Byaruhanga | Ugandan |
| 24 | Mushabe Rogers | Ugandan |
| 25 | Susan Abaasa | Ugandan |
| 26 | Godfrey Omare Mauti | Kenyan |

5.3. Appointments

During the review period, the following appointments were made at KIUT

- a) KIUT Chancellor, Alhajji Ali Hassan Mwinyi, re-appointed **Prof. Abanis Turyahebwa** to be the Deputy Vice Chancellor – Academic Affairs for a tenure of 4 years (with effect from 1st February 2019) in accordance with Draft KIUT Charter, 2019.
- b) Similarly, the KIUT Chancellor appointed **Prof. Severin Rugumamu** to be the Deputy Vice Chancellor – Finance and Administration for a tenure of 4 years (with effect from 1st February 2019).
- c) KIUT Council approved the appointment of **Prof. Mary Justin Temu** to serve in the Department of Pharmacy of KIUT. Prof Mary Justin Temu is a retired Professor from Muhimbili University of Health and Allied Sciences (MUHAS) in the Department of Pharmacy.
- d) KIUT Council approved the appointment of **Prof. Akim Jasper Mturi** to serve in the Department of Education of KIUT.
- e) KIUT Council approved the appointment of **Prof. Akim Jasper Mturi** to serve as Director of Postgraduate Studies and Research.
- f) KIUT Vice Chancellor appointed **Dr. Kefas Mugitu** to serve as Manager for the University Consultancy Bureau .

5.4. Staff Recruitment

In the effort to improve the profiles of academic staff, the university advertises vacant academic positions through a range of media channels within Tanzania and in the East Africa region and beyond. The aim is to recruit academic and administrative staff with requisite qualifications to improve the academic standing of the University. Already, the University has recruited new staff to fill the key positions.

Table 8 shows a list of staff that have been recruited during the reporting period.

Table 8: List of staff recruited during the year

| SN | Name | Faculty/Directorate/ Department | Rank |
|-----|------------------------------|--|---|
| 1. | Prof. Akim Jasper Mturi | Postgraduate Studies & Research | Professor & Director of Postgraduate Studies & Research |
| 2. | Dr. Mboni Kibelloh | Computing & Information Technology | Lecturer |
| 3. | Dr. Shaila R. Shah | Clinical Sciences | Lecturer |
| 4. | Maria Alfred | Social Sciences | Assistant Lecturer |
| 5. | Scholastica Pembe | Social Sciences | Assistant Lecturer |
| 6. | Emmanuel Nkoma | Education & Legal Studies | Assistant Lecturer |
| 7. | Idd Hassan Musa | Education & Legal Studies | Assistant Lecturer |
| 8. | Maria Ambieza Gores | Education & Legal Studies | Assistant Lecturer |
| 9. | Costansia Constantini Urassa | Education & Legal Studies | Assistant Lecturer |
| 10. | Leah Chiza Leon | Education & Legal Studies | Assistant Lecturer |
| 11. | Doreen Mrangu | Education & Legal Studies | Assistant Lecturer |
| 12. | Jeremiah Mbasha Kaligiwa | Education & Legal Studies | Assistant Lecturer |
| 13. | Francis Mzarifu Magare | Education & Legal Studies | Assistant Lecturer |
| 14. | Zuena Mgova | Computing & IT | Assistant Lecturer |
| 15. | Beatrice Kitila | Computing & IT | Assistant Lecturer |
| 16. | Maria Godfrey | Library Services | Library Assistant |
| 17. | Rose Fauster Magayane | Library Services | Library Assistant |
| 18. | Evelyne Mapunda | Allied Health Sciences | Tutor |
| 19. | Simon Elizeus | Allied Health Sciences | Tutor |
| 20. | Habibu H. Ntabindu | Allied Health Sciences | Assistant Tutor |
| 21. | Neil Peter Mboma | Marketing | Director of Marketing |
| 22. | Florence Salala | Allied Health Sciences | Administrative Officer |
| 23. | Rose Nelson Kiwia | Education & Legal Studies | Administrative Officer |
| 24. | Christopher Anyitike | Data Bank Office | Examinations Officer |
| 25. | Weisiko John Wankuru | Data Bank Office | Academic Officer |
| 26. | Lina Fernandis Materu | Data Bank Office | Data Bank Officer |
| 27. | Miriam Rashid Farijallah | DVC - Finance & Administration Office | Administrative Officer |
| 28. | Edna Deus Mtambalike | Pharmacy | Administrative Officer |
| 29. | Hillary G. Ndewingia | Information & Communication Technology | Web Administrator |
| 30. | Rehema S. Kyashama | Finance | Revenue Officer |
| 31. | Jestina Thomas | Postgraduate Studies & Research | Administrative Assistant |

| SN | Name | Faculty/Directorate/ Department | Rank |
|-----|------------------------|------------------------------------|-----------------------------|
| 32. | Doris Silvery Lubimbi | Marketing | Assistant Marketing Officer |
| 33. | Aloyce P. Hinju | Estates | Driver |
| 34. | Silvester Njama | Estates | Driver |
| 35. | Zuberi Mwamera Mwameja | Estates | Driver |

5.5. Staff who Left Employment

During the year several staff left the University for one reason or the other. **Table 9** Shows a list of staff who left employment.

Table 9: List of staff who left the University

| SN | Name | Faculty/Directorate/ Department | Rank | Reason |
|-----|----------------------------|------------------------------------|--------------------|-------------------------|
| 1. | Prof. Alpana Verma | Medicine & Pharmaceutical Sciences | Professor | Resigned |
| 2. | Dr. Joseph Sambali | Postgraduate Studies & Research | Lecturer | Resigned |
| 3. | Dr. Aneesa A. Noor Mohamed | Medicine & Pharmaceutical Sciences | Lecturer | Resigned |
| 4. | Dr. Lucy Odo Kiowi | Business & Management | Lecturer | Resigned |
| 5. | Dr. Guyo Wario Wako | Business & Management | Lecturer | Failed to Get Permits |
| 6. | Michael Mbasha | Medicine & Pharmaceutical Sciences | Assistant Lecturer | Resigned |
| 7. | Vitalis B. Mbuya | Medicine & Pharmaceutical Sciences | Assistant Lecturer | Resigned |
| 8. | Marijani Saleh Athuman | Business & Management | Assistant Lecturer | Terminated |
| 9. | Ngemba Makuru | Business & Management | Assistant Lecturer | Terminated |
| 10. | Fatima Abdallah Nantembele | Business & Management | Assistant Lecturer | Study Leave Without Pay |
| 11. | Japhate K. Kashaia | Computing & Information Technology | Assistant Lecturer | Absconded From Duty |
| 12. | Nguleni Faith | Computing & Information Technology | Assistant Lecturer | Resigned |
| 13. | Mr. Alex Zakaria Ndaba | Computing & Information Technology | Assistant Lecturer | Resigned |
| 14. | Felix Goldman | Education & Legal Studies | Assistant Lecturer | Resigned |
| 15. | Sawaya Theresia | Legal Studies | Assistant Lecturer | Resigned |
| 16. | Yahya Abubakar Mbura | Allied Health Sciences | Tutor | Absconded from Duty |
| 17. | Fredy V. Meela | Allied Health Sciences | Tutor | Resigned |
| 18. | Dr. Byera Joseph Mbungi | Allied Health Sciences | Tutor | Resigned |
| 19. | Tryphone Gujema | Allied Health Sciences | Tutor | Absconded From Duty |

| SN | Name | Faculty/Directorate/ Department | Rank | Reason |
|-----|--------------------------|---|------------------------|---------------------|
| 20. | Philemon Mwakikali | Allied Health Sciences | Tutor | Absconded From Duty |
| 21. | Sabrina M. Chambusho | Allied Health Sciences | Tutor | Resigned |
| 22. | Shazia A. Saleem | Allied Health Sciences | Tutor | Absconded From Duty |
| 23. | Evance Serial Antipas | Allied Health Sciences | Tutor | Absconded From Duty |
| 24. | Bariki Kyando | Allied Health Sciences | Tutor | Absconded From Duty |
| 25. | Mariki Urassa | Allied Health Sciences | Tutor | Resigned |
| 26. | James Augustino Ivambi | Marketing | Director Marketing | Deceased |
| 27. | Karim Hamisi Sangama | Information & Communications Technology | Lab Attendant | Absconded From Duty |
| 28. | Fatuma Ramadhan | Medicine & Pharmaceutical Sciences | Lab Attendant | Absconded From Duty |
| 29. | Balige Ford Ferdinand | Estates | Maintenance Engineer | Absconded From Duty |
| 30. | Anifa Omari | Allied Health Sciences | Administrative Officer | Resigned |
| 31. | Jabir Salumu Sudi | Estates | Driver | Absconded From Duty |
| 32. | Saitoti Laiser Kileo | Estates | Driver | Resigned |
| 33. | Mohammed Suleiman Mwembe | Estates | Cleaner | Absconded From Duty |

5.6. Staff Training

During the reporting period, the KIUT Management Team was trained on the roles and function of the University. The training workshop took place on 20th and 21st August 2018 at KIUT campus Gongolamboto Dar es Salaam. The induction aimed at training KIUT management team and academic heads on the key aspects of the University taking into account that KIUT is now a fully-fledged university. The induction facilitators, Prof. B. Kundi, Prof. M. M. Chijoriga and Dr. Magreth Mushi. The following key aspects of a University were shared and discussed by facilitators and participants:

- a) New directions in higher education in Tanzania
- b) The core functions of a University: Teaching & Learning; Research & Innovation; and Knowledge Exchange
- c) Institutional strategic planning and KIUT
- d) Overview of KIUT Strategic Plan
- e) Overview of KIUT Charter, 2018
- f) Students' Assessment/Examinations
- g) Key Functions and Role of a University Leader and Manager
- h) Teaching and Learning; Discussion Of Selected Issues
- i) Quality Assurance



Plate 3: Sections of Induction Participants

5.7. Staff Meeting

During the reporting period the University management met with all staff to discuss various aspects of welfare. The staff meeting took place on the 3rd October 2018 as illustrated in the plate below.



Plate 4: A section of participants during staff meeting with KIUT Management

6. STUDENTS' MATTERS

During the reporting period, the University continued to promote and nurture positive relationships between KIUT management, students and the entire KIUT community. Students' issues were handled through the office of Dean of Students, the Office of Academic Affairs and the KIUT Students Organization.

6.1. Student Leadership

In November 2018, the Students elected KIUT Student Organization (KIUTSO) leadership in accordance with the guidelines and regulations. Students leaders during the reporting period are summarized in **Table 10**.

Table 10: Student leadership

| KIUTSO Top Leaders | | | | |
|--------------------------------|-------------------|--------|-------------------|--------|
| Position | Name | Gender | | |
| President | Ragi Samwel | Male | | |
| Vice President | Dismas Charles | Male | | |
| Prime Minister | Ismail Hamza | Male | | |
| Legal Advisor | Ratwifu Almasi | Male | | |
| Speaker | Robinson Majaliwa | Male | | |
| Deputy Speaker | Nasra Payema | Female | | |
| CAG | Athanas Protas | Male | | |
| KIUTSO Ministers | | | | |
| Ministry | Minister | | Deputy Minister | |
| | Name | Gender | Name | Gender |
| Internal and External Affairs | Elieza Kone | Male | Wilbard A. Munisi | Male |
| Health | Jane Mgaya | Female | Samwel Mboje | Male |
| Loans, Meals and Accommodation | Frank W. Urio | Male | Barnabas Gabriel | Male |
| Religion | Evance Zuberi | Male | Ally Hassani | Male |
| Sports and Games | Kulwa Paul | Male | Hellen E. Elisha | Female |
| Finance | NassibuIddi | Male | | |
| Education | Abdulkarim Mnyena | Male | Gibe M. Maenad | Male |
| | | | Frank F. John | Male |
| Information | Abood A. Salim | Male | | |
| MP MBBS | Peter Sambua | Male | | |
| MP Information Technology | Doris Kimaro | Female | | |

6.2. Other Students Associations

The existing students' academic associations (namely TAPSA, TAMSA and TAMELASA) as well as religious, gender and health clubs continued to operate during the reporting period despite the fact that they have not been aligned with the Draft KIUT Charter. The plans are underway to formalize the association in the academic year 2019-2020.

6.3. VC Meeting with the Students

During the period of reporting the University management met with all students to discuss the various aspects of students affairs. The students' meeting took place on the 6th November 2018 as shown in **Plate 5**.



Plate 5: Sections of participants during students meeting with KIUT Management

6.4. Students Activities

The paragraphs below present a summary of activities (including outreach undertakings) carried out by students through their government and associations as registered by the office of Dean of Students of KIUT.

- a) 14th November 2018, KIUT students participated on Antimicrobial Awareness event at MUHAS. The event was attended by Pharmaceutical Students through TAPSA-KIUT.
- b) 17th November 2018, KIUT students commemorated the WORLD DIABETIC DAY on KIUT grounds. The commemoration was in the form of morning jogging and friendly matches.
- c) 23rd and 24th November 2018, there was training with Help to Help Organization which is sponsoring some of KIUT students. The organization is impressed by the progress of students under their sponsorship. They agreed

to conduct capacity building programme to KIUT students especially female students to improve their confidence.

- d) 1st December 2018, a total of 80 KIUT students collaborated with 40 students from Kigamboni City College of Health and Allied Science to undertake cleanliness of Amana Hospital and diagnosis of HIV in commemoration of World Aids Day.
- e) **Gender Day:** This event took place on 25th January, 2019. The theme for the Event was “Be Bold for Change”. Objective was to emphasize issues regarding gender sensitivity at our KIUT community. Speakers were representative from I-plan, NHIF, and Guest of Honor being Ms. Blandina Njau (Entrepreneur). 600 students attended.



Plate 6: Section of events during commemoration of the Gender Day at KIUT

- f) **Guild health ministers Training for Huduma Rafiki Program:** 18th February 2019 to 3rd March 2019. This was a two weeks training which took place at Ilala Municipal Council’s Office in Dar es Salaam. Training was organized to prepare students leaders to be the ambassadors for reproductive health programs that are running under the office of Ilala Municipality.

- g) **Women's Day:** The event took place on 8th March 2019. KIUT joined other institutions worldwide to commemorate the World Women's Day. The event took place at the Students Affairs Board room with the Deputy Vice Chancellor, Finance and Administration as the Guest of Honour. The event was marked by a spirited discussion between KIUT members (Both Students and Staffs) on a wide-ranging gender-related in our community. The organizing theme of the day was, "[Think Equal, Build Smart, Innovate for Change](#)".



Plate 7: Section of events during commemoration of the Women's Day at KIUT

- h) **Tanzania Pharmaceutical Students Association (TAPSA), Graduation: 5th April 2019.** The Guest of Honour was Mr. Jitendra Bharwaj - Country manager Zenufa Laboratories. Other guests were Mr. James Ndege - a TFDA representative, Isaya Mbwilo - National President of TAPSA and 20 invited guests from other universities. Number of graduands was 40.



Plate 8: Section of events during TAPSA Graduation at KIUT

- i) **University Students Bash:** The event took place on 5th April 2019. On this year's event, they invited two most celebrated Tanzania artists, Barnaba and Msami both from Tanzania House of Talent (THT). The event was well planned and well attended.
- j) **Help to Help Seminar:** Thursday 18th April, 2019. Help-to-Help Organization is an NGO which is sponsoring 18 of our Students from needy families. The Help-to-Help outfit organized a special training with the aim of sensitizing and registering new students as beneficiaries to their programme. 100 KIUT

students attended sensitization program and 160 Students have since shown interest of being part of the programme.

- k) **Students Friendly matches against Mzumbe University and Muslim University in Morogoro:** The event took place on the 4th May, 2019



Plate 9: Section of events during Students Friendly matches in Morogoro

- l) **Muslim Students' Muhadhara:** Took place on 1st May, 2019. More than 400 students attended the event together with guests from different institutions. The event took place from 8 am to 2 pm. Topics discussed were as follow: (1) How to build a strong Muslim Community. This topic was presented by guest speaker Sheikh Mubaarak Jaafar from Tanga and (2) Ramadhan is an opportunity to change. The topic was presented by Dr. Saalim Qahtwan from Masjid Al-Kheir, Tanga.



Plate 10: Section of student who attended Muhadhara event

- m) On the 2nd July 2019, KIUT Medical Students were among the finalists of the Medical Students games that were organized by Muhimbili University of Health and Allied Sciences. The games featured four Medical Universities in Tanzania Including Muhimbili University, Hubert Kairuki Memorial University, St. Joseph University in Tanzania and the KIUT. In a football competition KIUT turned out to be the winners after beating their hosts Muhimbili University.

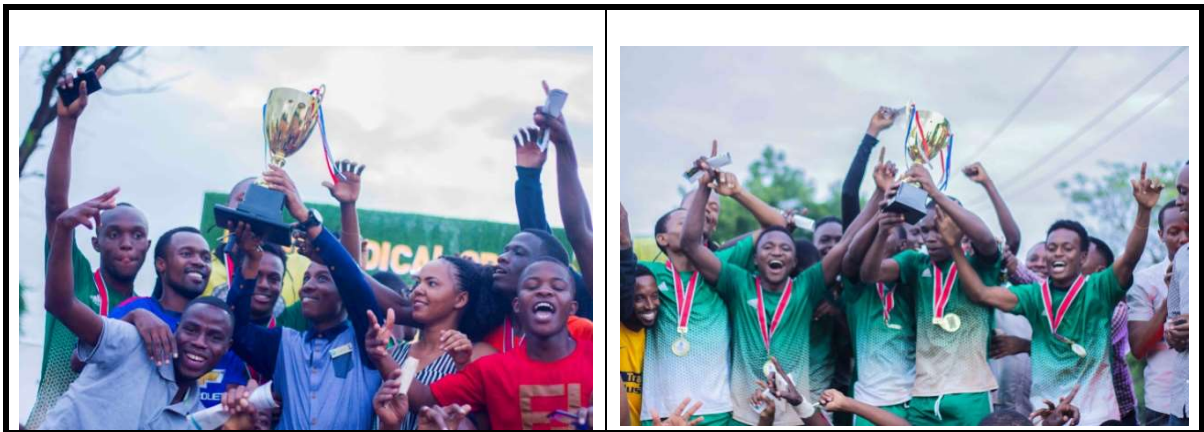


Plate 11: Sections of KIUT medical students participating in medical students games

- n) KIUT MUSLIM STUDENTS ASSOCIATION hosted a welcome form five event to students from Ilala District Secondary Schools. The main objective of this event was to emphasize and motivate Muslim students to live according to the teachings of the Prophet Muhammad (S.A.W). The event took place on 27th July 2019 at the University's Main Hall, with the Guest Honour being the Educational Officer from the Ilala Districts, Madam Sasi. The schools attended were Pugu Secondary School, Juhudi Secondary School, Benjamin Mkapa Secondary School, Zanaki Secondary School, Azania Secondary School and Kisutu Secondary School.



Plate 12: Sections of welcome form five event organized by KIUT Muslim Students

7. CAPITAL DEVELOPMENT

7.1. Development of Physical Infrastructures

During the reporting period, the estate development activities were mainly renovation of building structures and utility infrastructures geared towards improved services provision. **Table 11** provides a summary of key renovation undertakings.

Table 11: Estate works

| SN | Structure / Infrastructure | Undertaken Development | Status |
|-----|--|--|-----------|
| 1 | Building infrastructures | | |
| 1.1 | Library | Renovation of the ceiling / roofing. | Completed |
| 1.2 | Girls Hostel Block | Rehabilitation of the girls students accommodation blocks | On-going |
| 1.3 | Computers building | The rehabilitation of computer building structure | On-going |
| 1.4 | Staff quarters | Rehabilitation of sanitary facilities | On-going |
| 2 | Utility Service Infrastructures | | |
| 2.1 | Sewerage system | Renovation of septic tanks, soak pits and replacement of some sewers | On-going |
| 2.2 | Main Hall Toilets | The rehabilitation of standard toilets for students and staff with all sewage system | On-going |
| 3 | Transportation | | |
| 3.1 | Buses | Repair of defunct buses (students transport buses) and vehicles | On-going |
| 4 | Amenities | | |
| 4.1 | Painting of structures | Including painting of walkway berms at the administration block, social sciences blocks, library, estate, etc. | Completed |
| 4.2 | General cleanliness and maintenance | In the internal and external environment | On-going |

In line with the on-going renovation works mentioned in the table above, the following structures and services are plans for repair before the upcoming academic year:

- Re-embark on the construction of the teaching hospital following lifting of the students' admission ban by TCU (see **Plate 13**)
- Repair of KIUT water supply truck; discussions with DAWASA are ongoing to see the possibility of being connected to the public water supply system in Dar Es Salaam
- Plumbing and Installation of sanitary fixtures for the 3rd and 4th floor of the Health Sciences building

- d) Repair of the toilets door for The Health Sciences building and Social Sciences classes
- e) Design and construction of a two-stage incinerator to cater for proper solid waste management and disposal and reduce the operational costs
- f) Installation of electrical sub meter to the staff residential areas (households) in order to control electrical power use and reduce KIUT operational costs
- g) Installation of external/boundary electrical lighting system to cater for security services



Plate 13: A section of the outstanding construction of a Teaching Hospital at KIUT

7.2. Library Services

During the Academic Year 2018-2019, KIUT became a member of TERNET and additional e-resources are now available for our students and staff. The undertaking of library included:

- a) Stock taking in order to update the library resources thereby cross checking with the existing database
- b) Recruitment of two more librarians to strengthen the human resource base and improve library services
- c) Updating the KOHA software system
- d) Preparations of book call numbers as well as subject call numbers for each shelf
- e) Arrangement of book cards

7.3. Teaching Laboratories and Services

Our teaching laboratories (10 for the health sciences and 3 for the education studies) are all in good working condition despite of the few operational challenges. Plans are underway to increase the number of more qualified and experienced staff to cater for current and future demands as well as increase and improve laboratory facilities by

furnishing the labs with more furniture, AC installations and other related working equipment.

7.4. ICT Facilities and Services

During the reporting period, KIUT has continued to maintain and improve ICT resources which includes 4 computer laboratories, a computer section of the library, and computer hardware laboratory, KIUT Local Area Network (LAN) and Wi-Fi, and the Information Systems comprising the OSIM, e-mails, databases and servers. The following are the ICT accomplishments during the 2018-2019 academic year:

- a) **Upgrading of the Bandwidth:** On 3rd of October 2018 KIUT's network (LAN) link to ISP (RAHA TELECOM) was upgraded to Fibre Optic connection from the previous Microwave radio connection. Internet speed was increased from 16 Mbps to 25Mbps and two WiFi (RahaSpot) access points were installed, this gave Wireless internet connection for students to large part of KIUT campus. A new sever room was setup in the 2nd floor of Health Science building to support Fibre connection infrastructure.
- b) **Students Information Management System:** Another improvement which has been made is the development of new Online Students Information Management System called OSIM to replace SARIS system which had shown some weaknesses. The new OSIM system has been developed in collaboration with TERNET. Academic and non-academic staffs from different academic departments and non-academic departments of KIUT have been trained on how to use OSIM system (see **Plate 14**). At the moment all admission applications are made in OSIM and selection of qualified candidates is automated in the system.
- c) **Computer Short Courses:** The directorate of Information and Communication Technology (DICT) under the umbrella of University Consultancy Bureau started computer short courses covering Database technologies, Computer networks, Website and Graphic designs, Office applications, Computer hardware, Windows 2012 server and Statistical Package for the Social Sciences (SPSS).
- d) **KIUT E-Meeting Update:** KIUT e-meeting system is now ready for use. This would enable meeting participants to have computerized and / or virtual meetings over the internet at the comfort of their homes or wherever they are without convening in a single room. This would simplify meeting undertakings, reduce paper works, save time and minimize costs that were used for the paper works and for transport to and for meeting venues. KIUT e-meeting system is developed by Tanzania Education Research Network (TERNET).
- e) **Incubation Laboratory:** The KIUT ICT Directorate is planning to start a software incubation laboratory through the last quarter of 2019. This laboratory would be used for developing software applications starting from ideas. These applications are intended to tackle community challenges through the knowledge of ICT.



Plate 14: Sections of KIUT staff participating the OSIM training

8. PARTNERSHIP AND COLLABORATIONS

8.1. Collaboration with Government Ministries, Institutions and Agencies

Despite of the fact that KIUT was facing challenges related to admission of students, the institution's collaboration and communication with other government ministries, institutions and agencies also went well during the reporting period. It includes collaboration with Central Government Ministries, Professional Boards of which KIUT is a member institution as well as the Local Government Authorities in Ilala Municipality and Dar es Salaam Region

8.2. Collaboration with other Academic Institutions

KIUT has continued to maintain and explore more collaboration links with other national and international academic institutions in respect with the University mandates. During the reporting period, KIUT participated in various professional meetings (including meetings organized by TCU, Health Science Universities in Tanzania, the Higher Education Students' Loan Board (HESLB) of Tanzania and the professional Boards of which KIUT is a member. In addition, during the reporting period, KIUT maintained collaboration links with the University of Pedagogical and KIU-TH West Campus visited the University.

8.3. News Digest

- During the reporting period, KIUT received a CCM delegation from Ilala District. The visit was on 16th February 2019. The mission of the delegation was to get an overview of KIUT and its environment. They visited various places within KIUT campus including the administration block, laboratories, students' class rooms and the teaching hospital.
- KIUT hosted the Uganda High Commissioner. The visit took place on 12th April 2019. The High Commissioner's main objective for the visit was to get to know KIUT and its undertakings. He was accompanied by his assistant. The event was also attended by KIUT Council Chairperson Prof. Tolly S. A. Mbwette and other two Councillors; Hon. Nusura Tiperu and Mr. William Sabaya.



Plate 15: Sections of photos during a visit by the Uganda High Commissioner

9. FINANCIAL STATEMENT

STATEMENT OF COMPREHENSIVE INCOME

| | NOTES | 2018 <u>Tshs</u> | 2017 <u>Tshs</u> |
|------------------------|----------|----------------------|----------------------|
| Income | <u>5</u> | 4,970,000,000 | 5,583,508,691 |
| Expenditure | | | |
| Academic Expenses | <u>6</u> | 1,066,289,500 | 1,457,647,000 |
| Administrative Costs | <u>7</u> | 1,205,164,215 | 1,992,033,200 |
| Staff Costs | <u>8</u> | 4,938,215,451 | 3,544,037,823 |
| Total Costs | | 7,209,669,166 | 6,993,718,023 |
| PROFIT/LOSS BEFORE TAX | | (2,239,669,166) | (1,410,209,332) |
| TAX 30% | | | |
| PROFIT/LOSS AFTER TAX | | (2,239,669,166) | (1,410,209,332) |



STATEMENT OF FINANCIAL POSITION

| | | 2018 | 2017 |
|--------------------------------------|--------------|------------------------|------------------------|
| ASSETS | NOTES | Tshs | Tshs |
| Non current assets | | | |
| Property Plant & equipments | 1 | 32,342,900,320 | 29,566,534,216 |
| | | 32,342,900,320 | 29,566,534,216 |
| Current assets | | | |
| Account Receivable | 10 | 2,747,279,666 | 3,425,128,366 |
| Cash & Cash equivalent | 2 | <u>1,492,815,716</u> | <u>2,720,493,742</u> |
| | | 4,240,095,382 | 6,145,622,108 |
| Total assets | | 36,582,995,702 | 35,712,156,324 |
| EQUITY AND LIABILITIES | | | |
| Capital and Reserves | | | |
| Share Capital | 3 | 10,000,000 | 10,000,000 |
| Advance Toward share Capital | | - | - |
| Retained earnings(accumulated loss) | | <u>(2,239,669,166)</u> | <u>(2,140,560,757)</u> |
| Total equity | | (2,229,669,166) | (3,130,560,757) |
| Non Current Liabilities | | | |
| Loan from KIU Kampala Uganda | | 4,147,151,604 | 4,147,151,604 |
| Loan from CRDB Bank | | 33,975,843,410 | 34,073,116,010 |
| | | <u>38,122,995,014</u> | <u>38,220,267,614</u> |
| Current liabilities | | | |
| Accounts Payable and Accruals | 4.00 | 689,669,854 | 622,449,467 |
| Provision for Taxation | | - | - |
| | | <u>689,669,854</u> | <u>622,449,467</u> |
| Total Equity and liabilities | | 36,582,995,702 | 35,712,156,324 |



CASHFLOW STATEMENT

| | 2018 | 2017 |
|---|----------------------------|------------------------|
| <u>CASH FLOW FROM OPERATING ACTIVITIES</u> | | |
| Profit / (Loss) Before Tax | (2,239,669,166) | 1,225,343,344 |
| Adjustment for non-cash items: | | |
| Depreciations | <u>427,406,529</u> | <u>459,237,952</u> |
| OPERATING PROFIT BEFORE WORKING CAPITAL CHANGES | <u>(1,812,262,637)</u> | <u>1,684,581,296</u> |
| <u>CHANGE IN WORKING CAPITAL</u> | | |
| <u>(INCREASE)/DECREASE IN</u> | | |
| Stocks | - | - |
| Account Receivables | 677,848,700 | 402,541,884 |
| Account Payable | 67,220,387 | 274,024,192 |
| Other payables | - | - |
| | <u>745,069,087</u> | <u>676,566,076</u> |
| CASH GENERATED FROM OPERATIONS | <u>(1,067,193,550)</u> | <u>2,361,147,372</u> |
| Less: Tax paid | - | - |
| NET CASH FROM OPERATING ACTIVITIES | <u>(1,067,193,550)</u> | <u>2,361,147,372</u> |
| <u>CASH FLOW FROM FINANCING ACTIVITIES</u> | | |
| Net Payments Caution Deposits (TO ACQUIRE FIXED ASSETS (ASSETS UNDER CONSTRUCTION) | 70,156,000 | 64,000,000 |
| | <u>7,402,420,690</u> | <u>16,435,729,250</u> |
| Proceeds from Borrowings | <u>(2,578,727,400)</u> | <u>(2,475,292,010)</u> |
| NET CASH USED IN FINANCING ACTIVITIES | <u>4,893,849,290</u> | <u>14,024,437,240</u> |
| <u>CASH FLOW FROM INVESTING ACTIVITIES</u> | | |
| Purchase of Assets | 386,653,718 | - |
| NET CASH USED IN INVESTING ACTIVITIES | <u>386,653,718</u> | - |
| <u>CASH & CASH EQUIVALENTS</u> | | |
| Net Increase/(Decrease) in Cash & Cash Equivalents | A+B+C 4,213,309,458 | 7,417,432,889 |
| Cash&cash equivalent at the beginning | <u>(2,720,493,742)</u> | <u>(4,696,441,161)</u> |
| Cash&cash equivalent at the end of the year | <u>1,492,815,716</u> | <u>2,720,991,728</u> |



STATEMENT OF CHANGES IN EQUITY

| Year ended 31 December 2018 | NOTES | Share Capital | Advanced Toward share capital | Retained Earnings | Total Equity |
|-----------------------------|-------|---------------|-------------------------------|-------------------|-----------------|
| | | TSHS | | TSHS | TSHS |
| Balance as 1 January 2018 | | 10,000,000 | | (389,121,953) | (379,121,953) |
| Profit for the period | | - | | (2,239,669,166) | (2,239,669,166) |
| Balance as 31 December 2018 | | 10,000,000 | | (2,628,791,119) | (2,618,791,119) |



10. CONCLUSION

KIUT management is glad that the University academic undertakings have been successfully maintained during the reporting period and are on-going in accordance with the KIUT academic almanac. Commendable efforts from staff and students have been made to ensure that all issues that led to the student's admission ban that lasted for two years have been addressed.

During the reporting period KIUT has witnessed significant changes ranging from the academic administration architecture to streamlining the operations of the University. We have managed to build university management systems, which has enabled KIUT to transform in many ways. With these changes, we are confident that the University will be able to once again run its operations in accordance to not only the laws of land but also with the norms of credible higher learning institutions. These changes have enabled the University to be allowed to admit students with effect from academic year 2019/20.

11. ACKNOWLEDGEMENT

The management acknowledges that the successful running of the university would not have been possible without full participation, commitment and hard work of all interested parties. The management therefore is very thankful to the Chancellor of the University for his guidance and for his wisdom, the Board of Trustees for the financial resources to run the University despite of all the challenges associated with Students' admission ban and to entrust the management to lead the University during these difficult times. We would also like to express our sincere gratitude to the University Council for steering the transformative changes the University was going through. The management is also thankful to the students, staff and the entire KIUT community for maintaining peace, harmony, patient and above all for granting the collaboration needed to ensure that the changes the University were given un-interrupted time to yield results.

ANNEXES

ANNEX 1: A summary of KIUT Academic Staff by Mid-August 2019

| SN | FACULTY | FULL TIME MALE STAFF | FULL TIME FEMALE STAFF | PART TIME MALE STAFF | PART TIME FEMALE STAFF | TOTAL |
|--------------------------------|--|----------------------------|------------------------------|-------------------------|------------------------------|------------|
| 1 | Faculty of Medicine & Pharmaceutical Sciences | 38 | 12 | 8 | 1 | 59 |
| 2 | Faculty of Computing, Management & Social Sciences | 18 | 11 | 3 | 1 | 33 |
| 3 | Faculty of Education & Legal Studies | 16 | 7 | 0 | 1 | 24 |
| 4 | Faculty of Allied Health Sciences | 14 | 12 | 24 | 8 | 58 |
| | SUBTOTAL | 86 | 42 | 35 | 11 | |
| TOTAL OF ACADEMIC STAFF | | | | | | 174 |

ANNEX 2: A summary of KIUT Administrative and Technical Staff by mid-August 2019

| S/N | FACULTY/DIRECTORATES/INSTITUTE | FULL TIME MALE | FULL TIME FEMALE | PART TIME MALE | PART TIME FEMALE STAFF | LABORATORY TECHNICIANS MALE | LABORATORY TECHNICIANS FEMALE | TOTAL ADMINISTRATIVE STAFF | TOTAL TECHNICIAN STAFF |
|--|---|----------------|------------------|----------------|------------------------|-----------------------------|-------------------------------|----------------------------|------------------------|
| 1 | Faculty of Medicine & Pharmaceutical Sciences | 0 | 4 | 0 | 0 | 4 | 3 | 4 | 7 |
| 2 | Faculty Computing, Management & Social Sciences | 3 | 2 | 0 | 0 | 0 | 0 | 5 | 0 |
| 3 | Faculty Education & Legal Studies | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 0 |
| 4 | Faculty Allied Health Sciences | 0 | 3 | 0 | 0 | 3 | 2 | 3 | 5 |
| 5 | Directorate of Registry | 7 | 4 | 0 | 0 | 0 | 0 | 11 | 0 |
| 6 | Directorate of Human Resources | 2 | 3 | 0 | 0 | 0 | 0 | 5 | 0 |
| 7 | Directorate of Finance | 4 | 6 | 0 | 0 | 0 | 0 | 10 | 0 |
| 8 | Directorate of Marketing | 2 | 1 | 0 | 0 | 0 | 0 | 3 | 0 |
| 9 | Directorate of Library Services | 1 | 7 | 0 | 0 | 0 | 0 | 8 | 0 |
| 10 | Directorate of Quality Assurance | 1 | 3 | 0 | 0 | 0 | 0 | 4 | 0 |
| 11 | Institute of Open & Distance Learning | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 0 |
| 12 | Directorate of Students Affairs | 3 | 5 | 0 | 0 | 0 | 0 | 8 | 0 |
| 13 | Directorate of Estates | 32 | 16 | 0 | 0 | 0 | 0 | 48 | 0 |
| 14 | Directorate of Postgraduate Studies & Research | 2 | 1 | 0 | 0 | 0 | 0 | 3 | 0 |
| 15 | Directorate of ICT | 2 | 0 | 1 | 0 | 4 | 1 | 3 | 5 |
| 16 | VC's Office | 4 | 1 | 0 | 0 | 0 | 0 | 5 | 0 |
| 17 | DVC F & A's Office | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 |
| | | 66 | 59 | 1 | 0 | 11 | 6 | 126 | 17 |
| TOTAL OF ADMINISTRATIVE & TECHNICIANS STAFF | | | | | | | | 143 | |