

## 5. GENERAL ADVICE TO STUDENTS

You are strongly advised:

To make use of advisory/Counseling services available at DUCE campus before your problems get complicated and out of control;

To know and utilize your academic advisors effectively in your respective faculties;

- To use the Dean of Students office in solving your social and personal problems;
- To use your religious leaders for spiritual counseling;
- To utilize the college Dispensary for health problems;
- To participate in sports and games for a healthy body;
- To participate in students' government as a right for everyone; and other recreational activities.
- Giving you do not need any of our various studies support services, you will be fit from that knowing they are there.

## 6. WHAT DO YOU GAIN BY VISITING THE DEAN OF STUDENTS OFFICE?

- You will have someone to share your personal problems and achievements. Remember this saying: *"A grief shared is less grief"*;
- Your academic problems will be reduced at initial stages.



For more information, contact the Dean of Students at located at Kijiji "B" House no. 1  
**Telephone: 0222850862**



**University of Dar es Salaam**  
**Dar es Salaam University College of -**  
**Education (DUCE)**

**THE DEAN OF STUDENTS OFFICE**

**CARES FOR YOUR PRESENCE AT THE**  
**COLLEGE**  
**BRINGS HOPE TO THE DEPRESSED**

**"WE SHALL HELP YOU RESTORE HOPE**  
**AND HUMAN DIGNITY"**

## 1. BACKGROUND

The Dean of Students (DOS) Office constitutes one of the Departments under the office of the Deputy Principal (Admin.), which existed since the establishment of the College in 2005. It is purely a service oriented office entrusted with the responsibility of listening, advising students, counseling individual students and ensuring better provision of social and welfare services.

At this office students receive adequate information that helps them to make a smooth transition in the University and beyond. DOS office always respond to the needs of students by connecting them to numerous sources of information and/or services.

## 2. THE MISSION OF THE DEAN OF STUDENTS OFFICE

The office of DOS is in-charge of all matters that involves students life at the collage.

The envisaged mission is to maintain a conducive environment, to nurture students and empower them with norms and values that will develop them into dedicated, well educated, responsible service-oriented and committed members of the Dar es Salaam University College of Education and loyal citizens of their respective societies and the nation.

## 3. DEAN OF STUDENTS OFFICE UNITS

Even if you do not need any of our various students supportive services from the College, you will benefit from just knowing they are there.

### • COUNSELING AND GUIDANCE:

The unit provides personal counseling, trauma counseling, group counseling, spiritual counseling, educational (Academic) counseling, and psychosocial support.

### ISSUES THAT ARE DEALT WITH IN THE UNIT

- Relationship Issues
- Family issues
- Loss and grief
- Mass Failure
- Postponement of studies on social ground
- Provision of Para- counseling seminars to staff
- Facilitation of group counseling whenever necessary
- Conducting orientation talks
- Preparations, facilitation and making follow up on peer education.

Counseling empowers you to look for the lost treasure and hence feel good. "Life is too good to feel bad"

The Counseling services are organized and provided at the Dean of Students' Office located at House Number 1 at Kijiji 'B' and Hall One the Warden's Office Or call **0784 880822**

### • ACCOMMODATION, HEALTH & CATERING SERVICES:

This unit is charged with the duty of overseeing effective management of student accommodation facilities. It coordinates and administers the accommodation services at acceptable standards. Accommodation facilities for students enrolled at the College are limited. However, student with health problems may be given priority in room allocation. Having shortage of accommodation the College invites individuals with Private accommodation around the College to accommodate students . Let us join hands to address the shortage of accommodation for our students.

it is responsible for monitoring the quality of services the caterers offer to students .Monitoring involves the following: Quality of the food, Environment under which the food is prepared and dispensed to students, Varieties of food on the menu, Food prices and availability of friendly eating places with enough space and seeing if cafeterias are enough to accommodate the growing number of students.

It also assist sick students in collaboration with the College Health Center to get medical attention. In addition, this unit handles National Health Insurance Fund (NHIF) matters in collaboration with NHIF Office to make sure that all students get their NHIF cards. *For details call, 0715 583634*

### • STUDENTS GOVERNANCE:

Students' Governance unit deals with students' leadership under auspices of Dar es Salaam University Students Organization (DARUSO), and other student social associations recognized by the College. These activities are conducted in accordance with the law of the land and Student By-Laws. In other words, the Student Government affairs is one of the units in the office of Dean of Students that offers guidance to Dar es Salaam University Student Organization (DARUSO) as well as leaders of Student Associations and their members.

It is the role of this unit to conduct various seminars, workshops, meetings, debates, symposia, produce fliers and other media as a way of encouraging students to actively participate in various leadership positions in students' organizations

On the other hand, the unit plays the role of bridging the gap between students and the College Management.

*For details call, 0712 304712*

### ▪ SPORTS AND GAMES:

The College encourages students to participate in games. Play grounds are meant for students, University employees and the surrounding communities. They are also open for hiring at low price. **Education and Sport are always great bedfellows. I encourage you to improve that linkage, both here and in schools.** For more information, contact the Coordinator, Sports, Games and Recreation unit at the Office of the Dean of Students.

*For details call, 0713 945243*

## 4. FUNCTIONS

The main objective of the Dean of Students Office is to assist students to live the campus life in peace and harmony so as to achieve their goal. Therefore the Dean of students Office has the following specific functional objectives.

- To listen and advise students on personal, social and academic problems;
- To counsel students on career, personal, health,
- To facilitate and promote students participation in sports, games and other recreational activities;
- To facilitate and promote discipline, peace and harmony among students and the University community;
- To promote good communication among students, DUCE Management and government;
- To promote control measures on Reproductive Health, Family Life Education, STDs, HIV/AIDS and drug abuse;
- To promote students' participation in various associations both social and academic;
- To promote better learning process by closely networking with Deans of Faculties and Academic advisors;
- To ensure better provision of both social and welfare services to disabled students; and
- To facilitate better provision of health, hygiene, food and accommodation services.