



HIT

Harare
Institute of
Technology

success through innovation

ANNUAL REPORT 2011

www.hit.ac.zw

OUR DESTINY

To be the stimulant of scholarship in innovation

OUR CAUSE

To cultivate commitment towards technopreneurial leadership

OUR CALLING

To commercialise technology through professionalism rooted in integrity

OUR CORE VALUES

Innovation
Leadership
Integrity
Professionalism
Commitment

The Innovation and Technopreneurial University

www.hit.ac.zw

Table of Contents

02	About HIT
03	The Institute Chancellor
04	The Institute Board
05	Principal Officers of the Institute
06	Board Chairman`s Remarks
07	Vice Chancellor`s Remarks
08	School of Industrial Sciences & Technology and School of Engineering & Technology
11	School of Information Sciences & Technology and School of Business & Management Sciences
15	Library and Information Services
17	Information & Communications Technology Services
19	Registry
21	Student Affairs Department
23	Works, Infrastructure and Estates Management
24	Communication and International Relations Office
26	Finance
28	Financial Statements as at 31 December 2011

ABOUT HIT

Harare Institute of Technology (HIT) is a unique Zimbabwean state university whose mandate is the development, incubation, transfer and commercialisation of technology as well as the production of human capital for rapid national industrialisation.

It is the country's most energetic and responsive university offering high quality academic programmes to students seeking unparalleled educational opportunities and continuous professional development.

HIT's uniqueness lies in providing practical oriented technology degree programmes that are underpinned by technopreneurship, and facilitated by the state-of-art facilities such as workshops and laboratories.

Through its Strategic Plan: Designing the Future, Vision 2015, Harare Institute of Technology has focused on a plan that seeks to bring tangible results in the shortest period of time possible in research, technology development transfer, incubation and commercialisation.

University Schools

The University is currently offering four-year Bachelor of Technology Honours degrees programmes. There are four Schools offering the following degrees:

School of Industrial Sciences and Technology

- B. Tech (Hons) Food Processing Technology.
- B. Tech (Hons) Pharmaceutical Technology
- B. Tech (Hons) Polymer Technology

- B. Tech (Hons) Biotechnology

School of Engineering and Technology

- B. Tech (Hons) Chemical and Process Systems Engineering
- B. Tech (Hons) Electronic Engineering
- B. Tech (Hons) Industrial & Manufacturing Engineering
- B. Tech (Hons) Materials Engineering

School of Business and Management Sciences

- B. Tech (Hons) Financial Engineering
- B. Tech (Hons) E-Commerce

School of Information Sciences and Technology.

- B. Tech (Hons) Computer Science
- B. Tech (Hons) Software Engineering
- B. Tech (Hons) Information Technology
- B. Tech (Hons) Information Security and Assurance

Library Facilities

The HIT library has an appreciable collection of books in various technological areas adequate for undergraduate and postgraduate research. It has also embraced Information and Communication Technologies (ICTs) by subscribing to important academic journals and the e-granary.

Technopreneurship Development Centre (TDC)

The TDC is an integral component of HIT that is driven by the philosophy that technopreneurs can be created and developed with appropriate

business skills, attitudes and motivation. Through its courses, the TDC inculcates technopreneurial values amongst students in order to develop knowledgeable and technological entrepreneurs throughout the Institute's academic programmes.

It also enhances the capabilities of new and existing entrepreneurs through technopreneurial development courses. Through this centre, HIT produces graduates that can set up hi-tech enterprises on their own.

Technology Centre (TC)

The main purpose of the TC is to promote (the development of) production and manufacturing activities from the various academic units within the Institute as well as to take orders from industry and commerce.

The TC has distinct and complimenting sections, which are Research, Consultancy, Technical Training and Production. These units link all school expertise, workshops and laboratories of academic units in an interdisciplinary and multi-disciplinary approach to enhance training, research and development. TC set-up also links all academic departments to provide tailor-made interventions responsive to industry's needs.

Technology Education Centre (TEC)

TEC is a strategic centre that focuses on the pedagogy of science, engineering and technology. The centre recognises the strategic role Research and Development (R&D) plays as a

vehicle for technological innovation and offer programmes to all those interested in teaching and research at higher educational institutions.

Science Park

The Institute is establishing a science park whose responsibility is to bring together ideas, people with knowledge and financial strength. The other motive is to seek the rejuvenation and growth of the industrial sector through the incubation and promotion of start-ups and business development in defined technology areas whilst promoting applicational research and development.

To this end, the Institute has registered a separate business entity called Insti-Tech Holdings as a commercial vehicle that enables commercialisation of successful research and development from key Institute units. It has the following companies under its ambit:

- Instifoods
- Institools
- Instisoft
- Institronics
- Instiherbs

To date, Instifoods, which has started operating and is producing soy-yoghurt, soy-milk, soy-sour milk, ice cream and mineral water. Full commercialisation these products is underway as the research and development work has now been completed.

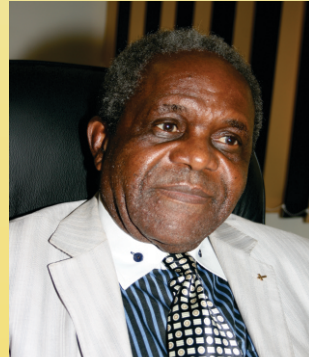




President R.G Mugabe
Chancellor

THE INSTITUTE BOARD

Institute Board Chairperson



Dr. G. Mandishona

Institute Vice Board Chairperson



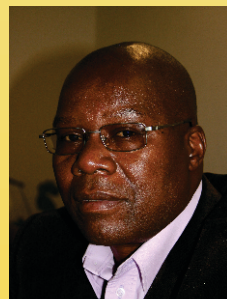
Dr. S. Utete - Masango



Mrs S Muzite



Mr J Dzimwasha



Dr. M.S D Mutopo



Dr. W.T Mbizvo



Mrs S C Madzinga



Mrs J.M Makawa



Eng W.T Vengesai



Eng. C. Nyachowe



Dr D. Garwe



Mr. A. Marufu



Dr. N. Nhira



Mr J C Mbudzi



Eng Q.C Kanhukamwe

PRINCIPAL OFFICERS OF THE INSTITUTE



Acting Vice Chancellor
Eng Q.C. Kanhukamwe



Registrar
Mrs M.E Samupindi



Acting Finance Director
Mr M. Rutizirira



Librarian
Mr J.S. Maenzanise

BOARD CHAIRMAN`S REMARKS



Dr G. Mandishona
Institute Board Chairman

I wish to express the Board's satisfaction with the performance of the University during the course of the year 2011. It is a year characterised by the strategic decision by management to introduce new degree programmes that respond to the national agenda of economic capacitation.

The University has registered a significant local impact through responding to Zimbabwe's technopreneurial skills requirements through the degree programmes offered. As a Board, we are particularly pleased with the University's response to the national need for the upgrading of the skills base for the Polytechnic lecturers.

The Board approved the Finance Committee Charter to empower the Finance Committee to effectively execute its duties as it superintends the University's finances. The Board is particularly satisfied with the University's performance in 2011 particularly the excellent management of financial matters and the unqualified audit report issued by the External Auditors.

On behalf of the Board, I wish to congratulate Management for the successful hosting of the Second Graduation Ceremony. The Board urges management to continue to focus on the University's mandate. The Strategic Plan, Vision 2015 should continue to guide operations of the University during the forthcoming year. The Board is more concerned about the University's qualitative growth as opposed to rapid quantitative growth as the University continues to equip its workshops and laboratories.

As we march in step with our Strategic Plan, let us be mindful of the importance of team work and team spirit, drawing our strength and inspiration from the shona wisdom that one finger nail cannot squash the lice (chara chimwe hachitswanye inda)!

Dr. Gibson Mandishona.

VICE CHANCELLOR`S REMARKS



Eng Q.C. Kanhukamwe
Acting Vice Chancellor

2011, which was the second year into of the implementation of our Strategic Plan, Vision 2015: Designing the Future, was characterized by a highly aggressive drive by the Institute to ensure that tangible results are achieved in the shortest possible time in research, technology development, transfer, incubation and commercialization.

Consequently, all the university systems were deployed to produce practical-oriented technologists who understand the value addition chain and are capable of establishing hi-tech enterprises. We are greatly humbled that we have

The success that HIT scored must be understood in the context of our ability to provide an environment and intellectual ecosystem that promotes design and innovation, technopreneurial spirit and mindset as well believing in oneself and making the impossible possible.

With the concomitant lull in the national economy, HIT schools through their various departments managed to fulfill all the obligations required of students to complete degree programmes. At the same time, HIT continued to register its presence on the national scene by offering unique and world class new degree programmes that will ultimately stimulate the industrialization agenda of Zimbabwe. Two academic departments namely Biotechnology and Pharmaceutical Technology were established leading also to the launch of the same degree programmes. Ultimately, we have been able to provide unique fields of study to our nation, thus helping fill in the dire technical skills gap. More importantly, industry and commerce have embraced all our programmes as seen through their greater willingness to take our students for internship as well as their request to upgrade the skills of their employees through our Technology Centre's short courses programme.

To promote our hands on and TVET approach in our B.Tech degree programmes, the Technology Centre

with its distinct thrust of promoting the development of production and manufacturing activities from various academic units was able to link schools expertise, workshops, and laboratories in an multi-disciplinary and interdisciplinary approach to produce solar dryer and Ice-maker and the pulverized coal plant. The university also made great strides in research and publication of research papers. A numbers of our academics had their scientific papers accepted at the Research and Intellectual Exposition while others were presented at conferences outside our boarders.

Quality assurance continues to take centre stage in our quest to fulfill the goal on the provision of quality and accountable management. Apart from ensuring that our internal processes were waterproof, the University made the strategic decision to engage international external examiners from universities of note to prevent in-breeding, benchmarking and adoption of the best practices possible. Also HIT was able to open up new lines of communication for strategic networking purposes with institutions from countries like Iran, China, India and Korea with the hope that during 2012, tangible benefits in terms of securing collaborative arrangements in technology transfer, research, student and staff exchange projects will be realised.

We hope that the year 2012 will be the year to consolidate the gains made in terms of programme delivery, research and developments outputs and meaningful strategic partnerships thus strengthening the brand we have been delicately building since the inception of this university.

Let me end by acknowledging the support of our Institute Board in terms of strategic policy direction as well as the generous fiscal support and guidelines from our parent ministry of Higher and Tertiary Education.

Eng Q.C Kanhukamwe.



Dr P. Muredzi: Dean
School of Industrial Sciences & Technology

Executive Summary

The 2011 academic year started with 4 undergraduate programmes and ended with 6 programmes following the August 2011 students' intake in the new programmes of B.Tech (Hons) Pharmacy and B.Tech (Hons) Biotechnology bringing the total number of students to 640.

The 2011 academic year set milestones in the introduction of new conventional programmes and the setting up of two new academic departments namely; that of Biotechnology and Pharmaceutical Technology. The School obtained approval and accreditation to launch the Pharmacy (Hons) degree programme from the Pharmacists Council of Zimbabwe.

The Institute successfully launched its Strategic Plan "Designing the Future" which shall see the schools transforming into centres of excellence and driving the achievement of the Institute's Destiny, Cause and Calling.

The schools have adequate computer laboratories and the launch of the Wifi services on campus has increased access to e-resources.

Through its mandate of establishment of production centres and core mission of technology incubation, transfer and commercialization, the Institute's academic departments were able to engage in various research and development projects with the participation of the established Technology Centre culminating in the Institute exhibiting at the Zimbabwe International Trade Fair (April 2011), the Harare Agricultural Show (August 2011) and the inaugural Research and Intellectual Expo; RIE (September 2011). The Schools were able to exhibit developed products from the Food Processing Technology, Electronics Department, Industrial and Manufacturing Engineering and the Technology Centre. A total of 5 researchers from the Institute managed to have their research papers accepted for presentation at RIE. An

international seminar was organized with the World Intellectual Property Organization (WIPO) in collaboration with the Ministry of Justice and the African Regional Intellectual Property Organization (ARIPO) on the 31st March 2011 to apprise academic members of staff on Intellectual Property and Patents issues.

Staff Development Fellows 2011

No. of SDFs	Level	Area being studied
4	Msc	Food Science & Technology
1	M.Eng	M.Eng Industrial Manufacturing Systems and Operations Research
1	Msc	Materials Engineering
1	Msc	Fermentation Technology

Quality Assurance

The Schools continued with the implementation of instruments that enabled the monitoring, administration and diligent discharge of duties by departments and resulted in effective teaching within programmes. Peer review instruments were deployed and all departments managed to administer the students and lecturers peer review forms. Appraisal of teaching staff was done by the respective Chairpersons of department and the

Dean of the school.

Internship Programme 2011 - 2012

The departments in the Schools continued to endear themselves with industry and commerce as evidenced by the placement of all students on internship. This was helped by the appointment of departmental internship coordinators who facilitated industrial visits.



Conference Attendance Grants

Some academics in the schools recieved grants to enable them to attend conferences and present research papers:

Author	Paper(s)	Conference / Workshop	Department
Dr. M. Chanakira	Three Decades of Public Reform in Sub Saharan Africa	OSSREA Regional Workshop; Cresta Oasis Hotel, Harare	Technopreneurship Dept
Dr. M. Chanakira & Eng Q.C Kanhukamwe	Has Public Sector Reforms in Telecommunications industry delivered improved service delivery and governance.	Conference in Public Sector Reform: Harare	
	Role of Universities in contributing towards Science & Technology park development -'Frameworking critical success factors'	UNESCO -WTA International Training Workshop on Science in Techno Innovation Systems, South Korea	
Mr. Mkhali	Development of Unit standards for use by BOTA Task Force Industry and Tertiary Skills	Workshop; Francistown, Botswana	Technopreneurship Dept
Mr. Mudamburi	Strategic Millenium for managing the growth and development of intreprenurship in Developing countries in Africa (Zim Case Study)	ASBES Conference; Kuchingu, Malaysia	Technopreneurship Dept
Dr. P.Muredzi	Importance of IP in economic development	IP International Seminar; ARIPO Academy, Harare	School of Industrial Sciences and Technology
Mr. Musaidzi H, Mr. Chikuku T, Mr. Nyoni N	Mini and Micro hydropower plants: a source of sustainable green energy for Zimbabwe. The role of green manufacturing /cleaner production for sustainable development in tobacco processing companies in Zimbabwe	ZOU International Conference	Industrial and Manufacturing Engineering Department
Mr. Chirinda N, Gowdhaman E	An integrated approach to establishment of industry institutes that models techno-education in order to build Zimbabwean youths who are the future of high technology economy.	HICE Conference; Honolulu USA	Industrial and Manufacturing Engineering Department
Mr. J. Urombo	Creating Electronic Content for Science, Engineering and Technology Courses	ZOU Conference;	Mathematics Service Section
	The Efficiency of an Adaptive Algorithm for the Simulation of Diffusions (Accepted)	CIMPA/UNESCO Conference; University of Pretoria, SA	



Research Papers Output 2011

Efforts were made to encourage academic staff to write research papers for refereed journals, conferences and symposiums.

The following are the HIT papers accepted for presentation at the Research and Intellectual Expo held in September 2011.

Author(s)	Department	Title
Magidi.S.	EE	Output 2011A microcontroller based phytomonitoring irrigation scheduling for sugar cane in Zimbabwe
Urombo. J.	Mathematics Section	A simulation method for numerical homogenization with applications to composite materials
Murove.S Mangena.S.B.	CS	A model to analyse publicly available data in order to evaluate firewalls
Chikosi.S.	CPSE	Design of a biogas plant producing 12 500m3 (stp)1 methane gas per day
Mangena.T. Madzokere.T.C. Zhira.D.	CPSE	Design of a cotton husk pneumatic removal system (A case study of National Foods limited Oils and Meal, Aspindale Plant, Harare)
Mukwekwerere.F.A. Mudyiwa.M. Muredzi.P	FPT	Investigating the characteristics of sauerkraut produced using cabbage varieties grown in Zimbabwe

Various other papers await peer review or publication.

Current Research Projects by Department

Food Processing Technology

.Optimisation of drying conditions in an industrial scale solar food produce drier through improvements in collector and drying cabinet designs.

.Deweeviller design project

Industrial and Manufacturing Engineering

.Optimising operating parameters for a solar panel meant for the Southern Hemisphere (Tropic of Capricorn)

.Solar Ice maker design and fabrication project

Electronic Engineering

.Design and fabrication of incubators

Chemical and Process Engineering

.Production of fuel and gaseous- by products from pulverized coal

.Waste Management through Vermi-Culture Technology

Pharmaceutical Technology

.Formulation of an infant non oral ARV dosage formula

.Production of omega fatty acid rich oils from indigenous plant seeds

Community Service

Academic department were engaged in various activities notably in the following forums:

.HEXCO

.NAMACO Committees
.RCZ 8th Symposium Organizing Committee
.Standards Association of Zimbabwe Committees
.Zimbabwe Science Academy.



Chemical Process Systems Engineering students doing practicals in the laboratory





Dr. T. Padenga: Dean
School of Information Sciences & Technology
and School of Business & Management Sciences

Introduction - Inspiration

The Zimbabwean early traditional setup with its simple and humble infrastructure witnessed the adoption and practical implementation of Technical Vocational Education and Training (TVET) in its strictest sense. Hence,

- .the crafting of mapfumo, miseve from our own mvutos,
- .the designing and building of the iconic Great Zimbabwe, Hosi, African mushroom houses
- .Weaving of tsero and tswanda;
- .Curving of maturi, mipini, mikombe;
- .Moulding of mbiya, hari, huyo neguyo
- .Plying the delicate manoeuvres for sifting coarse from fine grain using tsero.

It should be borne in mind that achieving the above demanded thorough technical understanding of the environmental requirements and in turn deducing mechanisms and organisational structures to support that to the highest level possible. Loosely meaning some form of "University" education system existed whose unwritten mandates, objects and powers of

establishment were:

- .Advancement of knowledge;
- .Development of technical expertise to the highest degree possible;
- .Development and transfer of technology;
- .Establishment of productive centres, facilities;
- .Training of trainers in technologies;
- .Delivery of useful, innovative, timely technological outcomes; and
- .Nurturing the spirit of patriotism.

We at the School of Information Sciences and Technology pride ourselves as the custodians of this enviable and most cherished Technical Vocational Education and Training heritage. In the same vein, we have carved out our school with the same finesse that is unique and in keeping with the TVET tradition that is symptomatic of our forebearers. It is indeed from our own humble ancient civilisations that the School of Information Sciences and Technology draws its inspiration from.

The School

Deep from the horizon, the 2011 academic year witnessed the birth of The School of Information Sciences and Technology starting off with a humble number of 467 students including those from the School of Business and Management Sciences (i.e. Electronic Commerce and Financial Engineering). Comprising of four uniquely interwoven degree programmes built around the Computing Sciences domain, the following four degree programmes mark the birth of the main components of the 21st Century Company, and these include:

- .BTech (Hons) Computer Science;
- .BTech (Hons) Information Technology;
- .BTech (Hons) Software Engineering; and,
- .BTech (Hons) Information Security and Assurance

These programmes were crafted on a multi-delivery modal with the capacity of being run on the following modes:

- .Conventional mode;

- .Parallel mode; and
- .Block-Release mode.

The formation of the School of Information Sciences and Technology and the increase in student intake resulted in seventeen (17) new staff members being recruited. However, the School of Business and Management Sciences also recruited eight (8) new members of staff to assist in teaching.

The department of electronic commerce saw its first group of Part 3 students going for internship and these were attached to various companies in Zimbabwe. The School of Information Sciences and Technology structure was further supported by the recruitment of an Assistant Registrar and the Dean's secretary.

This staff complement added value to the schools and this was evidenced by the completion of courses in preparation for the end of semester examinations and the supervision of student projects, (HIT 200 and HIT 400).

The department of Electronic Commerce initiated the process of regularisation and internalisation of WIPO courses.

The Knowledge Mix

. Technology Education Centre.

This is an Institute wide strategic initiative that focuses on the pedagogy of Science, Engineering and Technology (SET). The centre recognises the strategic role Research and Development (R&D) plays as a vehicle for technological innovation and offer programmes to all those interested in teaching and research at higher educational institutions.

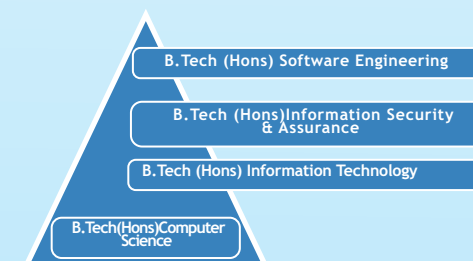
. Technopreneurship Development Centre

This is an Integral component of HIT that is driven by the philosophy that technopreneurs can be created and developed with appropriate business technopreneurial skills, attitudes and motivation.

.The School of Information Sciences and Technology

To the heart of the school, lies the Computer Science Department, from which the other

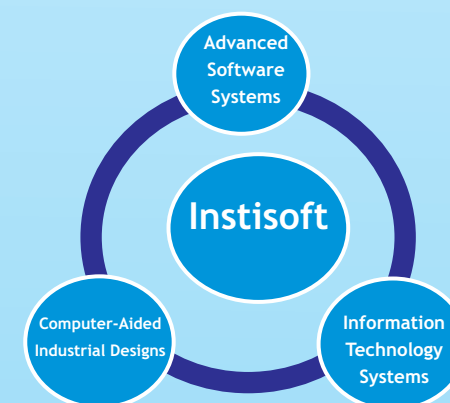
degree programmes draw major computing courses from.



. Instisoft

The setup of Instisoft begun with a new laboratory being set aside for it. Instisoft will become the hub of knowledge generation and is made up of three hi-tech cutting edge departments namely:

- .The advanced Software Systems Department;
- .The Information Technology Systems Department; and
- .The Computer Aided Industrial Designs Department.



The School TVET Framework

This follows a systems approach and helps in allowing smooth and sustainable attainment of the ultimate Institute Destiny, Cause and Calling.



School Level

This is being implemented at two strategic levels namely;

Student Level

At this level the MoU between HIT and Daejeon University in Korea initiated by our esteemed A/Vice Chancellor is still in force and sees the best two Computer Science students off to Korea for their final year.

The program has already seen five (5) HIT final year students attending at Daejeon University in Korea. The first batch included;

1. Nicholas Karekwaivanane and
2. Budwell Masaiti;

However, 2011 has seen the Korean Government extend one more scholarship to accommodate a third student and the following went to Daejeon University in Korea

1. Tirivangani Magadza;
2. Robert Shoniwa; and
3. Tendai Marengereke.

Lecturing Staff Level

The process of looking for potential Universities with the capacity and capability of grooming and growing our Lecturing Staff in hitech areas is at an advanced stage.

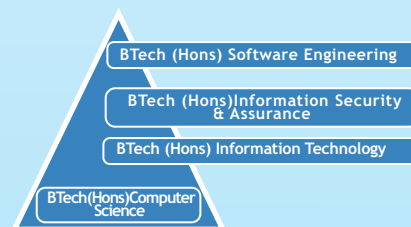
Polytechnic Level

It is in our best strategic and national interests that we look at the absolute national TVET 'agenda' and to this it is important that we

crafted a special degree programme for upgrading all Polytechnic Lecturers who had Higher National Diploma qualifications so as to bring the basic minimum lecturing qualification in Polytechnics to a BTech (Hons) degree in Information Technology.

The Knowledge Generation Philosophy

The development, incubation, transfer, and commercialisation of technology shall be handled within Instisoft. The following diagram highlights the relationships



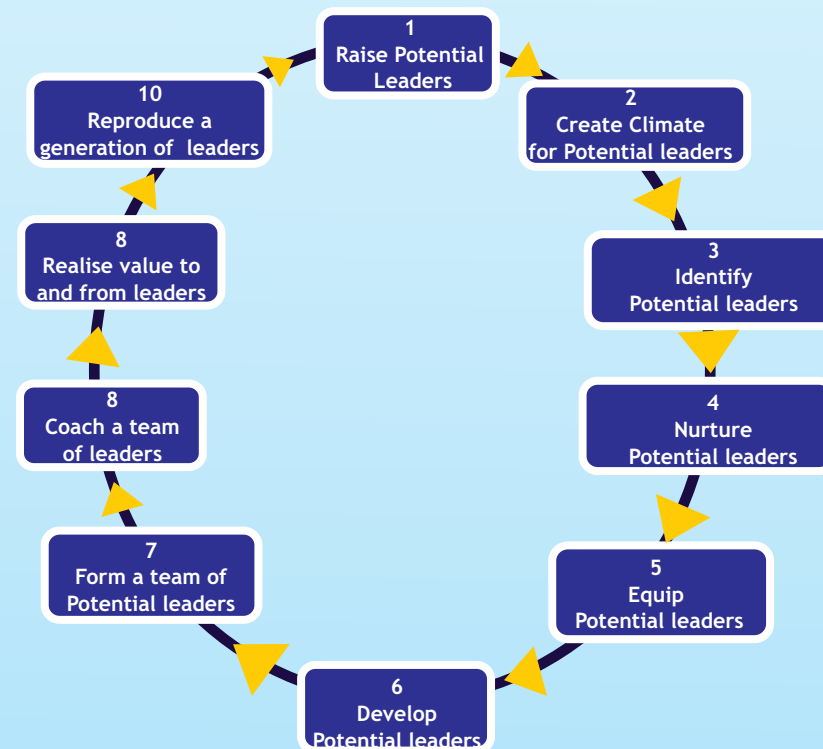
The School Strategic MoU Mix

The mantra within the school is we don't just sign MoUs,
(i) Our partners really have to be worth the salt and within the confines of the HIT Act, HIT Destiny, Cause and Calling and the schools Vision;
(ii) There really has to be a serious, justifiable reason for signing one.

The School 10 Point Leadership Cycle

For nationally sustainable technopreneurship to thrive a robust leadership sustainable cycle is needed, and to that the school has begun the implementation of the following 10 point leadership cycle. This implementation has begun at the following two fundamental levels:

The 10 point Leadership Diagram



STUDENT INTAKE 2011 (Number of Students Admitted into the Programmes)

School of Information Sciences and Technology

PROGRAMME	NUMBER OF STUDENTS				TOTAL
	PART I	PART II	PART III	PART IV	
B.Tech (Hons) Computer	37	32	15	14	98
B.Tech (Hons) Information	25	-	71	74	170
B.Tech (Hons) Information Security and Assurance	15	-	-	-	15
B.Tech (Hons) Software	13	-	-	-	13
Total for the school	90	32	86	88	296

School of Business and Management Sciences

PROGRAMME	NUMBER OF STUDENTS				TOTAL
	PART I	PART II	PART III	PART IV	TOTAL
B.Tech (Hons) Electronic Commerce	37	28	25	-	90
B.Tech (Hons) Financial Engineering	31	25	15	10	81
Total for the school	68	53	40	10	171
GRAND TOTAL	-	-	-	-	467

2011 FIRST YEAR STUDENT ENROLMENT BY GENDER

DEPARTMENT	FEMALE	MALE	TOTAL
Computer Science	9	79	88
Information Technology	40	91	131
Software Engineering	3	22	25
Information Security & Assurance	2	31	15
Electronic Commerce	16	44	60
Financial Engineering	14	44	58
TOTAL	84	293	377

2011 ACADEMIC AND TECHNICAL STAFF ESTABLISHMENT

Department	Lecturing Staff	Staff Development Fellows	Teaching Assistants	Technician	Operatives	Stores Persons	Part-Time Lecturers	Grand Total
Computer Science	3	-	7	1	-	-	-	11
Information Technology	-	-	6	-	-	-	-	6
Software Engineering	-	-	5	-	-	-	-	5

REPEAT STUDENTS 2011

School Of Information Sciences and Technology	NUMBER OF STUDENTS				TOTAL
PROGRAMME	Part I	Part I	Part I	Part I	
B.Tech (Hons) Computer Science	1	-	-	-	1
B.Tech (Hons) Information Technology	-	-	-	-	0
B.Tech (Hons) Information Security and Assurance	-	-	-	-	0
B.Tech (Hons) Software Engineering	-	-	-	-	-
TOTAL FOR THE SCHOOL	1	0	0	0	1
School of Business and Management Sciences					
B.Tech (Hons) Electronic Commerce	1	1	-	-	2
B.Tech (Hons) Financial Engineering	1	1	2	-	4
TOTAL FOR THE SCHOOL	2	2	2	-	6
GRAND TOTAL	3	2	2	-	7

2011 GRADUATE STATISTICS

The School of Information Sciences and Technology had 18 graduates ,all of them from the Computer Science Department whilst the School of Business and Management Sciences had a total of 13 graduates,all from the Financial Engineering Department.

Information Security and Assurance	3	-	1	-	-	-	-	4
Electronic Commerce	3	-	3	-	-	-	-	6
Financial Engineering	9	-	3	-	-	-	-	6
TOTAL	18	1	23	1	-	-	1	44

Teaching and Planning

The preparation and submission of Course Portfolios was done timeously. All Lectures progressed well for the first and second semesters and this was evidenced by the completion of the courses taught and the practical schedules.

Quality Assurance and Services

- It is soothing to announce that quality assurance and services were a major priority in 2011, as we had massively recruited new lecturing staff couple by the growth in student intake;
- Lesson delivery was monitored by peer review exercises as well as appraisals from students and departmental chairpersons

- The students' projects were supervised by their supervisors and were submitted on time;
- The Internship programmes for the third year students started in August 2011. By the end of the year the majority of the students had secured places in various organisations in Zimbabwe;

Mentorship

It is encouraging to note that the departments within the school have taken a serious stance towards mentoring the students. This is a very important function in the school as it supports, fully, the schools' 10 point leadership cycle. It is my belief that the same spirit will continue into the next year.

RESEARCH

The establishment of Instisoft prepared room for research to be conducted and efforts to acquire relevant equipment was still underway by end of 2011. By end of year preparation proposals for research and teams to execute the same was underway.

OUTLOOK

As the national economy continues to improve more funding will be required to propel staff to engage in more research activities to exhibit at various fora and increase paper publications.

The School continues to popularise and market some of its new programmes like Software Engineering and Information Security and Assurance.

CONCLUSION

It is hoped that in 2012 the two schools will have a competitive staff complement that will ensure the fulfilment of the mission of the Institute in the long run.



Computer Science students doing practicals



Mr J. Maenzanise
Institute Librarian

Introduction

The year 2011 was characterized by some innovative and engaging strategic activities that were designed to ensure that the Library and Information Service system at the HIT makes definitive strides towards becoming a hi-tech knowledge and information focal-point that stimulates scholarship in innovation.

The year began with strategic planning processes which needed to define the work environment by outlining key performance areas, objectives and strategic activities that needed to be achieved in the year. The LIS strategy was developed from the HIT Strategic Plan, Vision 2015: Designing the Future. Having been finalized in 2010, it was essential to cascade the Institutional Plan to all the

academic departments and service units. Hence the Librarian's KPAs were first agreed upon with the Vice Chancellery following which the same had to be cascaded to all LIS members of staff. The latter were in turn shown how to design their own KPAs and how to identify their own objectives and strategic activities. Quarterly performance reviews were carried out to ensure staff executed their defined activities and attained agreed targets. Monthly and quarterly reports were compiled to show progress in achieving the set targets.

A key strategy to achieve the LIS vision is the commitment towards user-focused resources and services. Strategies such as subject librarianship, information literacy skills training, e-resource usage promotion and marketing and resource mobilization were undertaken during the year with varying success rates as shall be reported below.

EFFECTIVE ADMINISTRATION AND MANAGEMENT OF THE LIS

This key performance area focused on the administration of institutional policies, procedures and rules and regulations in the LIS Unit. It also highlighted LIS management functions and decisions that were implemented throughout the year.

.Implementation of the LIS Strategic Plan

The LIS Strategic Plan guided work flow in the Service Unit. This was cascaded to all staff in the Unit and KRAs and strategic activities were formulated for all staff. Junior staff took some time before fully grasping the setting up of KRAs. Performance Reviews were done for all staff and the Librarian underwent performance appraisals thrice in the year with the A/Vice Chancellor.

PRODUCTION OF LIBRARY POLICIES AND PROCEDURE MANUALS

This KPA focused on the need to put in place library policies such as the acquisition, circulation, reader services, open access and institutional repository policies. It was also

meant to ensure that procedure manuals were put in place for the various functions of the Library.

.Library Procedures Manuals

LIS Management decided to complete the formulation of functional area procedure manuals first on the basis that once work processes and procedures are well defined, it would be clearer and easier to define areas that needed policy guidelines. Thus procedure manuals for Acquisition, Bibliographic Control, Reference and Reader Services and Circulation of resources were put in place in the third quarter. Work commenced on policy formulation in the fourth quarter and this is expected to be continued and completed in the coming year. Wider stakeholder consultation would also be carried out through the Library Committee.

.Open Access and Institutional Repository Policy

Although the Library had planned to implement this strategic activity during the year, it was apparent that the open access paradigm was little understood among the HIT staff and students. It was therefore decided to refocus and devote energies to raising user awareness on this mode of scholarly communication. To this end, the Open Access and Institutional repository concepts were introduced and promoted at a workshop that was jointly held with the ICTS who also launched the Moodle e-learning platform. The workshop was held for academic staff during the vacation period in May 2011. It was clear at the workshop that there is still an urgent need for buy-in from HIT academic staff before any policy can be put in place. Hence work in this regard would be continued in 2012.

Additional promotional and advocacy strategies were implemented to enlist stakeholder commitment to the OA and IT paradigms. Notable among these was the promotion undertaken during the celebration

of the internationally recognized Open Access Week from 24-29 October 2011.

Work also commenced on the construction of the Institutional Repository which is an open access-based archive of the scientific, technological and technopreneurial research knowledge and information generated in the Institute. Some academic staff have already submitted their original research work for uploading into the IR.

RESOURCE DEVELOPMENT

This KPA focuses on the mobilisation of financial and material resources for the Library. A sub-committee of the Library Committee was put in place to drive this strategic activity for the Library.

Binding of Library Resources

A Binding Unit was set up at the Resource Centre and is functioning well. Although lacking in state-of-the-art binding equipment, LIS Staff were able to undertake restoration and reinforcement of 162 books out of a possible 557 damaged books. The binding is meant to be a strategic activity that is used to restore, preserve and conserve critical library resources.

A project proposal was submitted to the Technology Centre (TC) to design and manufacture binding and electro-magnetic equipment at HIT. The TC agreed to undertake the project.

Acquisition of Print and Electronic Information Resources

To aid in materials selection by teaching staff, the Library circulated publishers' print catalogues as well as directed staff to online vendors and booksellers. Thus printed catalogues from Longmans Zimbabwe and from the online vendor, Amazon.com, were used to identify relevant titles.

Other book selections were carried out physically by visiting local book sellers for off-the-shelf purchasing.

Database of suppliers

This database of suppliers is currently building up in print format. Records are being kept in an acquisition file. An automated database would thus be constructed using this print version. Otherwise for most online vendors and booksellers, the Library would provide web-addresses to members of staff that would be used to identify suitable materials

Electronic Resources

E-resources however continued to be the mainstay of the knowledge and information resource base for students and staff at HIT. The Programme for the Enhancement of Research Information (PERii) (2nd Phase) and the Electronic Information for Libraries (EiFL) provided access to subscribed resources through the Zimbabwe University Library Consortium (ZULC). Access is being provided to more than 20 000 e-journals while more than 30 000 electronic books are accessed from eBrary, an archive of scholarly and scientific electronic books.

STRATEGIC PARTNERSHIPS

Networks with local and international professional organisations and institutions ZULC Partnership were established.

The Zimbabwe University Libraries Consortium continues to be a relevant strategic partner.

The consortium, through its membership to other international organisations, continues to scan the environment to identify new trends in higher education and in the LIS profession that impact on service delivery and acquisition of new skill-sets or renewal of old skills among library professionals. Thus the Librarian and Deputy attended ZULC Council meetings during the year. The Librarian, Deputy and one junior staff member attended INASP and EiFL FOSS ZULC-organised training workshops.

The Librarian worked with the National Library and Documentation Services (NLDS) to organise knowledge sharing platforms such as conferences and workshops. Thus the Librarian participated in such platforms organizing and presented two papers on Open

Access and Social Media Technologies at the NLDS annual general meeting and conference that was held in Kariba in September 2011.

STAKEHOLDER SATISFACTION

This KPA ensures the Library develops as a one-stop-shop that provides effective and efficient user-focused support services which satisfy the real and potential needs of students, faculty and other users at HIT who are its stakeholders.

Patron surveys

A survey to establish user awareness of e-resources was undertaken at the end of the year. Results are expected to be published during the first quarter 2012.

Organisation of Resources

The Library uses Mandarin M3, an automated library database management system, to provide a web-based online public access catalogue (OPAC). The latter provides enhanced search features and allows the library patrons to quickly identify, locate,

retrieve and use a desired item in the Library.

Throughout the year, the Library succeeded in providing remote access to electronic resources. Students could access e-resources remotely in departmental computer laboratories and staff from their offices.

Increased Access to Information

The Library embarked on an exercise to revise and improve its web-pages with a view to enhance its one-stop-shop strategy. Although this could not be completed in 2011, continued efforts would be made to complete the revision in the 2012.

The HIT LIB News, now in its second issue of publication, continues to be a useful vehicle to disseminate information regarding new service provision, new publications and new technology developments that benefit HIT.



Students in the HIT Library



Mrs M. Chahuruva
Acting Director: ICTS

INTRODUCTION

The Information and Communications Technology Services (ICTS) Department is a service department of the Institute responsible for the development, implementation and support of Information and Communication Technology-based services that support the core functions of the Institute.

ICT Services and Functions

The Information and Communications Technology Services Department provides IT infrastructure, services & resources for all staff and students of the Institute which includes the following services; Internet and Network Services, Institute Telephone System, HIT mail

services, ICTS equipment procurement, dispatch and maintenance, Training and consultative services, Institute Computer laboratories, Software and enterprise/Business Applications, Web collaboration software and related services and Multimedia services.

ICT INFRASTRUCTURE

Network infrastructure

The S-Block network infrastructure was upgraded to ensure reliable internet services in the offices, classes and computer labs in that block. The wireless network has been functional with challenges in accessibility in some areas due to poor signals. The network upgrade will continue in phases to ensure availability of network resources in the N-Block, Workshops and Dining and ensure more coverage of the wireless network. An upgrade of the wireless network is scheduled for 2012 which will result in accessibility throughout the campus and increased hot spots within the campus.

Telecommunications

The telephone services were offered satisfactorily throughout the year with all faults, repairs and additional installations being attended to timeously. An IT Technician with Telecommunications expertise was recruited during the year and this has attributed to the timely response to telecommunication queries. However the Mitel Telecommunications System can no longer offer certain required functionalities.

A tender was advertised for the supply, and installation of a new Telecommunication System which is in line with current trends in telecommunications industry. The new telecommunications system will be implemented in the first quarter of 2012 which will result in the availability of a reliable telecommunication system.

ICT Resources

The Institute provides the required ICT

resources to support the teaching, research and administrative activities of the institute.

Computer Aid International Desktops which were acquired in November 2010 were distributed to various departments and departmental Laboratories. The following departmental computer laboratories were established following the procurement of refurbished computers from Computer Aid International.

- .Financial Engineering & Electronic Commerce.
- .Electronic Engineering.
- .IME
- .Computer Science.
- .Pharmaceutical Department.
- .Chemical and Processing Systems Engineering

Desktops were procured for Academic staff and some administrative offices. Other ICT resources which include; a server, Projectors, printers, laptops were procured for various departments to ensure availability of required resources.

Internet Connectivity

The Internet Service Provider for the Institute was changed to Powertel following termination of contract with Ecoweb. Internet Bandwidth has increased to 6MB with a contention ratio of 1:1. Internet services have been up most of the times with downtimes arising mainly from the Internet Service Provider. Accessibility has been satisfactory and also increased with the use of wireless network. Additional Public IP addresses were procured to cater for institute needs.

Software and Business Applications

In search for a suitable Integrated Management Information System for the institute various systems were presented which include OpenSiS from Portnet, and ARIS from ZOU. Assessment of other systems was also done namely OPUS Information System and Fedena which are Open Source Information Systems. However a decision was made to adopt the Changamire Management

information system and steps towards that move are at an advanced stage.

Application systems for the Library and Finance department have been operating satisfactorily. Software licenses were acquired for all Microsoft software.

TRAINING

Two members of ICTS staff attended an AfriNIC workshop on IP Addressing and Management. Training Workshops on Open Source Software were conducted in conjunction with the Library department. ICTS Department facilitated an ICT workshop organized by TEC. An e-learning module, Moodle was implemented and is being used by some lecturers and students to exchange teaching and learning material. The first year students had an orientation of ICT Services and facilities.

The ICTS staff attend various ICT related workshops and functions which include Microsoft workshop, Citrix workshop, Powertel workshop, IDSS Launch, ICT Africa, to mention a few to ensure that the department keeps abreast of emerging technologies, trends in ICT and adopt relevant technologies that add value to the institute.

CUSTOMER SERVICE

A Helpdesk system was implemented to provide the users with a single point of contact, to receive help on various ICT issues. Computer Laboratories are supervised daily to ensure availability of services.

WEBSITE

The website was enhanced and greatly improved due to the recruitment of a Webmaster. The website was mostly up-to-date and functionality was increased with the introduction of online forms, electronic newsletter subscriptions, discussion forums, etc. Current technologies were used to ensure browser compatibility for animation of pictures. Download speeds improved greatly.

STAFF RECRUITMENT

Most of the posts in the ICTS which included Systems Administrator, Network Administrator, Webmaster, Secretary and Technicians posts were filled.

CONCLUSION

ICTS Department accomplished most of its goals for 2011. Our top priority and most important accomplishment is the continued success in providing high quality, reliable service and support to our community.



Students in the Computer Laboratory conducting research.



Eng N. Chirinda:
Acting Director: Technology Centre

Introduction

In 2011, the Technology Centre (TC) made great strides in the promoting the development of manufacturing activities across the Institute's academic departments in an interdisciplinary and multi-disciplinary approach.

Capstone Design Projects

The TC continued to play a key strategic role of providing a wider platform for students to turn their capstone design projects into tangible prototypes.

All technical expertise including laboratory and workshop facilities were marshaled together

to ensure that projects that cut across disciplines received support.

Institutional Research

True to its mandate, the TC was at the centre of key institutional research projects. It convened an interdisciplinary team to develop a Solar Dryer using expertise from the departments of Industrial and Manufacturing Engineering, Electronic Engineering, Food Processing Technology as well Chemical and Process Systems Engineering. The project was a major success as dryer is now functional and test runs have produced immaculate dried fruits and vegetables. The TC anticipates venture into tobacco drying in a bid to promote green economy.

Another team led by the Chemical and Process Systems Engineering worked on the Pulverized Coal to Fuel pilot plant developing and installing new components. We are happy that the plant

produced crude oil from pulverized coal through the process of coal gasification. Although the samples volumes were still low volume adjustments were being done to improve the production capacity.

We plan to go into the next stage of fractionally distilling the crude oil in order to convert it into diesel. close of the year.

Another research team was studiously working on the Solar Ice Maker which was at the prototyping stage. The project is being funded through a seed fund secured from the Ministry of Science & Technology. It is the centre's conviction to commercialize the project.

Training Services

The TC also offered short courses to industry and commerce to fill in the skills gap. Companies such as Delta Corporation, Zesa and Zimplats send their employees to the TC. The following are some of the major courses we offered:

- CNC Programming, Simulation & Machining
- Master CAM (2D & 3D Drawing)
- Master CAM (Maching), Master CAM (Direct Numerical Control),
- Basic AutoCAD (2D modeling),
- Advanced AutoCAD (3D modeling),
- Applied Hydraulics and Pneumatics
- Programmable Logic Controllers (Siemens PLC)

Apart from that, the centre was also actively involved in production of scarce machine components for industrial and mining concerns.

Industrial tours in the TC

A number of tours were organized for students from industry, sister universities and colleges. They were most interested in CAD/CAM/CAE technologies. This was considered as a way to advertise TC activities and capabilities.





Mrs M.E Samupindi
Registrar

INTRODUCTION

The Departments played its role in ensuring that Departments across the Institute kept focused on the Strategic Plan, Vision 2015; Designing the Future. This was done through the Action Plans and Quarterly Reviews.

All Departments started work on their Procedure Manuals. Department was able to fulfil its mandate in terms of playing an advisory role in the various Committees as well as being a key strategic player in the development of the various policies. Notable successes were registered in various areas during the period under review; firstly, the Institute witnessed some stability in the area of staff recruitment across departments mainly due to the continued efforts by government to review salaries for institutions of higher learning. The institution

managed to hold a successful second graduation ceremony on campus with a total of 76 students graduating. The department came up with a draft Student Handbook and was putting some final touches to the University's Code of Conduct.

HUMAN CAPITAL ISSUES

A total twenty-four (24) employees were recruited on permanent basis while thirty (30) were engaged on short terms contracts. Amongst the key appointments made were those of the Librarian, Campus Coordinator, Web Master and Nursing Sister. Induction was done for all new appointees.

Human Capital Continuous Development

All Departments conducted staff performance appraisals throughout the year. Skill gap identified were recommended for further training during the course of 2012.

A course on Customer Care was conducted for Secretaries. This was a three hour training which was conducted in house. Most participants scored highly in the quiz that was given at the end of the training which indicates that the training was effective.

The Assistant Registrar also attended a workshop on Labour Briefing which was organized by the Institute of People Management in Zimbabwe. The workshop covered among others topics on Labour Expectations and challenges, challenges around the implementation of SI 15 of 2006, Proposed amendments to the Labour Act, Impact of Indigenisation on Labour. The workshop served to keep participants updated on the current trends in the field of Human Resources Management in Zimbabweans well as labour legislation.

A workshop on Human Resources and ICT was also attended and this was organized by Total Business Solutions in conjunction with CV People and Zimbabwe Human Capital Website. The targeted groups were the Human Resources Practitioners and Payroll

Administrators. The workshop focused on the use of ICT in the administration of recruitment, performance management, job evaluation and payroll.

The Institute is funding a total of 11 Staff Development Fellowship studies in Universities all over the world.

Staff welfare

Several banks like ZB, CBZ, Post Office Savings Bank approached the Institute offering loans to staff members and the Institute facilitated the access of loans by staff members mainly from CBZ which was offering ten times one's basic salary. A total of 152 employees benefited from this loan scheme.

ADMISSIONS AND STUDENT RECORDS

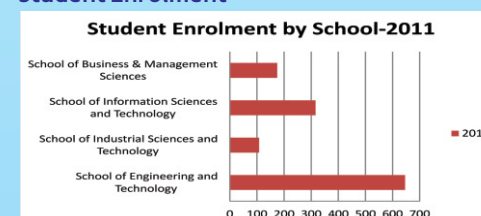
The Section managed to advertise all programmes namely conventional, parallel and block release as planned. Names of selected candidates were published in time. A total of 658 applications for conventional programmes were received; 494 'A' Level and 164 NC Level applicants. A total of 475 candidates were accepted with a total uptake rate of 71%.

New Programmes Introduced in 2011

The following new programmes were offered for the first time:

- Bachelor of (Hons) Biotechnology
- Bachelor of (Hons) Pharmacy
- Bachelor of (Hons) Information Security & Assurance
- Bachelor of (Hons) Information Technology
- Bachelor of (Hons) Software Engineering

Student Enrolment



A total of 1375 students were enrolled for the year 2011.

EXAMINATIONS

The First and the Second Semester Examinations were held as scheduled.

Both first semester and second results were published before the commencement of the subsequent semesters allowing returning students to know their results before registration. The section will endeavor to publish the end of year results (November/December 2012) session before the festive break.

Submission of Examination Papers

The deadline for submission of draft examination papers for the December 2011 examination session was 23 September 2011. Most departments managed to meet the set deadline for submission of draft examination papers. The papers were moderated by External Examiners. All draft question papers were accompanied by course outlines and module answers.

External Examiners

The Institute has engaged External Examiners for the various Teaching Departments/Schools from India, South Africa, Malaysia and Zimbabwe as the recruitment drive goes increasingly global to avoid the in-breeding that can arise from over dependency on the local ones as well as to fulfill the need to benchmark with other internationally acclaimed institutions.

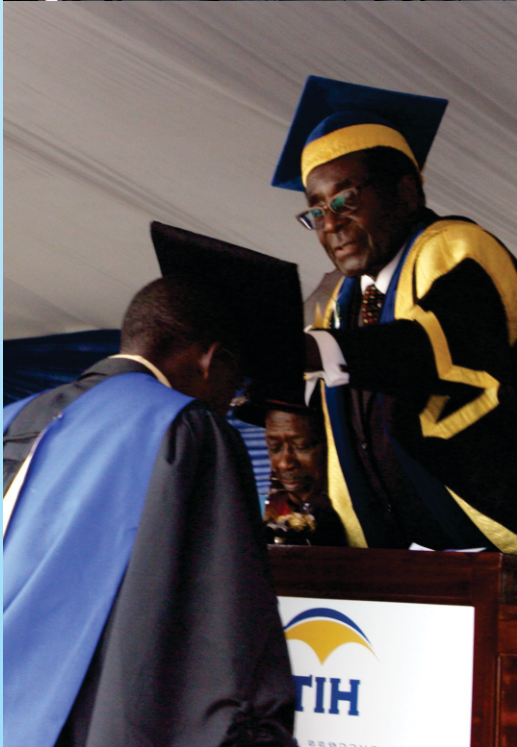
The engagement of international, regional and local External Examiners was in line with the strategic Goals 4 and 5. It is the Institute's intention to eventually move away from using local External Examiners and engage international ones from highly reputable Universities.

Graduation Statistics

The Section managed to provide graduands and staff with enough Academic Regalia for the Institute's second graduation ceremony. All transcripts were done on time for the graduation.

CENTRAL SERVICES

The department also managed ensure every office had the requisite furniture.



The HIT Second Graduation Ceremony 2011: Part of the graduates and their relatives celebrating soon after being capped by His.Excellency, The Chancellor of HIT, and the President of the Republic of Zimbabwe Cde R.G Mugabe.



Mr J. Chandauka
Dean: Student Affairs

In the year 2011 Student Affairs Division grew in terms of both staff and activities with engagement of the Coordinator, Campus Life and Student Development and the Nursing Sister in The Health Education and Services Centre. The Division was in a position to implement the majority of the strategic plan activities for the year.

CAMPUS LIFE AND STUDENT DEVELOPMENT

The Department of Campus Life and Student Development has identified annual activities to empower students in readiness for their involvement on and off Campus. The Department held two annual workshops namely, Leadership and Counseling workshops.

The leadership workshop in 2011 was opened by the Registrar, and facilitated by the Leadership Clinic. The basic tenets of leadership were covered while issues of conflict resolution

were popular with the student leaders. It was apparent that student leaders did not understand the magnitude of the tasks to be undertaken especially in a bureaucracy like the University.

A unique annual event called Female Student Empowerment workshop was mooted. The workshop would see female students become aware of reproductive health issues, empowered to lead, enthused to interrogate any phenomenon and indeed assert their wishes in line with Institute values. The last annual workshop is that of first year leaders which is intended to reinforce understanding of roles and Institute strategic goals.

A National Gender Conference with the theme "Female Students Uniting Together For Lasting Change" was held at the Zesa Training Center on 19 November, 2011. The Campus Life Coordinator was in attendance with 2 female students. Various other universities and colleges were also in attendance.

Another annual event the "Professional Orientation Programme" which aims to enlighten students on issues related to their chosen Degree Programme so that they can strategize on their horizontal and vertical growth was held. The objectives of the Professional Orientation Programme included the following:

The "Professional Orientation Programme" activities include an in depth analysis by a guest speaker (a model) for each department. This was followed by a Symposium on a topic finalised through consultation.

In 2011, the Departments involved were Food Processing Technology (FPT), Chemical and Process System (CPS) and Industrial Manufacturing Engineering (IME) and experts invited were from Dairy Board Zimbabwe, AFDIS Pvt Ltd) and Chinhoyi University of Technology respectively.

This was followed by a Symposium whose topic was: **Entrepreneurship in the promotion of Buy Zimbabwe Campaign: Issues of Women Participation, Integrity and Quality Assurance**

from mid morning, 10.30.

The Executive Director of The Buy Zimbabwe Campaign, explained the issues underpinning the Campaign and Mrs. Rose Mazula a Business Woman highlighted the Participation of Women, issues of Integrity and Quality Assurance

Students and Institute Governance

The second election of the Student Representative Council (SRC) was held at the beginning of the 2nd semester. Student participation at 33% was lower than the 2010 of 42%. However the participation is above the general trend in most Universities where 25% participation is considered normal. Campaign was fierce and yet remained friendly. Students had campaign materials ranging from leaflets to printed T/shirts which could have been envy to our national politicians. There is need to establish a definite campaign fund accessible to all candidates so that competition becomes fair.

The election was followed by a leadership workshop attended by elected SRC members, Institute clubs and society leaders. The same students were earmarked for a counseling workshop so that they can be empowered to work among their colleagues. The same skills would enable them to interact effectively in university structures and with external customers. There is a general lack of knowledge about University cum Institute Governance system among students as evidenced by materials written during campaign and questions asked during leadership training.

Sports Culture and Recreation

In April, 2011, Students went to Bindura to participate in the ZUSA preliminaries. Two teams qualified to go the ZUSA finals. This was a great achievement given that the students did have facilities to practice. The full potential of the student sports prowess can only be judged when we have decent sports field.

The Institute acquired additional sports equipment including two table tennis tables, three chess clocks, one high jump landing

mattress and four poles.

The Campus Life Coordinator attended the ZUSAAGM on the 25th of November and was duly elected Vice President of ZUSA with effect from 25 November, 2011.

Student Development

A National Gender Conference themed "*Female Students Uniting Together For Lasting Change*" was held at the Zesa Training Center on 19 November, 2011. The Campus Life Coordinator was in attendance with 2 female students. Various other universities and colleges were also in attendance.

Student Health Services, HIV and AIDS Education

The Institute updated its payment of the Insurance scheme with Premier Service Medical Aid Society (PSMAS). Students will appreciate the full benefit of the Insurance when the clinic is registered. The clinic partitioning is in the finishing stages. The Institute is acquiring equipment and installing accessories with the intention of registering the clinic by March 2012.

Health education activities spearheaded by student leaders have seen our students occupy national positions with many organisations. We have benefited immensely from such membership in relation to HIV & AIDS education.

Our students continue to receive HIV and AIDS education from various organizations. Our outreach programme with Women's Trust saw us make impact at three different schools. We received very positive reports from the Heads of these schools. Institute programmes with SAYWHAT won us accolades all round. Our own student was elected national chairperson. The Peer Education group continues to give scheduled activities on Mondays.

Student Counseling and Advisory Services

The main stress driver among students remains lack of money.

fees although the situation is improving every year since 2009. The relationship between students remains amicable as there are no major interpersonal conflicts.

There is no evidence of gender based violence and we shall continue to hold annual Gender empowerment programmes for first year students. These have proved to have a very positive effect on the student's approach to individual difference.

Student Ecumenical and Chaplaincy Services

In 2011 a choir was formed with the intention to perform at the graduation ceremony. The choir leader composed a HIT song which resonated well with both the Institute prayer and the values that underpin HIT existence. New songs were composed mainly for graduation. Instruments were acquired to reinforce the choir acapella version. They also managed to invite a business man to give a lecture on how to start a business which

was attended by many students. The Scripture Union leadership continue to impress by acquiring assets including a generator. The Scripture Union Cleveland outing gave a chance to the students to listen to speakers on relevant issues such as deportment on campus, living purposeful life and issues to do with reproductive health. The outing was concluded by a very entertaining schedule managed and controlled by students.

Student Accommodation and Catering Services

By end of 2011 occupants for hostels were at 100%. There was scramble for accommodation for male students while the female students were all absorbed by the institution facilities. The increase in enrolment will see us exclude Harare residence in 2012.



HIT students socialising and playing with children at Vimbaisu childrens Home in Zvimba . The HIT Students Choir singing at the Chaplain `s End of Year (2011) Thanks Giving Ceremony .



Part of the students who attended the Chaplain `s End of Year (2011) Thanks Giving Ceremony



WORKS, INFRASTRUCTURE AND ESTATES MANAGEMENT



Mr S. Machingamidze
Projects Officer

Introduction

The year 2012 witnessed some progress in the refurbishment of the institute infrastructure. Using direct labour, the

Institute refurbished the following; student hostels, workshops, classrooms and administration offices. Not only that, the department refurbished the institution's clinic, Workshop 2 flat roof, the canteen flat roof and ceiling. The works done also covered refurbishing of bursted and leaking main water supply pipes.

The works carried out in particular during the period under review included rehabilitating dysfunctional showers, water cisterns, urinals, tubs, sinks and fire hose reels, replacing worn out cold and hot water pipes, repairing burst main and subsidiary water pipes in hostel 2, 3 and 4, fitting and repairing electrical components in hostels 2, 3 and 4, tiling individual student rooms and common rooms in hostel 4.

Carpentry work.

The department carried out refurbishment works in the classrooms, hostels and offices. In particular, a total of 9 classrooms had their damaged ceilings replaced.

Four additional offices were created in the Finance department. The exercise involved repartitioning of 8 existing offices to come up with 12 offices. In addition to the above, the Finance Director's office was refurbished as well. The works covered the cash office that was renovated resulting in the creation of two state of the art soul space.

A total of five spacious offices were created in the Electronic Engineering workshop in order to accommodate lecturers without offices.

The clinic comprising of 5 specially designed rooms was completed and has since been handed over to the Student Affairs department. Alongside the clinic, an ablution block and resting rooms were also specifically refurbished.

The year witnessed the creation of a Pharmaceutical Technology laboratory with modern fitments. More laboratories are to be created for upcoming departments as and when needed.

Tiling

The Institute completed applying poly-vinyl tiles in needy student rooms, common rooms and hostel 4 passages.

Security

During the period under review, the security department was determined to control the loss of the institution's moveable and immovable property. The department maintained zero record on theft cases.

Several attempts were made here and there, but the staff was solid, alert on their posts. In most occasions, library textbooks were intercepted at all exit gates.

A number of measures were taken by the department in order to enhance the effectiveness of the section. The measures

include recruitment and intensive training.

HIT Land Expansion programme

The university made frantic efforts to seek additional land for expansion purposes. The City of Harare, Mazoe Rural District council and Ministry of lands in liason with Mashonaland Central Province Governor's office were engaged on the matter.

Formalisation of the donated stands

A total of five stands whose stand numbers are as follows were donated to HIT by City Of Harare; 18536, 16652, 18220, 17923 and 17748. to be advised about the resolutions made.





Mr T. Mutema
Communications Officer

Preamble

The Communications and International Relations Office continued to realign its activities with the HIT strategic goals, focusing on those activities that make the Institute a highly sought after technology university in 2011.

In tandem with the new strategic thrust, the office continued to communicate with clarity and integrity the achievements, events, academic programs and services of Harare Institute of Technology, its students, schools, staff and administrators to the media, the public and the HIT community in a timely, reliable and accurate manner.

Through its unique programmes and activities, HIT continued to capture the national imagination and people now have high esteem of the Institute. The department has a major responsibility of delivering excellent services to the Institute stakeholders to match expectations and general perceptions. To this end the major focus for 2011 was the continual cultivation and nurturing of the HIT Brand. I am

happy to report that the brand came unstuck.

In pursuit of this the department identified its own destiny, calling and cause.

Destiny

To lead in university branding

Cause

To instil professionalism by offering innovative communications tools, packages and methods.

Calling

To serve with integrity

The Department adopted the Institute **CORE VALUES:**

- Innovation
- Leadership
- Integrity
- Commitment
- Professionalism

Staffing

The department's staff compliment increased to four. Two communication technicians were employed. These are now playing a critical role in the department. As a result of their employment, the office is now offering more services to the Institute's stakeholders and we are hoping the office will recruit one more member of staff to operate at full capacity.

Equipment

The Office procured a Public Address (PA) system that was commissioned by the supplier, who also offered training to part of the team that operates it. The system was used during the graduation ceremony and other major functions like the Vice Chancellor's address to first year students. This Public Address system will in the long run significantly reduce the cost of hiring amplified sound. We also had a heavy duty colour printer that we are using to print the internal newsletter.

Apart from that a LED TV and DVD player were bought as part of equipment to be used for

outreach programmes and following news bulletins on the sole national broadcaster, ZBC.

We also started the process of sourcing for multi-media equipment, starting with Apple Macs and high definition digital and video cameras. and it is hoped that they will be delivered in the first quarter of 2012. The equipment will enable HIT to do most of its branding internally and be used also for research purposes.

Raise awareness on HIT Brand

The HIT Communications Shop, continued to offer a wide range of stock.

In line with the new Destiny, Calling and Cause statements, the office managed to design and produce banners and framed statements for major offices. Tear drops bearing the Institute's logo and our marketing slogan: the Innovation and Technopreneurial University were revamped. There is an increasing appreciation of the HIT's standing as a university.

The office also availed customised diaries for the Institute and a different design of calendars. The calendar had the HIT Destiny, Cause and Calling statement that is now hanging in each and every office. The same was done on the HIT graduation handbook.

The office also continued issuing identity cards to new students and members of staff. The issuance of IDs has a telling impact of creating an awareness on the recipients that they belong to the HIT family.

(b) Institute-wide functions

The office was active in the organisation of institute-wide events. The major highlight of 2011 was the graduation ceremony preparation. The office continued to actively participate in the Committee on Academic Ceremonies (COAC) and its sub committees. The tasks that the office was assigned namely, the provision of photography and videography were executed with distinction.

Various delegations including the Indian Ambassador to Zimbabwe, The Chinese

Ambassador visited HIT. Spinoffs from the visits are starting to bear fruits as MoU with institutions from India have been signed and a delegation to Iran on hunt for technology transfer deals is in progress.

Internal communication at HIT

The News@HIT internal newsletter was revived and is coming out on a monthly basis. This instrument captures various activities across the Institute. This has enabled staff members to have a holistic view of HIT. More and more members of the HIT community are now clamouring for coverage of their events by the Communications Office. Equally, the website has been revamped and updated periodically to capture the informational goals of the institute.

Media Relations

In terms of positive media publicity HIT had a place in the sun in 2010. The electronic and print media positively portrayed the institution. The major highlight was the coverage of the institution's graduation ceremony. The Media continue to hunt for news items at HIT.

HIT Policies and Activities

The office continued with its outreach programmes planned outreach programmes through. Careers days programmes for schools national exhibitions such as the Zimbabwe Agricultural Show and the Careers Days organised by the Ministry of Education, Sports, Arts and Culture. The visibility of HIT is being constantly.

This gave the office the opportunity to explain and inform members of the public HIT activities, programmes and strategic direction as well as to issue out brochures. The office also produced speeches for important occasions; these are the tools at the disposal of the institution of informing members of the public about HIT thrust and policies. The HIT magazine was also produced capturing the various HIT activities.

Partnerships and International Relations

A number of agreements were signed, which if fully exploited will result in HIT registering significant gains in areas of technology training, transfer and commercialisation. HIT entered into strategic partnerships with Energy Resources Africa and Schweppes locally whilst negotiations with IDC are at an advanced stage. Internationally, an HIT delegation visited Iran in search of technology transfers deals. The visit was highly successful and memorandum of understanding will be signed in the first quarter of the year 2012. A second batch of students went to Daejon University under a student exchange programme. Two MoUs with Moi University of Kenya and Azarbaijan University of Tarbiat Moallem of Iran were signed.



Pupils visiting the HIT exhibition stand at a Schools Provincial Career's Day in Mutare.



HIT Exhibition stand at the Harare Agricultural Show 2011



Vice Chancellor, Eng Q.C Kanhukamwe (Right) exchanging documents with Centre For Innovation & Technology Cooperation of the Presidency of Islamic Republic of Iran (CITC) Technology Attaché, Mr Morteza Rastegaran (Left) soon after the signing of Technology transfer MoU.



Mr M. Rutizirira
Acting Finance Director

Introduction

The Finance Department's mandate as given in the HIT Act can be summarised as follows:

1. Safeguard Institute funds
2. Investment and expenditure authorization
3. Maintain proper records of accounts and property
4. Prepare financial statements

Under the current Institute Strategic Plan dubbed 'Vision 2015: *Designing the Future*' the department will actively participate in two critical success factors of:

1. Resource allocation and development, and
2. Accountability reporting.

The success in the above mandates cannot be achieved without the cooperation and liaison with both internal and external stakeholders. It is therefore, the mission of the Finance Department to provide a quality financial service to all its partners. Quality financial service is contractually explained as a responsive service to partners who include students, staff members, suppliers/service providers, bankers, the Minister of Higher and Tertiary Education, Institute Board members and various government ministries and agencies among others. The department endeavoured to meet the varying expectations of partners albeit with some unavoidable challenges.

The department strives to achieve the highest level of accountability and integrity, by promoting transparency and honesty. Currently the department has 4 units, i.e.

1. Financial Accounting
2. Management Accounting
3. Salaries
4. Central Buying

Financial Accounting

It is responsible for:

- a) Receipting and banking
- b) Processing all payments
- c) Student accounts

Management Accounting

It is responsible for:

- (a) Institute Master Asset Register
- (b) Preparing Management Accounting Reports
- (c) Budgetary Control
- (d) Inventory Management

Salaries

It is responsible for:

- (a) Salaries disbursements
- (b) Payroll preparation
- (c) Statutory payroll deductions

Central Buying

- (a) Central procurement
- (b) Supplier compliance
- (c) Tender process
- (d) Supplier's listing

DEPARTMENTAL STRUCTURE DURING THE YEAR

During the year under review, the department was headed by an Acting Finance Director. The other functional sections had substantive officer bearers except the Financial Accounting who is in an acting appointment. The moral in the staff was high and everybody was enthusiastic to deliver a quality service. As the Institute continue to expand there is need to restructure the department especially the Financial Management Section and the Buying Section.

The Department had the opportunity to host two students on attachment from Harare Polytechnic College as follows:

1. Buying : Privilege Nyika
2. Accounting : Shellyn Dandazara

These student interneers were a useful interim relief to the department's operations as they provided cover for the vacant posts of Financial Accountant and Procurement Clerk.

MAJOR ACHIEVEMENTS

There was general improvement in the national economy leading to a steady increase in the cash position and activity in the department.

The Institute was able to meet all its financial obligations and realized in excess of \$98 000 interests on short term investments. The department employed prudent cash management system, that sought to balance liquidity and returns on cash balances. The Institute did not borrow or utilized bank -overdrafts during the year due to conservative cash flow management. The interest realized from short term investment was able to buy two double cab vehicles at a total cost of \$77 000.

The department also managed to raise in excess

of \$20 000 through donations for the 2011 graduation ceremony.

FINANCIAL REPORTING

The 2010 audited financial statements were produced by May 2011. The audit report gave a clean bill on financial statement as they were not modified. This clean bill reflects the determination of the department to achieve the highest standard on both record keeping, data processing and keeping Institute financial policies in line with international best practices. The Institute had adopted the International Financial Reporting Standards as the framework to prepare its financial statements. For the first time in the life of the department, it managed to superintend an interim audit for 2011 that ran for two weeks from 15 to 30 September 2011. This is an important milestone as it helps detect challenges before it is too late.

PAYMENT OF SALARIES AND RELATED STATUTORY OBLIGATIONS

The Institute met all its deadlines to submit acquittals and salary claims to the Ministry of Higher and Tertiary Education. This was reflected by the fact that the Ministry of Higher and Tertiary Education was able to release employment costs as and when it was due except when the Ministry of Finance delayed to disburse the funds.

The Institute also managed to sustain the Harare Institute of Technology allowance to all staff members up to December 2011. This was a remarkable achievement considering the Institute was using its own resources.

The Institute also never defaulted in payment of its statutory obligations including payroll deductions. The Institute continues to fund employee pension contribution to the tune of 7.5% of the payroll.

The total employer contribution as per the agreement between the Institute and Marsh is such that the employer pays in 15.3% and employee contributes 7.5%. However, Treasury has been honoring only 7.5% of the bill leaving

the Institute to meet the difference.

INSTITUTE BOARD AND GOVERNANCE

The department facilitated and participated in Institute governance systems through preparing reports and papers for the Institute Board and its various committees, especially the Finance Committee. The department did not only prepare reports and papers for meetings, but also made sure that a correct record of proceedings of meetings was produced before the next meeting.

During the year, the department helped the Institute Board adopting a Finance Committee Charter, the equivalence of an audit charter in the private sector. The purpose of the charter was to magnify the role of the Finance Committee in its oversight duties as it superintends the Institute's finances.

A total of five (5) Finance Committee meeting were held during the year instead of the scheduled four (4). This reflects not only the dedication of Board members but also the commitment of personnel in the Finance Department. All minutes of Finance Committee meetings and other reports were presented to the full Board whenever it met.

SIGNIFICANT FINANCIAL FIGURES

INCOME

1.Fees Income	\$ 1 150 375.00
2.Hire of Facilities	\$ 108 000.00
3.School term investment	\$ 98 000.00
4.Government Recurrent Grant	\$ 5 759 686.00
5.Government Capital Grant	\$ 165 000.00
TOTAL	<u>\$ 7 281 061.00</u>

EXPENSES

1.Employment Cost:

Academic Salaries	\$2 424 129.00
Administration Salaries	\$1 211 583.00
Works and Estates Salaries	\$ 452 633.00
Employer Contribution	\$ 631 778.00
TOTAL	<u>\$4 720 123.00</u>

2.Operating Costs:

Academic Departments	\$ 369 982.00
Student Services	\$ 310 731.00
Administration	\$ 530 723.00
Works	\$ 704 841.00
Depreciation	\$ 469 845.00
TOTAL	<u>\$ 2 376 323.00</u>

3.Other Activities:

1.Acquisition of Vehicles	
Tractor and Accessories	\$ 43 143.00
2 x 8 Seater vans	\$ 16 668.00
3 x passenger vehicles	\$ 21 828.00
2 x double cab vehicles	\$ 77 000.00
TOTAL	<u>\$ 158 639.00</u>

CAPITAL EXPENDITURE AND TRANSFER

ii. Transfer of Buildings from Ministry of Public Works	\$11 898 582.00
iii.Computer Equipment	\$ 52 467.00
iv.Teaching & Equipment	\$ 69 589.00
v.Furniture	\$ 83 476.00
	<u>12 104 114.00</u>

APPENDIX

AUDITED FINANCIAL STATEMENTS AS AT 31 DECEMBER 2011 31 December 2011

Established by the Harare Institute of Technology Act (Chapter 25:26) in December 2005. The Institute existed before the date of commencement of this Act as an entity within the Ministry of Higher and Tertiary Education.

BUSINESS:

The objectives of Harare Institute of Technology are the advancement of knowledge and technology through the preservation, dissemination and enhancement of academic and practical knowledge as well as skills relevant to the development of the people of Zimbabwe.

CHANCELLOR:

His Excellency, The President of the Republic of Zimbabwe - Cde. R.G. Mugabe

BOARD MEMBERS:

Dr. G.M. Mandishona	-	Chairman
Dr. S. J. Utete-Masango	-	Vice- Chairman
Mr. J. Dzimwasha		
Eng. C. Nyachowe		
Dr. M.S.D. Mutopo		
Mrs. S. C. Madzinga		
Mr. N. Nhira		
Mrs. S. Muzite		
Mr. J.C. Mbudzi		
Dr. D. Garwe		
Mrs. J. M. Makawa		
Eng. W. T. Vengesai		
Mr. A. Marufu		

PRINCIPAL ADMINISTRATORS

Eng. Q. C. Kanhukamwe	(Acting Vice Chancellor)
Mrs. M. Samupindi	(Registrar)
Mr. M. Rutizirira	(Acting Finance Director)
Mr. J.L. Maenzanise	(Librarian)

REGISTERED OFFICE:

Ganges Road, Belvedere, Harare

AUDITORS:

AMG Global, Chartered Accountants (Zimbabwe)
First Floor, Club Chambers, Cnr Third Street/Nelson Mandela Avenue
HARARE

BANKERS:

Commercial Bank of Zimbabwe- Sapphire Branch
Metropolitan Bank- Central Avenue Branch

INDEX TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011

	Page
Report of the Independent Auditors	1-2
Statement of financial position	3
Statement of comprehensive income	4
Statement of changes in equity	5
Statement of cash flows	6
Statement on accounting policies	7-10
Related financial statements notes	11-16

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF

HARARE INSTITUTE OF TECHNOLOGY

We have audited the financial statements of the Institute, set out on pages 3 to 16, and comprising:

- Statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 31 December 2011;
- Statement of financial position as at 31 December 2011;
- A summary of significant accounting policies applied by the Institute during the year ended 31 December 2011; and
- Notes on the financial statements.

The Board's responsibility for the financial statements

The Institute's Board is responsible for the preparation and fair presentation of these financial statements, in accordance with International Financial Reporting Standards (IFRSs). This responsibility includes:

- designing, implementing and maintaining internal controls that ensure the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- formulating and applying appropriate accounting policies; and
- making accounting estimates that are reasonable in the Institute's circumstances.

Auditors' responsibility and basis of opinion

Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with International Standards on Auditing. Those standards require that, in conducting the audit, we comply with ethical requirements. The standards also require that we plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement. In addition, our audit has had to take cognisance of the requirements of the provisions of the Financial Reporting Guidance.

In conducting our audit, we performed procedures to obtain audit evidence on the amounts and disclosures in the financial statements. We selected the procedures we performed based on our judgment. We also applied our judgment in assessing the risk of material misstatement in the financial statements, whether due to fraud or error. In our assessments of the risk of material misstatement in the financial statements, we considered internal controls relevant to the Institute's preparation and fair presentation of the financial statements, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal controls. We also evaluated the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the board members. As well, we evaluated the overall presentation of the financial statements.

We consider it that the audit evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

HARARE INSTITUTE OF TECHNOLOGY

STATEMENT OF FINANCIAL POSITION At 31 December 2011

	Note	2011 \$	2010 \$
ASSETS			
Non-current assets			
Property, plant and equipment	1	12 346 098	485 275
Current assets			
Inventories		50 373	32 929
Accounts receivable	2	733 675	446 417
Investments	3	713 795	492 615
Bank and cash balances		577 534	239 192
		2 075 377	1 211 153
Total assets		14 421 475	1 696 428
RESERVES AND LIABILITIES			
Reserves per statement in changes in funds		1 703 412	1 213 028
Non-current liabilities			
Caution fees		45 330	22 400
Student medical		46 140	18 865
Deferred income	4	11 601 117	-
		11 692 587	41 265

	Note	2011 \$	2010 \$
Current liabilities			
Accounts payable	5	1 025 476	442 135
Total reserves and liabilities		14 421 475	1 696 428



 Board Chairman

.....
 Acting Vice-Chancellor

4 June 2012

HARARE INSTITUTE OF TECHNOLOGY

STATEMENT OF COMPREHENSIVE INCOME year ended 31 December 2011

	Note	2011 \$	2010 \$
INCOME			
Government grants	6	6 261 176	3 011 741
Fee income	7	1 160 112	601 370
Technopark surplus	8	2 116	-
Technology centre surplus	9	25 386	-
Other income	10	486 909	155 750
		7 935 699	3 768 861
EXPENDITURE			
Academic	11	3 151 192	1 355 856
Administration and student services	12	3 981 064	2 108 218
Depreciation	1	495 420	148 434
Technopark deficit	8	-	14 549
Technology centre deficit	9	-	96 340
		7 627 676	3 723 397
Operating surplus		308 023	45 464
Interest received		98 851	17 537
Surplus for the year		406 874	63 001
Other comprehensive income		-	-
Total comprehensive income for the year		406 874	63 001

HARARE INSTITUTE OF TECHNOLOGY

STATEMENT OF CHANGES IN EQUITY year ended 31 December 2011

	Accumulated fund \$	Non- distributable reserve \$	Capital reserve \$	Capital grant \$	Total \$
Balance as 31 December 2009	250 621	502 368	15 704	-	768 693
Surplus for the year	63 001	-	-	-	63 001
Government capital grant	-	-	-	531 900	531 900
Government grant utilised	-	-	-	(150 566)	(150 566)
Revenue transfer to capital	(313 000)	-	313 000	-	-
Government capital grant transfer to capital reserve	-	-	100 000	(100 000)	-
Balance as at 31 December 2010	622	502 368	428 704	281 334	1 213 028
Surplus for the year	406 874	-	-	-	406 874
Government capital grant	-	-	-	585 000	585 000
Revenue transfer to capital reserve (457 660)	(457 660)	-	457 660	-	-
Government grant utilised	-	-	-	(501 490)	(501 490)
Balance as at 31 December 2011	(50 164)	502 368	886 364	364 844	1 703 412

HARARE INSTITUTE OF TECHNOLOGY

STATEMENT OF CASH FLOWS year ended 31 December 2011

NET CASH FLOWS FROM OPERATING ACTIVITIES

	Note	2011 \$	2010 \$
Operating cash flows			
Operating surplus		308 023	45 464
Adjustments for items not affecting cashflows:			
Capital grant utilised		(501 490)	(150 566)
Depreciation on property and equipment	1	495 420	148 434
Amortisation of deferred income	4.1	(297 465)	-
Net operating cash flows before reinvestment in working capital		4 488	43 332
Increase in inventories		(17 444)	(12 760)
Increase in accounts receivable		(287 258)	(34 221)
Increase in non-current liabilities		50 205	11 620
Increase in accounts payable		583 341	352 021
Net cash flows from operations		333 332	359 992

Returns on investments and servicing of finance

Interest received		98 851	17 537
Net cashflows from operating activities		432 183	377 529

NET CASH FLOWS FROM INVESTING ACTIVITIES

Acquisition of property and equipment	1.5	(457 661)	(246 340)
Net cash flows from investing activities		(25 478)	(246 340)

NET CASH FLOW FROM FINANCING ACTIVITIES

Government capital grant		585 000	531 900
Net cash flows from financing activities			

NET INCREASE IN CASH AND CASH EQUIVALENTS	12	559 522	663 089
--	-----------	----------------	----------------

HARARE INSTITUTE OF TECHNOLOGY

STATEMENT ON ACCOUNTING POLICIES 31 December 2011

The principal accounting policies of the Institute, which are set out below, are consistently followed from year to year, in all material respects.

BASIS OF PREPARATION

The financial statements are prepared under the historical cost convention, and no procedures are adopted to reflect thereon, the impact, if any, of specific price changes and changes in the general level of prices.

STATEMENT OF COMPLIANCE

The financial statements have been prepared unless otherwise disclosed in conformity with International Financial Reporting Standards (IFRS), promulgated by the International Accounting Standards Board (IASB), which IFRS include standards and interpretations approved by the IASB, as well as International Accounting Standards and IFRS Interpretations Committee (IFRIC) interpretations.

CURRENCY

The financial statements are stated in United States Dollars.

PROPERTY AND EQUIPMENT

Carrying amount

Items of property and equipment are stated at cost/valuation less accumulated depreciation and any impairment losses.

Depreciation

Depreciation on property and equipment is provided to write off the cost or revalued amounts of the assets over their estimated useful economic lives using the straight-line basis, at the following rates per annum:

Motor vehicles	20%
Furniture and fittings	10%
Office equipment	25%
Buildings	2.5%
Land	-
Computer equipment	25%
Plant and machinery	20%
Tools and other equipment	10%
Kitchen equipment	20%
Multi-media equipment	25%
Communication	50%

Impairment

The carrying amounts of the Institute's assets are reviewed at each balance sheet date to determine whether there is any indication of impairment. If any such indication exists, the assets' recoverable amounts are estimated. An impairment loss is recognised whenever the carrying amount of an asset exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

Calculation of recoverable amount

The recoverable amount of items of property and equipment is the greater of the net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risk specific to the asset.

HARARE INSTITUTE OF TECHNOLOGY

STATEMENT ON ACCOUNTING POLICIES 31 December 2011

Reversal of impairment

Any impairment losses previously recognised are reversed if there has been a change in the estimates used to determine the recoverable amount. The increased carrying amount of an asset due to a reversal of an impairment loss should not exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years.

FOREIGN CURRENCIES

Monetary assets and liabilities as at year end are translated into United States Dollars currency at rates of exchange ruling at the year end. Transactions during the year are converted at the rates of exchange ruling at the dates of the transactions. Exchange rate differences arising on the translation of monetary assets and liabilities are included in the statement of comprehensive income.

FINANCIAL INSTRUMENTS

Recognition

Financial assets and financial liabilities are recognised in the company's statement of financial position when the company becomes a party to the contractual provisions of the financial instrument.

Measurement

Financial instruments are initially measured at cost, including transaction costs. Subsequent to initial recognition, these instruments are measured as set out below:

Trade and other receivables

Trade and other receivables are carried at anticipated realizable value. Appropriate allowances for irrecoverable amounts are recognised in the statement of comprehensive income where there is objective evidence that the asset is impaired.

Financial liabilities and equity

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements. An equity instrument in any contract that evidences a residual interest in the assets of the company after deducting all its liabilities.

Bank borrowings

Interest-bearing bank loans and overdrafts are recorded at the proceeds received net of direct issue costs. Finance charges including premiums payable on settlement or redemption and direct issue costs.

Trade payables

Trade payables are initially measured at cost and subsequently at amortised cost, using the effective interest rate method.

BORROWING COSTS

Borrowing costs are expensed in the year in which they are incurred.

STATEMENT ON ACCOUNTING POLICIES 31 December 2011

INTEREST INCOME

Interest is recognised in the statement of comprehensive income as it accrues, taking into account the effective yield on the asset.

PROVISIONS

Provisions are recognised when the company has a present obligation as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

ACCOUNTING ESTIMATES

The preparation of financial statements in conformity with International Financial Reporting Standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues, expenses and disclosure of contingent assets and liabilities. The estimates, including those related to provision for bad debts, inventory obsolescence, investments, goodwill, property, plant and equipment and contingent liabilities are reviewed on an ongoing basis. We based our estimates on historical experience and other factors that are considered to be relevant.

FEE INCOME

Tuition fees are recognised as revenue in the statement of comprehensive income on the straight line basis over the period of instruction. Application fees are recognised as revenue in the statement of comprehensive income upon the receipt of application details from prospective students.

INVENTORIES

Inventories are valued at the lower of cost and net realisable value, using the first in first out basis.

DONATIONS

Donations that are considered to be of a revenue nature are accrued for as income in the statement of comprehensive income whilst those donations that are considered to be of a capital nature are recorded at fair value and are taken to deferred income. The deferred income arising there from is amortised to the statement of comprehensive income on the straight-line basis over the anticipated useful life of the related assets.

INTEREST INCOME

Interest income is included in the statement of comprehensive income on the accruals basis and represents income from investments.

GOVERNMENT GRANTS

Recurrent grant

This grant is accounted for on a cash basis. The grant can be used for recurrent and capital expenditure at the discretion of the Institute.

Capital grant

This grant is specifically for acquisition of non-current assets.

RELATED FINANCIAL STATEMENTS NOTES
31 December 2011

1 PROPERTY AND EQUIPMENT

	Land and buildings \$	PVC tents \$	Motor vehicles \$	Tools and other equipment \$	Furniture and fittings \$	Computer equipment \$	Office equipment \$	Plant and machinery \$	Teaching equipment \$	Kitchen equipment \$	Multi- media equipment \$	Communication equipment \$	Total \$
1.1 Cost/valuation													
At 31 December 2010	-	14 950	197 200	8 354	273 905	114 850	47 328	206 624	78 398	33 062	1 651	2 623	978 945
Additions	11 898 582	-	115 496	14 865	88 719	74 442	16 176	53 103	68 008	3 560	22 027	1 265	12 356 243
At 31 December 2011	11 898 582	14 950	312 696	23 219	362 624	189 292	63 504	259 727	146 406	36 622	23 678	3 888	13 335 188
1.2 ACCUMULATED DEPRECIATION													
At 31 December 2010	-	1 495	65 000	4 117	132 519	79 929	34 841	89 879	64 920	16 696	1 651	2 623	493 670
Charge for the year	297 465	1 495	62 539	7 488	35 853	30 251	7 632	19 888	21 495	6 276	4 405	633	495 420
As at 31 December 2011	297 465	2 990	127 539	11 605	168 372	110 180	42 473	109 767	86 415	22 972	6 056	3 256	989 090
1.3 NET BOOK VALUE													
At 31 December 2011	11 601 117	11 960	185 157	11 614	194 252	79 112	21 031	149 960	59 991	13 650	17 622	63212	346 098
At 31 December 2010	-	13 455	132 200	4 237	141 386	34 921	12 487	116 745	13 478	16 366	-	-	485 275
1.4 Land and buildings with a cost of \$11 898 582 were received as government grant on 1 April 2011.													

HARARE INSTITUTE OF TERELATED FINANCIAL STATEMENTS NOTES
31 December 2011

	2011 \$	2010 \$
1.5 ADDITIONS OF PROPERTY AND EQUIPMENT		
Government grant received	11 898 582	-
Purchases	457 661	15 704
	<u>12 356 243</u>	<u>15 704</u>
2 ACCOUNTS RECEIVABLE		
Student fees	649 766	427 573
Provision for doubtful debts	(105 360)	-
	544 406	427 573
Government receivables	120 000	-
Other	69 269	18 844
	<u>733 675</u>	<u>446 417</u>
3 SHORT-TERM INVESTMENTS		
Short-term investments represent money-market investments held with various financial institutions, which accrued interest at rates between 15% and 19%.		
4 DEFERRED INCOME		
4.1 Analysis		
Government grant received	11 898 582	-
Amortised during the year (note 4.1)	(297 465)	-
	<u>11 601 117</u>	<u>-</u>
Closing balance		-
4.2 The Government grant is being amortised over the estimated useful life of the donated buildings as per the Institute's accounting policy.		
5 ACCOUNTS PAYABLE		
Current portion of caution fees	4 580	3 000
Accrued deposits	34 605	32 900
Other	986 291	406 235
	<u>1 025 476</u>	<u>442 135</u>

RELATED FINANCIAL STATEMENTS NOTES
31 December 2011

	2011 \$	2010 \$
6 GOVERNMENT GRANTS		
Opening balances		
Capital grant	281 334	-
Recurrent grant	-	-
	281 334	-
Grants received during the year		
Capital grant	585 000	531 900
Recurrent grant	5 759 686	2 861 175
	<u>6 626 020</u>	<u>3 393 075</u>
Transfer to statement of comprehensive income:		
Capital grant	-	(100 000)
Recurrent grant	-	-
Closing balances		
Capital grant	(364 844)	(281 334)
Recurrent grant	-	-
	<u>6 261 176</u>	<u>3 011 741</u>
7 FEE INCOME		
Tuition fees	875 580	428 250
Accommodation fees	78 677	50 160
Registration fees	6 220	3 655
Exam fees	81 920	46 560
Supplementary exam fees	105	-
Laboratory levy	34 885	19 760
Sports levy	10 240	5 820
Computer levy	30 700	17 460
Student ID Levy	5 010	4 310
Student development levy	10 235	3 655
Application fees	21 700	15 290
Graduation fees	4 840	6 450
	<u>1 160 112</u>	<u>601 370</u>
8 TECHNOPARK SURPLUS/(DEFICIT)		
Trading account for the year ended 31 December 2011		
Sales	6 578	6 813
Salaries and benefits	-	(7 749)
Operating consumables	(4 462)	(11 189)
Other operating expenses	-	(2 424)
	<u>2 116</u>	<u>(14 549)</u>

RELATED FINANCIAL STATEMENTS NOTES
31 December 2011

	2011 \$	2010 \$
9 TECHNOLOGY CENTRE SURPLUS/(DEFICIT)		
Trading account for the year ended 31 December 2011		
Revenue	37 723	27 219
Centre consumables	(12 337)	(14 681)
Salaries and wages	-	(104 131)
Other operating expenses	-	(4 747)
Surplus/(deficit)	25 386	(96 340)
10 OTHER INCOME		
Government grant amortised (note 4.1)	297 465	-
Canteen sales	64 000	31 305
Library fines	3 248	1 353
Student penalty fines	2 850	3 792
Hire of facilities	107 706	84 425
Rental income	2 760	2 440
Donations	3 550	11 500
Sundry income	3 806	16 180
Sale of Institute Memorabilia	1 524	4 755
	486 909	155 750
ACADEMIC EXPENDITURE		
Academic salaries and benefits	1 981 318	634 180
Academic support staff salaries and benefits	431 707	338 960
Consumables, stationery and printing	61 261	39 000
Contact and sabbatical leave provision	283 072	50 413
Examination expenditure	68 090	18 633
Graduation expenditure	48 045	64 744
Internship programme	15 244	38 158
Laboratory and workshop consumables	31 663	20 278
Library books	4 145	5 768
Maintenance of equipment	5 656	50 654
Motor vehicles running costs	6 481	6 578
Protective clothing	1 842	-
Provision for bad debts	105 360	-
Research and innovation expenditure	6 536	41 156
Staff development fellows	48 176	20 669
Staff travelling	48 176	17 002
Student travelling	4 420	9 663
	3 151 192	1 355 856

RELATED FINANCIAL STATEMENTS NOTES
31 December 2011

	2011 \$	2010 \$
12 ADMINISTRATION AND STUDENT SERVICES		
Advertising	16 590	25 698
Audit fees	16 000	12 000
Bank charges	9 859	-
Board and Committee meetings	26 285	16 258
Business travel - international	113 524	-
Canteen services	72 485	37 555
Cleaning and hygienic purposes	29 135	-
Clinic and medical services	872	3 799
Consumables, stationery and printing	132 835	86 838
Contact, ordinary and sabbatical leave provision	170 548	53 102
Electricity	72 849	56 576
Grounds maintenance	2 826	2 167
Hire of facilities expenditure	17 438	-
Information and publicity	25 491	17 983
Information and communication services	83 662	70 063
Infrastructure maintenance	507 707	193 458
Insurance costs	7 586	6 447
Maintenance equipment	37 658	25 964
Motor vehicle running costs	106 923	70 107
Legal and professional costs	17 009	7 381
Pension and medical aid contribution	631 778	267 974
Rates and water	133 460	95 597
Recruitment expenses	13 300	4 749
Salaries and benefits	1 542 677	923 400
Security	23 493	16 785
Special events	3 728	8 261
Sporting activities	7 114	2 269
Staff residences and guest house	19 150	13 500
Staff training and development	40 141	29 106
Staff travel	42 487	29 989
Staff uniform and protective clothing	11 371	5 776
Student leadership development	3 224	-
Student extra-curricula activities	16 133	-
Subscriptions	25 816	25 416
	3 981 064	2 108 218

RELATED FINANCIAL STATEMENTS NOTES
31 December 2011

	2011 \$	2010 \$
13 NET INCREASE IN CASH AND CASH EQUIVALENTS		
13.1 Closing balances		
Bank and cash	577 534	239 192
Investments	<u>713 795</u>	<u>492 615</u>
	1 291 329	731 807
13.2 Opening balances		
Bank and cash	239 192	68 718
Investments	<u>492 615</u>	<u>-</u>
	731 807	68 718
	559 522	663 089

14 PENSION ARRANGEMENTS

14.1 Harare Institute of Technology (HIT) Pension Fund

All eligible employees are members of the HIT Pension Fund. This is a defined contribution plan to which both the Institute and the employees contribute. The Institute and employees contribute 15.3% and 6.5% of the employee's basic salary, respectively. The scheme is administered by Life Assurance Society and 3.5% of the Institute's contribution covers administration costs of the fund.

14.2 National Social Security Authority Scheme

As required by legislation, all employees are members of the National Social Security Scheme

Contribution recognised as an expense during the year

	2011 \$	2010 \$
Pension Fund	402 854	164 692
National Social Security Authority	<u>83 704</u>	<u>50 417</u>
	486 558	215 109

15 TREASURY AND FINANCIAL RISK MANAGEMENT

15.1 The main risks arising from the Institute's operations are currency risk, market risk, credit risk and liquidity and cash flow risk.

RELATED FINANCIAL STATEMENTS NOTES
31 December 2011

15.2 Currency risk

This is the risk that the Institute is exposed to unfavourable exchange rate movements on mismatched spot or forward positions in a foreign currency deal.

The Institute incurs foreign currency risk when it undertakes transactions in foreign currencies. The Institute cannot hedge transactions denominated in foreign currency. Forward exchange contracts are not available in Zimbabwe to enable the hedging of foreign currency risk.

Currency risk is, however, managed by ensuring, as far as possible, that available currency denominated liquid assets are reserved for the payment of foreign currency denominated liabilities.

15.3 Market risk

The principal amounts of all financial assets and liabilities are fixed and not subject to market related value adjustments.

15.4 Credit risk

This is the risk that a counter part to a deal or loan will default.

The Institute's cash resources are principally invested with financial institutions which are considered reputable. Adequate provision is made against any trade and other receivables considered doubtful.

15.5 Liquidity and cash flow risk

This is the risk of insufficient liquid funds being available to cover commitments.

The Institute's exposure to liquidity and cash flow risk is minimal as it has excess funds which are currently being invested in short term money market instruments that can be liquidated on demand.

The cash resources available to the Institute are considered adequate to meet its short-term liquidity and cash flow requirements.



www.hit.ac.zw