KADUNA STATE COLLEGE OF EDUCATION
GIDAN WAYA

INFORMATION HANDBOOK

JANUARY, 2024

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Gidan Waya, 2024

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Published in Nigeria for
Kaduna State College of Education, Gidan Waya
P.M.B. 1024, Kafanchan, Nigeria.

First published in 1997
Revised 1999, 2003, 2011, 2012, 2017,2022,2024

ISBN 978-2104-82-5

Table of Content

TITLE PAGE i
TABLE OF CONTENTS..... iii
FOREWORD..... ix

1.0 LOGO, VISION AND MISSION OF THE COLLEGE
Logo..... xv
Vision..... xv
Mission..... xv
Core Values..... xv

2.0 BRIEF HISTORY OF THE COLLEGE..... xvi

3.0 ORGANIZATIONAL STRUCTURE OF THE COLLEGE..... 1
3.1 The Governing Council..... 1
3.2 Office of the Provost..... 2
3.3 Principal Officers of the College..... 2
3.4 Management Members of the College..... 3
3.5 Committee of Deans..... 3
3.6 The Academic Board..... 3
3.7 Schools and Departments in the College..... 5
3.8 Divisions/Directorates..... 6
3.8.1 Student Affairs Division..... 6
3.8.2 Directorate for Undergraduate Studies..... 7
3.8.3 Directorate of Academic Planning and Monitoring..... 7

3.8.4 Quality and Assurance Unit..... 7
3.8.5 Gidan-Waya Consultancy Ltd..... 8
3.9. Directors of Programme..... 8
3.10 Heads of Academic Departments/Coordinators of Units 8

4.0 ACADEMIC MATTERS 10
4.1 NCE PROGRAMME (FULL TIME)..... 10
4.1.1 General Entry Requirements..... 10
4.1.2 Outline of Courses Offered at the NCE Level..... 11
4.2 NCE Part-Time..... 13
4.2.1 Programmes Available..... 13
4.3 Matriculation..... 13
4.4 Course Credit System..... 13
4.4.1 Evaluation and Assessment..... 14
4.5 Pre-NCE Programmes..... 14
4.5.1 Programmes Available at the Pre NCE..... 15
4.6 IJMB Programme..... 15
4.6.1 Programmes Available..... 15
4.6.2 Subject Combinations..... 16
4.6.3 Examination..... 17
4.6.4 Grading System..... 18
4.7 Undergraduate Programmes..... 18
4.8 Teaching Practice..... 18
4.8.1 Teaching Practice Coordinator..... 19
4.8.2 Teaching Practice Committee..... 19
4.8.3 Supervision..... 19
4.8.4 Guiding Instructions..... 20

4.9	Students' Industrial Work Experience Scheme (SIWES)	20
4.9.1	The SIWES Unit	20
4.9.2	Students' Allowance	21
4.9.3	The College	21
4.9.4	Compulsory Requirement	21
4.9.5	Log Books	21
4.9.6	Supervision of Students	22
4.9.7	Role of Industries/ITF, NCCE, College, and Students in the SIWES Scheme	22
5.0	**EXAMINATION REGULATIONS**	**24**
5.1	Guidelines for Supervisors	24
5.2	Guidelines for Invigilators	25
5.3	Guidelines for Students	26
5.4	Examination Misconducts/Malpractices and Penalties	28
6.0	**UNION MATTERS**	**32**
6.1	Colleges of Education Academic Staff Union (COEASU)	32
6.2	Senior Staff Union of Colleges of Education in Nigeria (SSUCOEN)	32
6.3	Non-Academic Staff Union (NASU)	33
6.4	Students' Union Government (SUG)	34
6.4.1	Objectives	34
6.4.2	Functions	34
6.4.3	Membership	35
6.4.4	Election	35

7.0 SUPPORT SERVICES 36

7.1 Student Affairs Division..... 36

7.1.1 Objectives of the Student Affairs Division..... 36

7.1.2 Services Provided..... 36

7.1.3 Students' Union Government..... 38

7.1.4 Students' Union Government Elections..... 39

7.1.5 Procedures for SUG Election..... 39

7.1.6 Campaign Procedure..... 40

7.2 Demonstration..... 41

7.3 Students/Staff Relationship..... 42

7.4 Students Affairs Division..... 42

7.4.1.1 Hostel Administration..... 42

7.4.1.2 Eligibility for Hostel Accommodation..... 43

7.4.1.3 Rules and Regulations in Hostel..... 43

7.4.1.4 Sanitation..... 45

7.4.1.5 Off-Campus Residence..... 46

7.4.1.6 Accommodation for Married Students/Expectant Mother..... 46

7.4.1.7 Hostel Accommodation..... 47

7.4.1.8 Rules Governing Hostel Accommodation..... 47

7.5. Sport Unit..... 49

7.5.1 Operational Guideline/Activites of the Sport Unit..... 49

7.5.2 Guidance and Counseling Unit..... 50

7.6 The Library..... 50

7.6.1 Structure of the College Library..... 50
7.6.2. Care and Use of the Library Materials..... 54
7.6.3 Rules Guiding the use of the Library..... 54
7.7 Medical and Health Services..... 55
7.7.1 Medical Service..... 55
7.8 Estate and Works Department..... 56
7.8.1 Services Provided by the Department..... 56
7.9 Functions/Activities of the ICT Unit..... 57
7.10 Student's Portal Access Guidelines..... 58
7.11. Finance Department..... 58
7.11.1 Functions of the Finance Department..... 58
7.12 Internal Quality Assurance Unit..... 59
7.12.1 Functions of the Internal Quality Assurance Unit..... 59
7.13 Gidan Waya Consultancy Limited..... 60
7.13.1 Structure/Activities of the Consultancy Company..... 60
7.13.2 Diploma Unit..... 63
7.13.3 Professional Diploma in Education (PDE)..... 63
7.13.4 Training..... 64
7.13.5 Agro-Allied Service..... 64
7.14 Security Unit..... 64
7.14.1 Objectives/Activities of the Security Unit..... 64
7.15 Directorate for Under-Graduate Studies (DUS)..... 65
7.15.1 Structures of the Directorate..... 65
7.16 Directorate of Academic Planning and Monitoring..... 69

7.16.1 Structure..... 69
7.16.2 Operational Guidelines/Activities office of the Director. 69

8.0 Rules, Regulations and Discipline..... 71
8.1.1 Supervision and Probation/Mentoring..... 72
8.2 Regulation and Scheme of Service..... 73
8.3 Associations and Clubs..... 73
8.3.1 Academic Associations..... 74
8.3.2 Tribal Associations..... 75
8.3.3 Religious Associations..... 76
8.3.4 Clubs..... 76
8.3.5 Code of Conduct..... 76
8.3.6 Rights and Benefits..... 77
8.3.7 Use of College Facilities..... 78
8.3.8 Student Publications..... 79
8.3.9 Rules Governing Student's Publications..... 80

9.0 Students Disciplinary Measures..... 81
9.1 Code of Conducts..... 81
9.1.1 Dress Code..... 82
9.1.2 Students Strikes, Rallies and Demonstration..... 84
9.1.3 Procedure for Strikes, Rallies and Demonstration..... 85

10.0 AMENDMENTS..... 86

FOREWORD

It is with great honour and pleasure that I introduce you to the sixth edition of the Kaduna State College of Education Gidan Waya Information Handbook. This Handbook is aimed at presenting necessary information to students, staff and the College community. It is my desire that both students and staff of this institution would regard this Information Handbook as an additional convenience for their smooth and harmonious stay in this College. This Information Handbook has provided information on the administrative set up, academic programmes, salient requirements in the College, the various unions in the College, support services as well as the rules and regulations governing students' and staff conduct on campus.

I believe that this Information Handbook will be very useful to all students, staff and even the stakeholders in this educational sector.

I wish you success in your studies and a happy stay in the College.

DR. AYUBA AKU AMBI, MESN
Provost



DR. AYUBA AKU AMBI, MESN

Provost



MAL. ABDULLAHI MOHAMMED
Deputy Provost Academics



DR. JUMMAI TABAT
Deputy Provost Admin



DR. AYUBA MAMMAN
Deputy Provost Hunkuyi Campus



MR. ELISHA BISALLA MIAAP
Registrar



MR. GAMBO SOLOMON
Bursar



DR. DOGARA PETER DAVID
Head, College Library



MAL. MOHAMMAD S. SAEED
Director of Works



Dr. Grace Mamman

Dean Students Affairs Division



MR. DANLADI MARK ADUWU MPA, Mnipr

College Public Relation Officer

LOGO, VISION AND MISSION OF THE COLLEGE



Logo: The blue sky represents heaven, the source of true knowledge and the key to wisdom and understanding. The torch of knowledge is lit from heaven and descends on a peak overlooking the permanent site at Gidan Waya. Flowing from this is a stream, which nourishes the site of the College, turning it into a green pasture of knowledge, beauty and attraction. The yellow ring is one of the colours of the rainbow. This colour symbolizes knowledge.

The motto, 'Education for Humanity' completes the concept introduced by the logo. Both mean, 'True knowledge is for the service of mankind and humanity'

Vision: We are committed to sound academic excellence in the production of competent teachers of world standard. These are grounded in sound moral and ethical values in specialized areas (in the Sciences, the Liberal Arts, Vocational and Technical Education) under a conducive teaching-learning environment.

Mission: To be the flagship for producing quality professional teachers for basic education through well designed pre-service and in-service programmes.

Core Values

The Kaduna State College of Education Gidan Waya is guided by the following values:

Honesty: Honesty in all activities within the College and with all our stakeholders.

Quality: The College is focused in producing high quality teachers.
Professionalism: Adopting a professional approach in producing professional teachers.

Efficiency and Effectiveness: Efficient and effective in the delivery of all programmes for the achievement of it mission.

Transparency: Transparent with stakeholders in discharging all activities.

Integrity: Maintaining integrity in all activities in the College.

Equity: Offers equal opportunities to all students and members of staff to access their full potentials.

Accountability: Accountable in all College activities.
Commitment: Commitment in all the activities in the College.

2.0 BRIEF HISTORY OF THE COLLEGE

The College with the name Advanced Teachers' College, Kafanchan began formal classes on 30th March 1977 on its first campus at Manchock. On ground were teaching staff strength of 17 and a student population of 186. The Kaduna State Ministry of Education was of course, the supervising agency under the government of Wing Commander Usman Jibril while Mr. Paul Turton was the first Principal of the College.

Kafanchan Teachers' College, formerly known as College of Mary Immaculate, became the second campus in 1978. This campus not only has three well-established laboratories for the teaching of science subjects, it also had electricity and pipe-borne water.

The first Governing Council of the College was established in October 1978. This was under the chairmanship of His Royal Highness, Mallam (Dr.) Gwamna Awan. BME. OON, the then Chief of Kagoro of blessed memory.

The department of Technical and Commercial Education, now Business Education, came into existence in 1980 on the second campus. The College operated a 'crash programme' which saw three batches of NCE students graduating in two years each. This ended in June, 1981.

The College gained autonomy and was no longer directly administered by the State Ministry of Education. It was affiliated to Ahmadu Bello University (ABU) Zaria in 1980. By 1988, the College began the process of movement to its permanent site at Gidan Waya. At present 80% of the movement has been completed. The Techanical and Fine and Applied Arts departments are still at the temporary site in Kafanchan.
In 1998, its name was changed from Advanced Teachers' College (ATC) to College of Education (COE); consequent upon the change of name of the institution, the title of the head was changed from Principal to Provost.

To provide access for education and training to more people to enable them to qualify for entry into the regular NCE programme and to broaden

the scope of training for the beneficiaries from the catchment area, the College introduced Diploma and Certificate programmes in 1998 and IJMB programme in 1999. In addition, the College runs Postgraduate Diploma in Education and Undergraduate programmes respectively.

Presently, the College runs more than 29 NCE academic programmes with 15 fully accredited and 14 have interim accreditation. These are regulated by the NCCE. The College has advanced from initial students' population of 186 in 1977 to over 15,652 students in 2022. These include NCE Part-Time students. The Staff strength has also grown from 981 in 2016 to 1,084 in 2022.

3.0 ORGANIZATIONAL STRUCTURE OF THE COLLEGE

3.1 The Governing Council: This is the highest governing authority in the College. Its membership is drawn from all over the state, the College and the NCCE. It is based on a variety of experiences and expertise. The function of this body are as follows:

a) to make, amend or revoke Regulations in the direction and regulation of the affairs of the College;
b) to supervise generally all affairs of the College and in particular the control of the property and finances of the College;
c) the Council may appoint the Ad-hoc Committee to which it may delegate any of its responsibilities and functions;
d) to exercise such other powers as are necessary for carrying into effect the provisions of this Law on behalf of the College.

Council Members

The Council comprises of the following members:

a. the Chairman who shall be appointed by the Visitor;
b. the Provost of the College;
c. four ex-officio member who shall be: -
    i. the Permanent Secretary, Ministry of Education;
    ii. the Permanent Secretary, Ministry of Finance;
    iii. the Permanent Secretary, Ministry of Justice; and
    iv. a representative of the National Commission for Colleges of Education.
d. Three members, one from each senatorial district, to be appointed by the Visitor at least one of whom shall be a woman;
e. Three other members as follows: -
    i. two other persons to be elected from the Academic Board to represent the Board; and
    ii. one member representing the non-academic Staff of the College.

Committees of the Council

The Council has two sub-committees, namely:

i. Finance and General Purposes Committee(FGPC): is responsible for overall Council direction on expenditure in the College.

ii. Senior Staff Appointments, Promotions and Disciplinary Committee: is responsible for recruitments, promotions and discipline of senior staff of the College subject to the approval of the Council.

3.2 Office of the Provost

The office of the Provost is responsible to the Governing Council for the generaladministrationand academic affairs of the College. He/she directs and coordinates the developmental andacademic plans of the College, maintains discipline among staff and students and approves theday to day expenditure within the budgetary provisions of each fiscal year. The followingofficers are directly answerable to the Provost:

i. The Deputy Provosts
ii. The Registrar
iii. The Bursar
iv. Director of Works
v. College Librarian
vi. Deans of School
vii. Chief Internal Auditor
viii. Medical Director
ix. Dean of Student Affairs
x. College Chief Security Officer.

3.3 Principal Officers of the College

The following are the principal officers of the College:

a) The Provost
b) Deputy Provosts
c) Registrar
d) Bursar
e) College Librarian.

3.4 Management Committee Members of the College

There shall be a Management Committee for the College with powers to map out strategies for the smooth running of the College.

The Management Committee shall comprise: -

a) the Provost who shall be the Chairman;
b) the Deputy Provosts;
c) the College Bursar;
d) the College Librarian;
e) all Deans of School;
f) the Director of Works and
g) the Registrar who shall serve as Secretary.

PROVIDED that the Management Committee may co-opt any person who in its opinion can assist it in the discharge of its functions but such person shall not have any voting rights.

3.5 Committee of Deans

The Committee of Deans shall have a Chairman and a Secretary. It shall be an advisory body that will articulate the interest of the Deans and forward same for the consideration of the Provost. All Deans of School and the Dean of Students Affairs are members of the Committee of Deans.

3.6 The Academic Board

There shall be an Academic Board for the College.

The Board shall comprise: -

a) the Provost who shall be the Chairman;
b) the Deputy Provosts;
c) the Deans of Schools;
d) all Heads of Academic Departments and Co-ordinators of Units;
e) the College Librarian; and
f) four members of the Academic Staff other than Deans and Heads of

Departments and Co-ordinators to be elected by the Academic Staff.

The members appointed under paragraphs (c) and (f) of sub-section (1) shall hold office for two years but shall be eligible for re-appointment for a second term.

Subject to the overall direction of the Council, the Academic Board shall perform the following functions: -

a) direction and manage all academic matters of the College including the regulation of admission, organization of examinations, determination of students performance subject of the Regulations governing the award of the Nigeria Certificate in Education or other such examination, award of certificate, diplomas, scholarship, prizes and other academic distinctions.

b) Make recommendations to the Council on the establishment of the academic Staff of the College and on the organization of department, courses, combinations of subjects, libraries and other units of learning and research in the College;

c) Make Regulations for the purpose of exercising any of the functions conferred on it under the provisions of this sub-sections; and

d) Perform any other functions that may be delegated to it by the Council

The Board may appoint a sub-committee or such other body to advise it and may delegate any of its functions to such body.

The Registrar shall be the Secretary to the Board.

In the absence of the Registrar, the Provost shall appoint a suitable person to act as Secretary for a particular meeting.

3.6.1 Academic Board Business Committee (ABBC)

The Academic Board Business Committee is a sub-committee of the Academic Board.

The function of the ABBC it to take decisions on behalf of the Academic Board in some urgent matters.

Membership of the ABBC include:

i.	Deputy Provost (Academic)	-	***Chairman***
ii.	Librarian		***Member***
iii.	All Deans	-	"
iv.	Director Academic Planning & Monitoring	-	"
v.	Director Undergraduate Studies	-	"
vi.	Academic Secretary	-	"
vii.	Head of Graduation and Certification	-	"
viii.	Registrar	-	***Secretary***

3.7 Schools and Departments in the College

Teaching which is the main activity of the College is organized under Schools and Department.

There are at present, seven Schools in the College and each school has departments as follows:

i. School of Secondary Education: Art and Social Science Progammes

- Department of Christian Religious Studies
- Department of Economics
- Department of Geography
- Department of History
- Department of Islamic Studies
- Department of Social Studies
- Department of Theatre Arts
- Department of Political Science

ii. School of Early Childhood Care, Primary Adult Education

- Department of Early Childhood Care and Education
- Department of Primary Education
- Department of Adult and Non-formal Education

iii. School of Education

- Department of Curriculum and Instruction
- Department of Educational Foundation

- Department of Educational Psychology
- Teaching Practice Unit
- Centre for Educational Technology

iv. School of General Studies
- Department of Science Education
- Department of Social Science and Humanities Education
- Department of Language and Communication Education

v. School of Secondary Education: Language Programmes
- Department of Arabic
- Department of English
- Department of French
- Department of Hausa

vi. School of Secondary Education: Science programmes
- Department of Biology
- Department of Chemistry
- Department of Computer Science
- Department of Integrated Science
- Department of Mathematics
- Department of Physical and Health Education
- Department of Physic.

vii. School of Secondary Education: Vocational and Technical Education Programmes
- Department of Agricultural Science Education
- Department of Business Education
- Department of Fine and Applied Arts
- Department of Home Economics
- Department of Technical Education

3.8 Divisions/Directorates

The college has the following Division/Directorates:

3.8.1 Student Affairs Division

- Accommodation Unit
- Guidance and Counseling Unit
- Sports Unit

3.8.2 Directorate for Undergraduate Studies

- Department of Arts and Social Science Education
- B.Ed Social Studies
- B.Ed Islamic Studies
- B.Ed Language Arts
- B.Ed Christian Religious Studies.

Department of Educational Foundation and Curriculum
B.Ed Educational Administration and Planning

Department of Science Education
B.Sc (Ed) Geography

Department of Educational Psychology and Counseling
B.Ed Guidance and Counseling

Department of Physical and Health Education
B.Sc Physical and Health Education

Department of Vocational and Technical Education
B.Sc (Ed) Agricultural Education
B.Ed Business Education
B.Ed Home Economics

3.8.3 Directorate of Academic Planning and Monitoring

- Office of the Director
- Admission, Teaching and Learning Unit
- Registration

3.8.4 Quality Assurance Unit

3.8.5 Gidan- Waya Consultancy ltd

- NCE Part-Time
- NCE Weekend programmes
- Diploma
- Certificate
- Professional Diploma in Education (PDE)

3.9 Directors of Programme

i. Director of Academic Planning and Monitoring
ii. Director of Consultancy
iii. Director of Undergraduate Studies (DUS)
iv. Director Quality Assurance

3.10 Heads of Departments/Coordinators of Units

i. H.O.D. Christian Religious Studies
ii. H.O.D Economics
iii. H.O.D Geography
iv. H.O.D History
v. H.O.D Islamic Studies
vi. H.O.D Social Studies
vii. H.O.D Theater Arts
Viii. H.O.D Political Science
ix.. H.O.D Early Childhood Care and Education
x. H.O.D Primary Education Studies
xi. H.O.D Adult and Non-formal Education
xii. H.O.D Curriculum Instruction
xiii. H.O.D Educational Foundation
xiv. H.O.D Psychology
xv. H.O.D General Studies
xvi. H.O.D Arabic

xvii. H.O.D English
xvii. H.O.D French
xix. H.O.D Hausa
xx. H.O.D Theatre Arts
xxi. H.O.D Biology
xxii. H.O.D Chemistry
xxiii. H.O.D Computer Science
xxiv. H.O.D Integrated Science
xxv. H.O.D Mathematics
xxvi. H.O.D Physical and Health Education
xxvii. H.O.D Physics
xxviii. H.O.D Agricultural Science Education
xxix. H.O.D Business Education
xxx. H.O.D Fine and Applied Arts
xxxi. H.O.D Home Economics
xxxii. H.O.D Technical Education
xxxiii. Coordinator IJMB
xxxiv. Coordinator Diploma/Certificates
xxxv. Coordinator SIWES
xxxvi. Coordinator Teaching Practice
xxxvii. Coordinator NCE Part-Time
xxxviii. Coordinator NCE Weekend Programme

4.0 ACADEMIC MATTERS

4.1 NCE PROGRAMME (FULL TIME)

Candidates seeking direct admission into NCE regular Programme of the College normally apply through Joint Admission and Matriculation Board (JAMB) as it is advertised by the Board. However, students are required to satisfy conditions stipulated in the JAMB advertisement before they are qualified for admission depending on available vacancies.

4.1.1 General Entry Requirements

A Senior Secondary School Certificate (SSCE) or GCE 'O' Level by WAEC or NECO with passes at credit level in five subjects including Mathematics and English Language. Two of the credits must be relevant to the course the candidate wishes to offer.

A Grade II Teacher's Certificate (TC II) with credits or merits in five subjects, two of which must be relevant to the course the candidate wishes to offer. For candidates wishing to offer courses in Vocational and Technical Education: RSA or City and Guilds Intermediate Certificate or Federal Craft Training Certificate or NABTEB Certificate with credit/merit in at least four subjects, are acceptable qualifications.
Associate Certificate in Education awarded by an approved institution in Nigeria or abroad is also an acceptable qualification for admission into the NCE regular programme.

4.1.2 OUTLINE OF COURSES OFFERED AT THE NCE LEVEL SCHOOL OF SECONDARY EDUCATION: ARTS AND SOCIAL SCIENCE PROGRAMMES

CRS/Economics
CRS/English
CRS/Social Studies
CRS/Geography
CRS/History
CRS/History
CRS/Political ScienceIslamic
English/Geography
English/Islamic Studies
English/CRS
Islamic Studies/Geography
Islamic Studies/Economics
Social Studies/Geography
Social Studies/ArabicSocial Studies/Theatre Arts.
Social Studies/ Political Science
History/Islamic Studies
History/Social Studies
History/French
History/Hausa
Islamic Studies/English
Islamic Studies/Political Science
Studies/Social Studies
Islamic Studies/Arabic
Islamic Studies/History
Social Studies/Economics
Islamic Studies/History
Islamic Studies/History
Social Studies/Hausa

SCHOOL OF EARLY CHILDHOOD CARE, PRIMARY AND ADULT EDUCATION

ECCE Double Major
PES Double Major
Adult and Non-formal Education Double Major

SCHOOL OF SECONDARY EDUCATE: LANGUAGES

PROGRAMMES

English/French
English/Hausa
English/Economics
English/Social Studies
English/Political Science
English/Geography
Hausa/French
English/Arabic
English/History
French/Theatre Arts
English/Theatre Arts
English Double Major
Hausa/Theatre Arts
Arabic/Hausa

SCHOOL OF SECONDARY EDUCATION: SCIENCE

PROGRAMMES

Biology/Chemistry
Biology/Mathematics
Biology/Geography
SNE/Biology
Integrated Science/Biology
Computer Education/Biology
Computer Education/Chemistry
Computer Education/Mathematics
Computer Education/Physics
SNE/Computer
Physical and Health Education
Computer Education/Integrated Science
Integrated Science Double Major
Integrated Science/Chemistry
Integrated Science/Physics
Integrated Science/Mathematics
Chemistry/Physics
Chemistry/Mathematics
SNE/Chemistry
Mathematics/Geography
Mathematics/Physics
Mathematics/Economics

SCHOOL OF VOCATIONAL AND TECHNICAL EDUCATION

Agric. Education Double Major
Business Education Double Major
Fine and Applied Arts Double Major
Home Economics Double Major
Technical Education Double Major

NB: The Academic Board can add or suspend any programme for which candidates are already registered before the commencement of the programme.

4.2 NCE PART-TIME

Entry requirements are exactly the same as those for the NCE regular. In addition, candidates with Grade II Certificate (i.e passes only in all subjects) with a minimum of 5 years post qualification experience and any other qualification approved by NCCE may be admitted in to this programme.

4.2.1 Programmes Available

All subjects offered at this level are the same as those offered in the case of the NCE regular programme except Primary Education (PED) is now double major.

4.2.2 NCE Weekend Programme

Entry requirements same as NCE regular obtainable within four (4) years minimum and six (6) years maximum.

4.3 MATRICULATION

Student who have been admitted into the College and have satisfied all necessary requirements of the College are then formally matriculated as bonafide members or students of the College community.

4.4 COURSE CREDIT SYSTEM

The College runs Course Credit System as provided by the National Commission for Colleges of Education (NCCE) guidelines. Individuals wishing to know more about the credit system of the College may visit the academic office of the College.

4.4.1 Evaluation and Assessment

(Semester and C.A)

The College runs two forms of evaluation namely:- Continuous Assessment (C.A) and End-of-Semester Examination (S.E). The Continuous Assessment (C.A) had a weight of 40% and the End –of-Semester Examination (S.E) takes 60%. A student is required to earn a total of 40% from the two assessments to get a minimum pass mark.

Examination Misconduct.

The College examination Unit normally provides guidelines for the conduct of examination in the College. Any conduct contrary to this rule is regarded as examination Misconduct. Any staff or student involved in such misconduct is prosecuted and if found guilty, he/she is disciplined as provided in the laws of the College.

NB: The Examination Unit is therefore, required to make available to staff and students of the College, the examination guidelines before the commencement of every examination.

4.5 PRE-NCE PROGRAMMES

The College runs a Pre NCE Programme which is preparatory to direct admission. The program runs for one Academic year. The requirements for the pre NCE admission are as advertised by the Consultancy Unit of the College.

4.5.1 Programmes Available at the Pre NCE

The College offers Pre-NCE courses in the following areas:

Sciences	Social Studies
Languages	Agricultural Education
Technical Education	Fine and Applied Arts
Business Education	Physical and Health Edu.
Geography	Home Economics
Economics	Computer Science

The College has adopted the minimum admission requirements stipulated in the NCCE minimum standards for training teachers.

All enquiries relating to programmes available and prospects for taking courses in the College should be directed to the office of the Academic Planning and Monitoring (Give full address including postal address, email address, telephone Nos, etc).

4.6 IJMB PROGRAMME

IJMB O 'Level programme in English and Mathematics are offered to those with at least 3 credits and would otherwise have qualified to do the 'A' Level programme except that they have deficiencies in one or both of these core subjects. They are admitted for the 'A' Level programme but must, in addition, take and pass the IJMB 'O' Level programme, which is accepted for university entry, to make up for their deficiency.

4.6.1 Programmes Available

IJMB 'O' Level

English Language Mathematics

Advanced Level (A/Level)

Accounting	Arabic	Biology
Business Education	Chemistry	CRS
Economics	Lit. in English	Geography
Governments	Hausa	History
IRS	Physics	Mathematics
Sociology		

4.6.2 Subject Combinations

Each candidate is expected to offer three 'A' Level subjects and may do the ordinary level subjects in addition. The following are the subject: combinations in the IJMB Unit:

Economics/Government/Literature
Christian Reli. Studies/His/Literature
Christian Reli. Studies/Geo/Sociology
Econs/His/Literature
Christian Rel. Studies/Geo/Government
Christian Rel. Studies/Govt. Literature
Business Management/Geo/Sociology
Acct. /Business Management/Sociology
Christian Rel. Studies/Econs/Government
Econs/Geo/His
Geo/Government/Literature
Acct./Business Management/Geo
Christian Rel. Studies/His/Sociology
Bio/Chem/Physics
Chem./Geo./Physics
Acct./Business Management/Econs.
Business Management/Government/Sociology
Econs/Geo/Government

Bio/Chem/Geo.

Business Mgt/Christian Rel. Studies/Econs

Chem./Maths/Physics

Geo/Maths/Physics

Government/Literature/Sociology

Business Management/Econs/Government

Business Management/Econs/Sociology

Christian Rel. Studies/Econs/History

Acct./Econs/Maths.

4.6.3 Examination

The final examination is externally set, moderated and conducted by the Institute of Education, Ahmadu Bello University, Zaria.

Examination Regulations (IJMB)

1. Candidates shall offer at least three main subjects. The overall marks in each subject shall be expressed as a percentage and this includes continuous assessment (CA).
2. The CA where applicable shall not be more than 30% of the total marks.
3. Failure to score or secure up to 25% of the CA means failure in the subject.
4. To pass a subject, a candidate must score not less than 40% in that subject.
5. Subject to the approval of the Institution, a candidate who fails in one subject, but who obtains an aggregate of 110 marks in his or her three subjects, may be allowed one chance ONLY to repeat the whole Examination in the following year.
6. In addition to three main subjects, all students who do not already hold the equivalent GCE "O" Level in English and Mathematics must endeavour to do so.

4.6.4 Grading System

The system for both 'A' and 'O' Level subjects is as shown below:

'O' Level Subjects

a.	A Excellent	60 – 100%
b.	B Credit	40 – 59%
c.	C Pass	35 – 39%
d.	D Fail	0 – 34%

'A' Level Subjects

a.	A - 70% and above	A – 5 points
b.	B – 60 – 69%	B – 4 points
c.	C – 50 – 59%	C – 3 points
d.	D – 45 – 49%	D – 2 points
e.	E – 40 – 44%	E – 1 point
f.	F – Below 40%	F – 0 point

4.7 UNDERGRADUATE PROGRAMMES

The following are the current Undergraduate Courses:

i B.Ed Educational Administration and Planning
ii. B.Ed Home Economics
iii. B.Ed Business Education
iv. B.Ed. Social Studies
v. B.Ed Islamic Studies
vi. B.Ed Christian Religious Studies
vii. B.Ed Language Arts
viii. B.Ed Guidance and Counseling
ix. B.Sc (Ed) Agricultural Education
x. B.Sc (Ed) Geography
xi. B.Sc (Ed) Physical and Health Education.

4.8 TEACHING PRACTICE

The NCCE guidelines for qualification and award of NCE certificate require that a student must successfully complete their teaching practice before graduation. Teaching practice is for a period of six

months at a stretch. During the teaching practice, qualified professional teachers go to supervise the student-teachers in their different areas of specialization.

Results are then submitted to the College teaching practice Coordinator.

4.8.1 Teaching Practice Coordinator

The College has a Teaching Practice Coordinator who coordinates all activities that relate to Teaching practice exercises. He/she serves as secretary to the Teaching Practice Committee, which ensures proper organization of the teaching practice including posting student-teachers to practicing schools and ensuring that students' grades are collated, compiled and computed. He/she liaises with the external supervisor/moderator on behalf of the College.

4.8.2 Teaching Practice Committee

The Committee is responsible for the organization of teaching practice exercise. It is also responsible for sorting out problems emanating from the exercise. Similarly, it draws up guidelines on teaching practice for the College and internally moderates teaching practice results. The Dean, School of Education, heads this Committee. Membership is draw from the various Schools in the College.

The Unit has an external moderator who visits and supervises student's teachers at their practicing schools. In addition, the Moderator moderates the computer results before they are used in computing the student final grade.

4.8.3 Supervision

Each student teacher is expected to be supervised at least six times before their grade is computed. Usually, supervisors appear in the classroom without prior notice to the student-teacher. Professionally trained lecturers of the College do the supervision. The External Supervisor and thread of the practicing school or his representative must have at least two year post qualification experience. Students doing Advanced Diploma in Education are supervised at least twice during teaching practice.

4.8.4 Guiding Instructions

Usually a student is posted to a particular school which serves his/her practicing school. While at the school the student teacher is expected to abide by the rules of the school. In particular the student is answerable to t he principal of the school or head-teacher or any other officer so delegated and must submit their lesson plan for supervision by the subject teacher of the school.

4.9 STUDENTS' INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

The SIWES is a skill-training programme aimed at exposing and preparing students for the industrial working situation that they will encounter after graduation. SIWES should not be regarded as a long vacation employment or a temporary job even though it takes place outside the College in industries or business establishments. It is to be regarded as a continuation of the schooling and training process. It is designed to expose students to work methods and experience in handling equipment and machinery that may not be available in the College.

By involving employers, the scheme brings employers into the educational partnership with the College in preparing students for effective employment as vocational teachers. It bridges the gap between the classroom and the industries.

4.9.1 The SIWES Unit

The SIWES Unit under the School of Vocational and Technical Education is responsible for organizing this scheme in the College and some departments in the College are expected to participate in this programme. The departments that are eligible according to the National Commission for College of Education (NCCE) are:

- Agriculture Science Education
- Home Economics

- Business Education
- Fine and Applied Arts
- Technical Education
- Computer Science.

All students in the Diploma Programmes are eligible for SIWES progamme lasting the same duration of 16 weeks as their NCE counterparts.

4.9.2 Students' Allowance

Each student ina participating College gets a monthly allowance from the Industrial Training Fund (ITF).

4.9.3 The College

The College, as a participant in the programme, is also paid some supervisory allowance per student to partially offset the cost of supervision. This allowance is payable subject to full participation, supervision of students and the completion and returning of ITF Form B.

4.9.4 Compulsory Requirement

All master placement lists must be submitted early enough to NCCE for vetting and approval. These master and placement lists must then reach ITF by March and May respectively for each SIWES year.

The College in collaboration with ITF must give students going for SIWES an orientation.

4.9.5 Log Books

Based on the ITF template, the SIWES Unit of the College produces log books and other ITF documents for the students. It is important to note that all log books must be checked by the College and signed by the supervisor and the ITF during supervision. No student will be paid any allowance if their log book is not signed.

4.9.6 Supervision of Students

As mentioned above, the supervisors from the College and professional staff of the ITF are required to supervise all students on SIWES. The College supervises each of its students three times during each attachment period. The College also prepares and submits master placement list not latter than the deadline set by ITF.

4.9.7 Role of Industries/ITF, NCCE, College and Students in the SIWES Scheme

i. Industry/ITF

There can be no SIWES programme without the support of industries and the ITF. They should continue to accept students for industrial attachment as stipulated in ITF, Amended Decree No. 47.

ii. NCCE

NCCE is responsible for:

a) Approving courses for SIWES and liaise with ITF.
b) Setting for practical training of students.
c) Setting placement lists and all programmed as submitted by the institution before taking them to ITF for approval.
d) Ensuring compliance by Colleges of Education with SIWES guidelines.

iii. College (Institution)

a) Prepares and submits master and placement lists not later than the deadlines set by ITF.
b) Discusses the method of grading with industries based on supervision of students while in attachment.
c) Provides effective supervisor of students whole on attachment.
d) Examines students' practical assignment and sign logbooks during supervision.

e) Accounts and makes returns for fund disbursements received in respect of SIWES to ITF.

f) Completes and returns ITF form B to ITF after the attachment programme.

iv. Students

Whenever a student is attached during the programme he/she is expected to:

a) Record all training activities and other assignments in logbooks.

b) Be present and sign attendance register whenever they reports to work.

c) Comply with company rules and regulations

d) Complete end-of-programme ITF evaluation forms.

5.0 EXAMINATION REGULATIONS

The following are some of the stipulated rules guiding supervisors, invigilators and students on the conduct of examination in the College.

5.1 Guidelines for Supervisors:

All Examination Supervisors in the College are to:

1. Ensure they collect examination Time Table from the Schools.
2. Ensure they apply for examination materials from the College store, that is, answer booklets, assorted makers, Biros, Cardboard paper. Etc.
3. Collect question papers from the HOD or Department Examination Officers.
4. Allocate class rooms for examination to invigilators.
5. Provide attendance register to invigilators and also ensure strict adherence to the use of 75% attendance during exams. That is, only Students that meet the required mark will be allowed to sit for the examination.
6. Ensure they supervise the conduct of the entire examination.
7. Collect used and unused answer booklets from invigilators after each paper.
8. Ensure that, Department Examination Officers collect scripts for their various departments as soon as the examinations are written.
9. In the event of lack of collection of the answer scripts, the Supervisor should take the scripts to the respective HOD's Office.
10. Report any examination Misconducts case to the Deputy Provost immediately after that paper is written.
11. Supervisors should collectively write and present a comprehensive report to the academic Board after the whole examination period.

12. Supervisors should ensure that the number of question papers is adequate. They are to also take care of the security of all the examination materials.
13. After the examinations are concluded, all unused answer booklets should be returned to the store.

5.2 Guidelines for Invigilators

1. All Lecturers and instructors shall be responsible for invigilation of examinations.
2. The invigilator shall arrive at the examination/supervisor's office at least 30 minutes before the commencement of the examination to receive a sealed packet of examination questions, and other materials.
3. The invigilator shall arrive at the examination room at least 20 minutes before the commencement of the examination and shall ensure the sitting plan in the various classes identified for the examination.
4. Line up students in front of the classes, check, admit and seat them in accordance with the seating plan.
5. Make sure that mobile phones and other unauthorized electronic devices are not taken into the examination hall.
6. They are to ensure they collect attendance registers, answer booklets and question papers from the supervisors.
7. Instruct students to strictly follow the instructions on the answer sheets.
8. Distribute answer sheets as soon as students are seated

9. Ensure all students present are fully accounted for.
10. Ensure that students are not allowed to leave examination classes until the end of the examination. If they do, the invigilator should report to the supervisor.
11. Ensure that all answer sheets are retrieved and accounted for,
12. Record any student banned from any examination on account of lateness and examination Misconduct cases.
13. Ensure that all answer sheets are returned to the supervisor immediately after examination.
14. Invigilators are advised to be vigilant so as to prevent any form of examination Misconduct.
15. Invigilators should check each student's valid examination card to ensure its validity before allowing the Students into the examination hall.
16. They may assist the supervisor to collate and pack examination materials at the end of the examination.
17. Invigilators are prohibited from assisting candidates in any way except for correction on question papers.
18. Invigilators must remain in the examination hall; and absenteeism shall be viewed as a serious negligence of duty.
19. No student should be allowed to go out of the examination hall while examination is on.

5.3 Guidelines for Students

1. Examinations shall be held at the end of each semester at times and places specified by the examination committee and subject to any

directive from the Academic Board.

2. A student is required to obtain a minimum score of 75% lecture attendance to qualify him/her sit for semester examination in all courses registered for.
3. It shall be the responsibility of each student to make sure that they are registered for the appropriate examination and be sure of dates time and venues of examinations for which they are registered. Each student is also to ensure that they are in possession of any identification document prescribed for the examination.
4. Each candidate should be in the examination rooms at least 10 minutes before the stipulated time of the examination. They are required to supply his writing and drawing instruments. He is also required to supply any other examination aid to which the provision is prescribed in the rubrics of the questions paper.
5. Students are expected to bring in their identification documents and display same on their allocated seat during each examination.
6. A candidate might be admitted into the examination hall thirty (30) minutes after the commencement of the examination but they shall not be allowed extra time.
7. Candidates are not allowed to leave the examination hall during the first thirty (30) minutes of the commencement of the examination, or during the last fifteen (15) minutes.
8. Candidates are not permitted to leave the examination hall during the course of the examination except briefly and under continuous supervisor of an invigilator.
9. Candidates must hand in their examination scripts to the

invigilators before leaving the examination hall.

10. Absence from examination as a result of ill-health must be supported with a valid medical certificate from a government approved hospital.
11. Where a student is absent from a semester examination without a satisfactory reason, the student shall be deemed to have withdrawn from the College.
12. Failure to sit for an examination paper without a good reason will result to the being given a carry-over for the paper.
13. Any student who leaves the examination hall shall not be readmitted unless: throughout his/her absence from the hall was escorted or accompanied by an invigilator or security personnel.

5.4 Examination Misconduct and Penalties

Examination misconduct, for the purpose of these rules and regulations shall mean anyone or a combination of the following:

RULE No.	OFFENCE BY STUDENT	PUNISHMENT
Rule 1	Impersonation at examination including: (a) Coming into the examination hall to write for another student. (b) Coming into the examination hall with other person to write examination for the student. (c) Exchange of examination number or name (s) on answer script. (d) Intentional use of a student's number by another person in examination, including: Continuous assessment, sem ester examination, SIWES and projects. (e) Where the person (intruder) brought in is not a student, the person should be handed over to the appropriate authority for further investigation.	Expulsion
Rule 2	Introduction of relevant foreign materials or cheat note into the examination hall, and usage established.	Expulsion
Rule 3	Copying from the cheat note	Expulsion

Rule 4	Consulting cheat note outside the examination hall in the course of the examination.	Expulsion
Rule 5	Exchange of relevant examinati on materials in the examination hall which may include: (a) Exchange of question paper containing relevant jottings and materials (b) Collaboration/copying from each other (c) Exchange of answer script.	Expulsion
Rule 6	Theft/removal/replacement of examination scri pts or materials	Expulsion
Rule 7	Facilitating/abetting cheating during examination	Expulsion
Rule 8	Threats, assault and battery to an invigilator/examination officer or any constituted authority with evidence or witness	Expulsion
Rule 9	Use of mob ile phone (GSM), text message and or other such communication or electronic gadget during the examination	Expulsion
Rule 10	Running out of the examination hall after being caught for an offence	Expulsion
Rule 11	Possession of double scripts either s ecured inside and /or smuggled in from outside the examination hall	Expulsion
Rule 12	Introduction of fake examination card or identity card in the examination hall	Expulsion
Rule 13	Seizure and running away with cheat note(s)	Expulsion
Rule 14	Willful destruction of exhibits in the examination hall on the suspicious or on arrest for committing examination Misconduct.	Expulsion
Rule 15	Any student caught with a leaked question paper, source of the leakage to be investigated	Expulsion
Rule 16	Any student that insults an invigilator, examination officer or constituted authority during examination and/or other indecent behavior capable of disrupting the examination	Rustication for one session
Rule 17	Introduction of relevant foreign materials and cheat notes into the examination hall, but usage not established	Rustication for one session
Rule 18	Non-appearance at the Examination MisconductCommittee (E MC) after being duly served.	To be treated on merit and sanctioned appropriately
Rule 19	Introduction of non -relevant materials to the examination hall	Written warning
Rule 20	Introduction of mobile phone (s) and /or other such communication or electronic gadgets into the examination hall.	Written warning
Rule 21	Unauthorized writing on the question paper.	Written warning

Rule 22	Refusal to give evidence or witness on request, refusal to write statement	Written warning
Rule 23	Any student who delayed to submit an answer script after an examination has ended.	Written warning
Rule 24	Soliciting for marks or change of grade from the examiner or examination officer.	Written warning
Rule 25	Speaking/conversation during examination	Written warning
Rule 26	Partial mutilation of the answer script by alteration, cancellation, over writing of name, registration number, ID Card numbers, examination code and tearing of pages on the answer script	Written warning
Rule 27	Unwarranted behavior in the examination hall that may not affect the conduct of the examination	Written warning
Rule 28	Any stu dent caught attempting to assist a course mate and is intercepted before the offence is committed.	Written warning
Rule 29	Failure to write name, registration number, signature on the attendance register.	No complain should be entertained from the student as a result of such failure
Rule 30	Where a student is found not wanting in any case or alleged offence/act.	Exoneration

Warning

A student found guilty of any form of examination misconduct by the Examination Misconduct Committee shall have his examination in that course cancelled and shall face the penalty prescribed above.

RULE No.	OFFENCE BY STAFF	PUNISHMENT
1.	Unlawful helping of students to secure examination materials e.g. booklet, examination card, identity card or question paper(s)	Gross misconduct
2.	Unauthorized alteration of examination scores/grades before/after presentation of results at the Academic Board	Gross misconduct
3.	Destruction of tempering with exhibits on examination	Gross misconduct
4.	Any staff involved in leaking examination paper(s)	Gross misconduct
5.	Demand/extortion or receipt of gratification to write project, falsify grade or results for student.	Gross misconduct
6.	Aiding and abetting, acquiring or using fake statement of results or certificate	Gross misconduct
7.	Staff engaging in physical combat not for self defense with a student	Gross misconduct
8.	Attempting to influence Examination Misconduct Committee proceeding	Gross misconduct
9.	Staff coming to plead on behalf of culprit involved in exam Misconduct	Gross misconduct
10.	Wrongful or incomplete documentation of examination misconduct case	Misconduct
11.	Stopping student(s) from writing before the time during examination	Misconduct
12.	Unauthorized change of duration of a paper	Misconduct
13.	Changing duty post (schedule class for invigilation) during examination without permission from officers on duty.	Misconduct
14.	Leaving examination hall without the presence of another invigilator	Misconduct
15.	Attempting to influence students(s) examina tion grade	Misconduct
16.	Failure to submit student's script as and when due	Written warning
17.	Failure to turn-up for invigilation	Written warning
18.	Unnecessary provocation of student(s) during examination	Written warning
19.	Late coming for invigilation	Written warning
20.	Staff conducting him/her self as an invigilator during the examination while not officially on duty	Counseling

WARNING:

Any staff involved in any of the above, shall be made to face the appropriate Disciplinary Committee. If found guilty, such a staff shall either be queried, denied promotion, demoted or dismissed from the service of the College depending on the gravity of the offense.

6.0 UNION MATTERS

6.1 COLLEGES OF EDUCATION ACADEMIC STAFF UNION (COEASU)

COEASU has the following objectives:

i. To organize all the academic staff members of the College

ii. To coordinate and regulate the relationship between staff and the employees on one hand and among members of the Union on the other hand.

iii. to ensure the enhancement of high standard of performance and professional practice.

iv. To ensure the enhancement of just and proper condition of service for its members.

v. To encourage members of the Union to participate in the legitimate affairs of the College, their community and the nation.

vi. To encourage members in other lawful objects that are not inconsistent with the rules, practice and aspirations of trade unionism in Nigeria and globally.

vii. To ensure the enhancement of the social and economic well-being of members.

6.2 SENIOR STAFF UNION OF COLLEGES OF EDUCATION IN NIGERIA (SSUCOEN)

Objectives: the objectives of the trade union include the following:

- Promote the interest of its members
- Organization of senior Non-teaching staff of the College, to regulate, enhance and promote a cordial relationship among members and employees i.e.

i. To establish and maintain justice and equity in the College;

ii. Enhance staff development and training of members including trade union education and sensitization of members to take part indecision making at all levels of the decision making.

iii. To protect the advancement of the socio-economic and cultural. Interests of members, in the community and the country at large.

6.3 NON·ACADEMIC STAFF UNION (NASU)

NASU is a trade union representing workers, other than teachers and lecturers in Nigeria, it was founded in 1978. It is an affiliate of the Nigerian Labor Congress (NLC) and has the following objectives;

1. To promote and ensure the welfare of its members.
2. To regulate the relationship between workmen and employers and between workmen and workmen in order to eliminate all forms of exploitation in the place of work as well as the provision of benefit to members.
3. To organize all members and other person(s) qualified for membership, being non Academic employees of academic institutions as may be deemed eligible by the National Executive Council of the Union, to obtain and maintain just and proper hours of work and rates of wages. to endeavor by all means in their power to improve the industries and institutions in which the members are engaged.
4. To settle and negotiate differences and dispute between the members of the Union and employers and other trade unions and persons, by collective bargaining or agreement, withdrawal of labor or otherwise.
5. To promote the welfare of the members of the Union in such a manner as the National Executive Council, from time to time, shall deem expedient.
6. To equitably and effectively represent safeguard and promote the rights, interests and welfare of her members in conformance with the Union the principles laid down in the Union charter and all relevant staff rule.

6.4 STUDENTS' UNION GOVERNMENT (SUG)

Students Union Government is an organization found in higher Institution e.g Universities, Colleges of Education, Polytechnics, and Monotechniques etc. with the sole aim of protecting the interest of students. The Students Union Government consists of both the Executive and the Student Representative Assembly (S.R.A). All registered students are members of the Union directly. They are mandated to pay an annual subscription to the Union. However, following a recent government policy, Student Unionism is voluntary. In effect a student may opt out of membership of the union. The Union serves as an effective means of training immature leadership and as a channel of coordination for students' involvement in the management of the College. The general function of the Union is to foster and manage the athletic. Social, cultural and intellectual interests of the students and provide any other activity that is beneficial to the development or growth of the Union. The Union is governed by a Student Representative Assembly (S.R.A).

6.4.1 Objective

1. To promote the social, cultural, intellectual and recreational interests of its members.
2. To promote the good name of the Institution.
3. To cherish, uphold and further the tradition of the College
4. To cooperate with other organizations whose aims and objectives are acceptable to the Union and the College.
5. To foster the interests of its members.

6.4.2 Functions

1. The students' Union Government serves as a link between the students and the College Authority.
2. The student's Union Government is the representative of the entire student body in the College.

The Union constitution also provides for the office of a senior treasurer who is normally the Dean of student's Affairs who has a supervising power over the management of the Union finances.

6.4.3 Membership

Students' Union participation is open to every student however, there are two classes of membership in the Union namely:

1. Ordinary members who are normally the registered students of an institution.
2. Honorary members who are the executive are normally elected into the executive post. Life members shall be conferred on past membership of the Union Government as may be appointed by the Student Representative Assembly to the role of honor of the Student Union Government by reason of their past activities in the Union and their interest and role in public life.

6.4.4 Election

The Students Union Government (S.U.G) conducts election for new officials in every academic session.

7.0 SUPPORT SERVICES

7.1 STUDENT AFFAIRS DIVISION

The Student Affairs Division is under the office of the Provost and is headed by a Dean. The Division has three major units. Accommodation, Guidance and Counseling and Sports Unit. Student Affairs Division deals mostly with aspects of the informal education and the extra curricular activities of students.

7.1.1 Objectives of the Student Affairs Division

The Main objectives of the Kaduna State College of Education Student Affairs Division are to:

i. Promote educational and leadership experiences that prepare students to serve their communities and respect the dignity of all persons.

ii. Create a compassionate, safe and vibrant residential campus community of choice.

iii. Respond to student's needs and plan programme for campus life.

7.1.2 Services Provided

Student Affairs Division has the oversight function of all student's general welfare. This Division provides direction, guidance and encouragement on extra-curricular activities and services, including all aspects of life in halls of residence. Students also receive valuable assistance from this Division on different matters including:

Orientation for Fresh Students
Hostel Accommodation allocation
Hostel Services and Management
Students Associations' Registration
Students Union government Elections

Students Union Government Elections-Executive, Parliament & Hall Governors
Supervision and control of Students' Union activities including publications
Counseling and Career Services
Regulations and protection of students' rights
Issuance of Clearance to graduating Students
Students, disciplinary matters and Security of Life and Property
Liaises with the management and other officers of the College on students' matters or Issues.

Orientation for Fresh Students: The Student Affairs Division is usually charged with the duty of organizing orientation for fresh students. The content of the orientation indicates the College's central concern which is to ensure that fresh students are not only assisted to become familiar with their new environment, but more importantly, this is done this essentially within the framework of inculcating the vision and the mission as well as the core values of the institution into their fresh students using the philosophy of 'catch them young".

Students Disciplinary Matters: A Student Affairs Officer is the statutory secretary of the Students Disciplinary Committee which oversees students' disciplinary matters. Although the secretary does not participate in meetings to expunge an offender from the consequences of their offence. He/she nonetheless. Has the significant obligation to ensure that the proper procedure is follows before dispensing disciplinary measure.

Students Security (Life and Property): Although the primary duty of providing security to the life and property of students and staff alike within the College community is that of the Security Unit. There is an extension of this responsibility by the Student Affairs position of catering for student's welfare.

Hostel Services and Management: Once the student check into the accommodation provided for them, the next most important thing is to ensure that the students get the basic services such as water, electricity, a clean environment etc.

Counseling and Career Services: The Student Affairs Division has a counseling/career Unit with a directive to address the uncommon and odd challenges encountered by Students. This unit has Professional skilled and experienced officers saddled with the responsibility of handling students' academic, emotional challenges that require prompt attention.

Regulations and Protection of Students Rights: This is a composite directive that guides the academic life of a student in an institution. It is usually referred to as the Academic Regulations. These regulations regulate the conduct of students and staff alike.
Consequently, the Students' Affairs is committed to advocating for students in situations where actions of staff run contrary to the regulations and harmfully affect a student's academic participation. This advocacy could involve a scenario where a student who has duly registered his course, has a conflict in then examination timetable on some of these courses. If he draws the attention of the lecturers involved and both fail or refuse to aid him through adjustments, then the student may seek the assistance/intervention of the Students' Affairs Division.

7.1.3 Student's Union Government:

The College recognizes the need for students to organize themselves into an association
for many reasons including:

i. To allow students to have a voice in a community to which they belong.
ii. It eases up the process of aggregating the necessary in-puts from students on matters that affect them rather than have a situation where every student speaks for themselves.
iii. It provides a framework for students who appreciate the underpinnings of students' requests to guide administration as partners in progress.

iv. It brings the students to a serious position where they become partners with the institution's administration in problem identifying the problems.

v. It makes the students to take on the responsibility of acting as checks on the activities of their fellow students.

7.1.4 Students' Union Government Elections: One of the most difficult mandates of Student Affairs Department is the duty to conduct elections into the various elective office of the Students' Union Government (SUG). Election shall be held not later than 30 days after resumption in a new session.

7.1.5 Procedures for SUG Election

For a successful Student Union Government Elections, the following procedures are taken:

i An electoral committee comprising of both staff and students is constituted by the College Administration with the Dean of Student Affairs as Chairman. The committee is in charge of all aspects of the election including:

- Setting the time-table for the elections
- Nomination of Candidates
- Screening of Candidates
- Starting the guidelines and period of campaign by Candidates
- Organizing the presentation of manifestos by Candidates
- Organizing the voting process, counting the votes and
- Declaration of the results.

ii. Guidelines

To qualify as a legitimate candidate in the election, the College insists among other things, some or a combination of the following:

- Candidate must have spent at least one full session in the institution. That is, He/she must neither be in their first year of registration nor in their final year.

- Candidate must not be a member of a secret cult.
- Candidate must have a minimum Cumulative Grade Point Average (C.G.P.A) of at 2.50 except the President, Secretary General and the Speaker of the S.R.A, whose C.G.P.A. should be 3.50 and above.
- The candidate must have been a registered student for the current session in which he/she is contesting.
- Any Union Officer wishing to contest in any Union election shall have resigned any previous political appointments, and such resignations shall have been made public before the close of nominations.
- Any member of the Union who has been found guilty of gross misconduct as stipulated in the subject information hand book shall not be eligible to contest any Union election.

7.1.6 Campaign Procedure

1. All successful nominees shall be entitled to a day of campaigning prior to the elections.
2. Any poster of any candidate pasted on any school building/structure will attract automatic disqualification. Posters are only allowed on trees and the various notice boards. Students who deface school buildings and structures with graffiti and posters will be disciplined and will be required to pay the cost of restoration.
3. No musical performance or traditional dancing (or any dancing for that matter) is allowed on behalf of any candidate during campaign. Contravention of this ban will attract automatic disqualification.
4. Campaigning shall be restricted to issues on how a candidate will better serve Union members. Negative campaigning which casts aspersions on an opponent, or which ruins or attempts to ruin or

tarnish the image of the opponent shall lead to the automatic disqualification of the guilty campaigner.

5. A week to the elections, successfully screened candidates shall have a debate before the college community. For each debate, the Student Affair shall be the chief interrogator alongside four members of the Electoral Committee Members of the Students' Union Government (ELCOMSUG). No nominee shall have their name on the ballot paper without fulfilling this requirement.

6. The use of SUG property including the bus for campaign by any candidate is prohibited. Violation of this directive will attract automatic disqualification of the candidate involved.

7.2 DEMONSTRATION

Subject to the provisions of the College laws, all students' strikes, rallies and demonstrations are strictly prohibited. However, student(s) who wish to organize strikes, rallies and demonstrations must seek and receive approval from the College authority before embarking on any of the aforementioned must consider the fulfill the following conditions:

(a) All demonstrations should be peaceful and when the need arises, few members of EXCO will be allowed to hand over the protest letter(s) to the Provost of the college personally.

(b) Demonstration can only be allowed after exhausting all laid down procedure for redress.

(c) Students union executive must give not less than seven-two (72) hours notice to the Provost on any demonstration they intend to stage. However, shorter notices may be allowed over issues of National and International interest.

(d) Demonstration(s) directed against any person or group of persons within the College community is prohibited.

(e) No demonstration is allowed in the academic or residential of the College.

(f) Besides obtaining permission from the College Authority, students must seek clearance and support from the Police before embarking on any demonstration.

(g) Students will be held responsible individually or collectively for any damage done to the College property or loss of life during the demonstration.

7.3 STUDENTS/STAFF RELATIONSHIP

There should be cordial students-staff relationship that is mutually beneficial toward academic pursuit. Any other form of relationship that may result to unpleasant to either party is prohibited by law.

7.4 STUDENTS AFFAIRS DIVISION

The Students Affairs Division consists of three (3) units:

a. Hostel unit

b. Sport unit

c. Guidance and Counseling

7.4.1.1 Hostel Administration

i. The Students Affairs Division is responsible for the organization, supervision and control of the activities in the hostel and general welfare of the students in the College.

ii. Each hostel is supervised and manages by the hall Administrator and the Porters/Portresses. They are responsible for day-to-day activities of the students in the hostel.

iii. The Matron/Hall Administrator is the Head of the female hostels.

iv. All staff of the hostels are responsible to the Dean, Students Affairs

Division for the direction of the affairs of the hostels and all matters of discipline therein.

7.4.1.2 Eligibility for Hostel Accommodation

(a) Only bona-fide registered students of the College are allowed to live in the halls of residence. However, accommodation in the halls of residence is a privilege and not a right. Students interested in staying in the hostel must abide by the rules and regulations pertaining there to.

(b) Students share rooms with others. Each student is required to exercise the greatest discretion and self-discipline in relation to other students, hostel authority, staff and the public.

(c) Female students' hostels rooms are out bounds to all male students, staff and visitor(s) at all times, except on official duties.

(d) Similarly, the female students and female visitor(s) are not allowed into the male hostel rooms at all times.

(e) Applications for hostel accommodation are treated based on first come first serve after payment of approved accommodation fee into the designated account.

(f) NCE Regular at 200 level are not entitle for any accommodation in the hostel.

7.4.1.3 Rules and Regulations in the Hostels

(a) Rooms may be officially open for bone-fide students a day to the resumption date and through to the last day of the semester.

(b) Students are responsible for all properties in their rooms. Students leaving their rooms on vacation or final completion of study, must be properly checked out by the Porters/Portresses. The College will not be responsible for any for personal effects left behind by students.

(c) Sale or giving-out of bed-spaces and illegal swapping are strictly prohibited. The penalty for any defaulter is rustication for one semester. In addition, such a student may be asked to vacate the hostel.

(d) No student is to sublet accommodation or accommodate visitor(s) overnight or permit a "squatter". If an already ejected "squatter" is caught again "pirating" or "squatting" with another student in the hostel, the second offender shall be suspended for one academic session, while the first offender forfeits his/her room without any refund.

(e) All visitors are not allowed to stay in the halls beyond 9:00p.m. similarly, female students are not allowed to visit and remain in the male hostel beyond 9:00p.m. The penalty for violating this provision will be ejection of both parties from the Hostel.

(f) No student is allowed to create 'dark Corners' in his/her room.

(g) Students will be held responsible for any careless or willful destruction or damage of any hostel property and any damage to common facilities shall be collective responsibility of the students concerned.

(h) In the interest of hostel residents, noise must be kept to the minimum. Wireless sets, radio, stereo set, among others are to be used not later than 10.00 pm.

(i) All unauthorized commercial activities such as hawking, barbing, hairdressing, baking etc. in the hostels are prohibited.

(j) All personal properties should be registered first with the security at the gate and with the Hall Administrators.

(k) All religious activities within the halls such as meetings and preaching which are capable of breaching the space are prohibited.

The penalty for defaulters is loss of bed-space.

(l) Students must not temper with or alter in any way, electrical installations in their rooms or any part of the hostel. The Dean, Students Affairs Division/Advisory Committee to report to the Provost, after investigating, all incident of fire disaster.

(m) Students should not post any bills on buildings and other facilities on campus. Originators of such bills will be held responsible for damaging or smearing College buildings and other facilities. All bills should be posted on Notice Boards only.

(n) Any defect in the students' hostel should be reported to the Dean, Students Affairs Division through the Hall Administrators/ Porters/Portresses.

7.4.1.4 Sanitation

1. The students' welfare committee shall at its discretion visit students hostels and rooms for inspection.
2. Wastes, sanitary pads, among others should be dropped into dustbins or receptacles provided in the hostels and toilets.
3. Toilets must be used properly. Only papers and waters should be used. Users of toilets must fetch water provided in the tanks for us in the toilet before using the toilets.
4. Washing in whatever form should be done in the laundry or at the tank points. In addition, the walls and floors of the halls should not be smeared. The employment of other persons for laundry and washing in the halls is prohibited. The penalty for defaulters is loss of bed-space.
5. Bathing outside the bathroom is strictly prohibited. The penalty is forfeiture of bed –space.
6. Use of any kind of electrical appliance for cooking or boiling water is

strictly prohibited and may leads to forfeiture of accommodation.

7. Students must clean their rooms regularly. The Dean, Students Affairs and Hall Administrators will inspect the rooms periodically to ensure that the rooms are clean and tidy.

7.4.1.5 Off- Campus Residence

Neither does the College approve/disapprove Off-Campus houses nor become party to any financial transactions between students and the Landlords. However, Landlords are responsible for the security and comfort of life of our students residing off campus. Friends of the College may intervene on issues that affects the security and comfort of life of the students off campus.

7.4.1.6 Accommodation for Married Students/Expectant Mothers

1. The College does not provide accommodation for families of married students.
2. No provision is made for child bearing in the hostels. Therefore, Expectant student-mothers are not expected to live in the hostels during the period of their confinement.
3. Female students that become pregnant during the session should vacate the hostel and must arrange to be checked out properly and immediately. No rebate will be paid to such student.

NB: Violation of any of the rules listed above may lead to forfeiture of accommodation.

7.4.1.7 Hostel Accommodation:

The Student Affairs Division plays a vital role in providing a tolerant and harmoniousstudents' residential hostel accommodation especially for fresh and final year students oncampus. The Hostel/room allocations are treated on the basis of first come first serve. Atpresent, the College has four (4) blocks of hostels i.e two male and the other two for femalestudents of the College namely (Ahmed Makerfi Hall, Pamela Sadauki Hall, PatriciaDanmaida Hall and Samuel Audu Hall). Students are advised to live with a convivialmindset. The first step towards achieving this is by having a good code of conduct that is toconduct one's affairs within the hostel (Hostel Regulation).

7.4.1.8 Rules Governing Hostel Accommodation

1. Sale or giving-out of bed-spaces and illegal swapping are strictly prohibited. The penalty for any defaulter is rustication for one semester. In addition, such a student may be asked to vacate the hostel.
2. All visitors are not allowed to stay in the halls beyond 9:00p.m. Similarly, female students are not allowed to visit and remain in the male hostel beyond 9:00p.m. The penalty for violating this provision will be ejection of both parties from the Hostel.
3. Male students shall not, for whatever reason, enter female students' hostels. Any violation of this law will attract punishment in accordance with the laws of the College.
4. Use of any kind of electrical appliance for cooking or boiling water is strictly prohibited and may leads to forfeiture of accommodation.
5. Disposal of leftover food in sinks, laundries, bathrooms or toilets is strictly prohibited and may lead to forfeiture of accommodation.
6. Waste or any form of rubbish must not be discarded through the

windows, over the balustrade or littered in front of the rooms. Hall wastes and/or rubbish should be neatly deposited in the dust bins provided. Non-compliance to this may lead to forfeiture of accommodation.

7. Toilets must be used properly. Only papers and waters should be used. Users of toilets must fetch water provided in the tanks for us in the toilet before using the toilets.
8. Washing in whatever form should be done in the laundry or at the tank points. In addition, the walls and floors of the halls should not be smeared. The employment of other persons for laundry and washing in the halls is prohibited. The penalty for defaulters is loss of bed-space.
9. Bathing outside the bathroom is strictly prohibited. The penalty is forfeiture of bed –space.
10. All unauthorized commercial activities such as hawking, barbing, hairdressing, baking etc. in the hostels are prohibited.
11. All personal properties should be registered first with the security at the gate and with the Hall Administrators.
12. All religious activities within the halls such as meetings and preaching which a re capable of breaching the space are prohibited. The penalty for defaulters is loss of bed-space.
13. All grievances, complaints and reports should follow due process that is, channeled through the hall administrators or security office and in the hall. The Student Affairs Division and the College administration will not entertain complaints, reports and grievances made outside authorized channels.
14. Possession of weapons and illicit drugs is prohibited. The penalty is expulsion from the College.
15. Students will be sub-charged for any damage to College property.

16. Students' residency does not include spouses. Students wishing to live with their spouses should secure accommodation off-campus.
17. Students should not post any bills on buildings and other facilities on campus. Originators of such bills will be held responsible for damaging or smearing College buildings and other facilities. All bills should be posted on Notice Boards only.

NB: i. Violation of any of the rules listed above may lead to forfeiture of accommodation.

7.5 Sport Unit

The Sport Unit is under the Student Affairs Division. It is headed by a Sport Officer who is an academic staff of the College. His functions are to undertake training and advise on the organization of all sporting activities in and outside the College. The College takes keen interest in the students' welfare, health and physical fitness. It encourages all students and staff to participate in recreational activities, well-known games and athletics programme. The activities are organized through the Students Affairs Division, Sport Coordinator and other Sport Officers.

7.5.1 Operational Guidelines/Activities of the Sport Unit

The Sports Unit operates in two major area thus:

i. Extramural activities
ii. Intramural activities.

Extramural Activities: Include:

a. Pre-NICEGA Games
b. NICEGA Games
c. All other well organized competitions that the College is qualified to participate in outside or within the State.

Intramural Activities: Include:

a. College inter-department competitions

b. College inter-school sports competitions

c. Friendliest within the school organization (staff students etc)

d. Students week' sports programme.

7.5.2 Guidance and Counseling Unit

The Student Affairs Division also offers counseling services to students. Experts in Guidance and Counseling take charge of the services unit. The services include, but are not limited to, individual counseling, career counseling, crisis counseling, parent conferencing, time and stress management, study skills and schedules, marriage and family therapy, social and behavioural issues, alcohol and drug related problems, finding closure on the death of a love one etc. other activities include:

- Orientation of new student/staff
- Programmes/talks on social activities, cultism etc.

7.6 THE LIBRARY

The College has a functional library. The library is headed by a qualified Chief Librarian. The College librarian shall be responsible to the Provost for the administration of the College library and the coordination of the Library services in the College.

7.6.1 Structure of the College Library

The Kaduna State College of Education library has the following organizational structure

i. Administrative Unit

ii. Technical Unit

iii. Circulation Unit

iv. Reference Unit
v. Serial Unit
vi. Reprographic (bindery) Unit
vii. E-library Unit

Administrative Unit: This is chargedwith the day to day activities of the library specifically, this include: planning, supervision and budget.

Technical Unit: This unit is responsible for acquisition and processing of all new information materials. Its activities include: stamping, accessioning, classifying and cataloguing. After which they can now be distributed to proper places for preservation and dissemination.

Circulation Unit: This unit attends to more than seventy (70%) of library users. It is in-charge of registration of users, borrowing out and collecting them back. The reserve unit is a sub-unit of the circulation unit. This unit house special, rear and /or books with limited copies. Books here are not lent out.

Reference Unit: this unit is the home and place for reference materials such as dictionaries, encyclopedia and many other reference materials. The materials here are not lend out.

Serial Unit: this unit is for serial materials such as Newspapers, Magazines, Journals and some government publications. They are good sources of information for particularly researchers.

Reprographic (Bindery) Unit: All torn and damage library materials are repaired in this unit. It also offers bindery services for students projects, staff

thesis and dissertations and other bindery work.

E-library Unit: this unit is the home for electronic media resources particularly computers are made available for study, assignment, research and even leisure and entertainment.

Loan of Books

While council members and academic staff can borrow up to 4 books at any given time, non-academic and students can borrow only 2 books at a time.

Serial and reference materials

These are library information materials meant for consultation within the library only. They are not taken out of the library except with the permission of the College Librarian or the Head of the unit.

Library Regulations

1. The library opens at 8:00am and closes at 9:00pm from Mondays to Fridays. However, on Saturdays, the library opens at 9:00am and closed at 1:00pm
2. Every registered member is issued library card/ID and borrowing tickets.
3. Every registered member should have access to the facilities in the college library.
4. All library users are required to show their library cards before they are allowed access to the library.
5. In the event of a loss of the borrowing ticket, a reasonable fee (amount) will be charged for replacement.

Loans of Books

1. All registered members shall present their borrowing tickets and ID cards at the circulation desk before books are issued out to them on loan.
2. Council members and senior staff of the College can borrow up to a maximum of 4 books while students and other readers are allowed to borrow 3 books only.
3. Borrowers are held responsible for all the books borrowed from the library.
4. Council members and senior staff of the College can retain books borrowed for a maximum of 4 weeks only while students and other readers can retain books borrowed for a maximum period of 2 weeks only.
5. Borrowed books must be returned to the library before the College vacates for the semester break.
6. All books on loan must be returned to the library at the due date.
7. All borrowers should report officially to the Chief Librarian or any other officer assigned by the chief librarian in case of loss of their borrowers' tickets.

Reserved Books.

1. Books that are of limited copies are placed on the reserved shelves.
2. Reserved books must not leave the library and are borrowed for a maximum of three hours only.
3. Books on the Reference and serial sections are available for consultation only. They should not be removed from the library except with the permission of the College librarian.

7.6.2 Care and Use of the Library Materials

1. Readers are held responsible for any damage to library materials in their custody. This includes, but not limited to marking underlining, cutting out sheets from books, or causing damage to books in any other way.
2. Readers will be requested to pay full cost of the repair of books damaged. In the event of loss of the card, a reasonable fee will be charged for replacement.
3. Readers should report the loss or damage of any materials(s) at once. In the event of loss, the borrower will be required to pay a reasonable amount for replacement.
4. Any user of the library found guilty of removing library materials(s),without permission would be banned from using the library for a reasonable period of time by the library official.
5. If it is established that a student stole or attempted to steal a library material, the student will be SUSPENDED OR EXPELLED depending on the findings by the Committee set to investigate the matter.
6. Any user who retains borrowed books beyond the permitted period will be liable to a fine of N50 per day.

7.6.3 Rules Guiding the Use of the Library

1. Users of the library must maintain good conduct (maintaining silence while in the library, not dragging legs etc) in and around the library.
2. Use of cell phones is prohibited in the library. Phones should be switched off at all times while in the library.
3. Brief cases, umbrellas, lugged and other personal belongings must be kept at the entrance of the library at the owner's risk.

4. Smoking, eating and drinking are not allowed in the library.
5. Users leaving the library are required to present themselves for checking by the library security staff at the entrance of the library.
6. Reading tables and chairs must not be removed from their positions.
7. Readers shall not reserve seats in the library.
8. The College librarian reserves the right to suspend or exclude from the use of the library, any person who disregards any of the regulations mentioned above. The College Librarian may report this action to the Library Committee.
9. All graduating students and staff members leaving the services of the College must be cleared by the library authority.

7.7 MEDICAL AND HEALTH SERVICE

There shall be a College Sick Bay to be headed by a qualified Medical Doctor. He shall be answerable to the Provost.

7.7.1 Medical Services

The Sick Bay shall provide the following services:

i. Consultancy Services to Staff and Students of the College
ii. Issuance of sick leave certificate to both Staff and Students
iii. Issuance of maternity leave certificate to female staff of the College.

Consultancy Services: Consultation is from 8:00am – 2:00pm. Staff and students who wish to receive medical attention must obtain a card between 8:00am-12:00pm daily from Monday to Friday. Out-patient consultations end by 2:00pm on the days mentioned above.

However, emergency cases are treated 24 hours every day including weekends.

The College clinic can handle common ailments such as malaria, typhoid fever, uncomplicated hypertension, diabetes, minor cuts, brushes etc. Minor surgical procedures such as appendectomy, herniorrhaphy, incision and drainage, repair of laceration can be performed in the clinic.

Every student is expected to pay a medical fee during registration in order to benefit from the above services.

Medical Treatment

All medical treatment given to a dully registered student attracts no payment except for surgical procedures. Students are expected to pay a subsidized amount during surgical and other related procedures. However, any bill incurred by a student outside the College Medical centre shall be the responsibility of the student.

7.8 ESTATE AND WORKS DEPARTMENT

The College has Estate and Works Department which is headed by Director of Works. The Director of Works is answerable to the Provost for the maintenance of College buildings, minor jobs, security, transport and supervision of the College projects.

7.8.1 Services Provided by the Department

1. Designing, estimating and supervising College building works.
2. Acquisition, operating and maintenance of College assets (buildings, vehicles plants and infrastructural facilities).
3. Securing and taking inventory of College fixed assets.
4. Capital budget preparation and control.

Units of the Department

The various units that make up the Works Department are as follows:

a. Maintenance Unit

i. Mechanical Section
ii. Drivers Section
iii. Electrical Section
v. Plumbing Section
vi. Generator Operator
vii. Masonry Section
viii. Welding Section

b. Project Unit

This unit is in charge of major works of capital nature, including major maintenance works of various kinds.

7.9 Functions/Activities of the ICT Unit

1. To provide internet services to staff and students
2. To provide portal/website services to staff, students and the general public.
3. To produce staff and students' identity cards.
4. To provide/install software programmes on students and staff computers/laptops.
5. To assist in repairing staff and students computers, laptops and other computer devices.
6. To assist staff and students on the use of their computers and software programs.
7. To provide online teaching and learning resource to staff and students.
8. To provide network infrastructure in the College.

7.10 Student's Portal Access Guidelines

1. All New Students' must login to esis.kscoe.edu.ng to update their profile by filling in the bio-data form.
2. Students are to login using their Matriculation Number as Username and password as password.
3. Student can change password to preferred password.
4. After updating your profile proceed to course registration which is also located in your profile.
5. Register all courses offered in your department for the Current Semester only.
6. Print both the bio-data form and course registration form.
7. Ensure to submit Copies to both central file and departmental file.

7.11 FINANCE DEPARTMENT

The Bursar is the Chief Financial Officer of the College and shall be responsible for the day to day administration of the financial affairs of the College and be answerable to the Provost.

7.11.1 Functions of the Finance Department

The finance department receives money on behalf of the College from any student or other persons attending the College for the purposes of tuition, boarding fees and any other approved fees as the Council may determine from time to time.

Procedures for Payment: The student goes to the bursary for collection of details of payment. Further details can be obtained from the student's department.

7.12 INTERNAL QUALITY ASSURANCE UNIT

The quality assurance unit is a unit under the office of the Provost. It is headed by a Director.

7.12.1 Functions of the Internal Quality Assurance Unit

1. Develop, apply and periodically review the quality bench marks/parameters for various academic and administrative activities of the College.
2. Facilitate the creation of a learner-centred environment conductive for quality education and academic staff professional growth.
3. Provide feedback mechanisms for students, parents and other stakeholders on quality related issues.
4. Disseminate information on various quality parameters of teacher education.
5. Organize inter and intra-institutional workshops or seminars on quality-related themes.
6. Document the various programmes/activities leading to quality improvement.
7. Act as the model unit of the College for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Work closely with academic departments and the College Management Information System (MIS) for the purpose of maintaining/enhancing the institutional quality.
9. Promote and help sustain the culture of quality in the College.
10. Lead the internal self-assessment process, prepare and submit the report to the Management of the College and the National Commission for Colleges of Education (NCCE) annually.
11. Coordinate logistics during external accreditation assessment.

7.13 GIDAN WAYA CONSULTANCY LIMITED

Establishment

The Gidan Waya Consultancy (GWC) Ltd was established in 2008 as a commercial outfit of the College. It is headed by a Managing Director whois answerable to the Provost.

Objectives of Gidan Waya Consultancy Ltd.

The objectives for which the company was established are:

- To generate revenue for Kaduna State College of Education Gidan Waya in order to supplement government subvention.
- To provide needed services the College, staff and other members of the community.
- To provide services to the general public on the following programmes:
  a. NCE Part-Time
  b. Diploma,
  c. IJMB and
  d. Certificate Programmes.
- To engage in ICT training and services
- To undertake projects like printing press, business centers,
- Architecture and structural design, cyber café, staff development programmes and other services as the need arises.

7.13.1 Structure/Activities of the Consultancy Company

i. Centre for Continuing Education & Training

- NCE Part Time
- PDE/Diploma
- Training

NCE Part Time

The following Programmes/Courses are offered at the NCE Part-Time

School of Art and Social Science

1. English/CRS
2. CRS/Social Studies
3. Islamic Studies/Social Studies.

School of Languages

1. Arabic/Hausa
2. English/Hausa
3. English/Social Studies
4. Hausa/Islamic Studies

School of Science

1. Integrated Science/Computer
2. Physical and Health Education

School of Vocational and Technical Education

1. Agric. Education (SM)
2. Fine and Applied Arts (DM)
3. Technical Education (DM)

School of ECCE/PES

1. ECCE (DM)
2. PES (DM)

Pre-N.C.E Courses

A. Pre-NCE Arts and Social Studies with options in:

i. Geography (GEO)

ii. Economics (ECO)

iii. Islamic Studies (ISS)

iv. Christian Religious Studies (CRS)

v. History (HIS)

vi. Social Studies (SOS)

B. Pre-NCE Theatre Arts

C. Pre-NCE Languages with options in:

I. Arabic

ii. English

iii. French

iv. Hausa

D. Pre-NCE Sciences with options in:

I. Mathematics

ii. Biology

iii. Physics

iv. Chemistry

v. Computer

E. Pre-NCE Physical and Health Education

F. Pre-NCE Agricultural Science Education

G. Pre-NCE Technical Education

H. Pre-NCE Home Economics

I. Pre-NCE Fine and Applied Arts

J. Pre-NCE Business Education
K. Pre-NCE Early Child Care Education
L. Pre-NCE Primary Education

7.13.2 Diploma Unit

The following diploma courses are available:

1. Diploma in Public Administration
2. Diploma in Accounting and Auditing
3. Diploma in Business Administration
4. Diploma In Banking and Finance
5. Diploma in Procurement
6. Diploma in Computer Studies
7. Diploma in Local Government Administration
8. Diploma in Marketing
9. Diploma in Office Technology and Management

7.13.3 Professional Diploma in Education (PDE)

Diploma Unit also offers the Professional Diploma in Education (PDE) in affiliation with Ahmadu Bello University, Zaria. The PDE programme is a one year (two semester) programme. This programme is meant for all graduates that are without teaching qualification. The programme is introduced for lecturers and teachers at all levels of education who intend to widen their knowledge in pedagogy and effective teaching. Again, the programme will enable participants with qualification to become Registered and Certified Teachers with the Teachers' Registration Council of Nigeria (TRCN).

7.13.4 Training

The Unit is headed by a Coordinator. He/She coordinates activities of the Gidan Waya State School Improvement Team (SSIT) who are ESSPIN trained academic staff of the College. The SSIT usually facilitate Teachers Development Training for the Kaduna State University Basic Education Board and F.C.T Abuja.

7.13.5 Agro-Allied Service

- Plantation- The Consultancy owns a 20ha plantation .
- Plants Nursery – here seedlings of assorted crops are raised annually and sold to the general public for income generation.
- Poultry- the company owns two poultry houses where broiler birds are raised and sold for income generation.
- Cattle – the unit has dairy cows.
- Ventures
- Block Industry – produces and sales quality vibrated blocks within the College and to the surrounding community.
- Publishing
- Construction and renovations.

7.14 SECURITY UNIT

The College has security services Unit headed by a Chief Security officer (CSO). The Chief Security Officer is answerable to the office of the Provost. The security unit operates 24 hours services every day.

7.14.1 Objectives/Activities of the Security Unit

i. Maintenance of law and order in and around the College

ii. Protection of life and property of both staff and students in the

College.

iii. Sustenance and provision of conductive atmosphere for learning

iv. Engage in effective security patrol in and around the College premises

v. Liaise with other security agencies outside the College in case of emergencies.

vi. Obtaining and disseminating relevant security information from/to relevant personnel.

vii. Arresting and detaining suspects for interrogation.

7.15 DIRECTORATE FOR UNDER-GRADUATE STUDIES (DUS)

The College has Directorate for Undergraduate Studies. The Directorate is headed by a Director who must be a Ph.D holder. He/She oversees the affairs of the directorate and is answerable to the Provost.

7.15.1 Structure of the Directorate

a. The Director

The Director is the overall head of the Directorate (He/she oversees the affairs of the directorate and is mandated with such schedules).

i. All Examinations are conducted under his/her supervision

ii. He/she supervises the smooth running of the unit

iii. All affected Heads of Departments or coordinators are answerable to him/her

iv. He/she supervises the entry and submission of all results

v. He/she represents the College at the Faculty of Education Board meetings at Ahmadu Bello University.

b. Examination Officer

The examination officer of the Directorate has the following schedules:

The examination officer of the Directorate has the following schedules:

i. He/she coordinates all examinations of the Directorate

ii. He/she assists in the entry and submission of all results.

iii. He/she may accompany the Director to the Faculty of Education Board meetings at Ahmadu Bello University, Zaria.

c. Computer Operator(s)

The Directorate Computer Operator(s) compute all results using the Ahmadu Bello University exam. Logic 2.1 that is installed by Iya Abubakar Computer Centre, Ahmadu Bello University, Zaria.

d. Coordinators of Departments

The eleven (11) programmes run by the College are under six (6) Departments i.e

1. Department of Arts and Social Science
2. Department of Education Foundation and Curriculum
3. Department of Education Psychology and Counseling
4. Department of Physical and Health Education
5. Department of Science Education
6. Department of Vocational and Technical Education

Coordinators are appointed to coordinate the activities of these Departments in their respective subject/programmes. Their schedules

include:

i. Registration of students at departmental levels
ii. Signing of all course forms after scrutiny
iii. Ensuring adherence to lecture time table
iv. Collection and submission of all draft questions and marking schemes to the Directorate Examination Officer.

Admissions

The Directorate admits candidates through Direct Entry JAMB forms in conjunction with Ahmadu Bello University condition. Candidates are short listed by the directorate and the list is sent to Ahmadu Bello University for approval.

Registration/Matriculation

Candidates that are admitted by Ahmadu Bello University are screened and registered by a team from Ahmadu Bello University which works together with the College screening and registration Committee. After that, a date is set for fresh students' matriculation exercise. The matriculation team is headed by the Dean, Faculty of Education.

Current Undergraduate Courses:

i. B.Ed Educational Administration and Planning
ii. B.Ed Home Economics
iii. Business Education
iv. B.Ed Social Studies
v. B.Ed Islamic Studies
vi. B.Ed Christian Religious Studies
vii. B.Ed Languages Arts

viii. B.Ed Guidance and Counseling
ix. B.Sc (Ed) Agricultural Science Education
x. B.Sc (Ed) Geography
xi. B.Sc (Ed) Physical and Health Education

Teaching

As a major condition for the programme, only lecturers with higher degree i.e masters and above are to be engaged to teach the students. Lecturers are allocated courses related to their areas of disciplines each semester.

Conduct of Examination

At the end of each semester, questions and marking schemes are prepared by each lecturer and sent to Ahmadu Bello University, Zaria, by the directorate for moderation and harmonization. Time table is prepared by the Faculty of Education, Ahmadu Bello University, Zaira and forwarded to the respective affiliated Colleges. At the College level a Time-table for subjects run by the College at the undergraduate level is prepared for the purpose of examinations. All examinations are conducted within two (2) weeks. Marked scripts are then sent to the Faculty of Education. Ahmadu Bello University, Zaria for moderation and confirmation.

Grading System

The grading system is:

A = 70% and above
B = 60% - 69%
C = 50% - 59%
D = 45% - 49%

Thus, the pass mark for classified degrees is now 45% and above.

7.16 DIRECTORATE OF ACADEMIC PLANNING AND MONITORING

The Directorate of Academic Planning and Monitoring of the Kaduna State College of Education Gudan Waya is under the Office of the Deputy Provost. The Directorate is headed by a Director.

7.16.1 Structure

The directorate has the office of the Director and five units as follows:

i. Admission, Teaching and Learning Unit
ii. Registration Record and Certification Unit
iii. Examination Conduct Unit
iv. Research and Statistics Unit
v. Examination Compilation Unit

Staffing

Each unit has a Head of Unit (HoU) and other staff. All HoU are answerable to the Director in carrying out their duties.

7.16.2 Operational Guidelines/Activities Office of the Director

i. Advising and assisting the Provost on matters relating to planning and reviewing the academic activities of the College.
ii. Preparing the calendar of academic activities
iii. Admission of students based on the carrying capacity of the departments.
iv. Planning and monitoring the introduction of new courses.
v. Planning and monitoring the award of study fellowship to academic staff.
vi. Planning and recruitment of academic staff based on the

recommended lecturer-student ratio and carrying capacity of departments.

vii. Coordinate the following at College level through the various committees.

a. Academic staff training and development

b. Institutional library development

c. Research and development intervention

d. Academic conference/journal/book publication intervention

e. Other specialized interventions
(e.g through the NCCE, NBTE, NUC, TETFUND etc).

8.0 RULES, REGULATIONS AND DISCIPLINE

As members of the College community, students are expected to respond to situations and conduct themselves in a matured and exemplary manner and in accordance with the rules and regulations of the College and the laws of the land. They should seek counsel from the appropriate administrative academic staff or organs of the College.

A certain standard of conduct such as prescribed by the College, is expected of all students and is regarded as an integral part of students' overall development.

The enforcement of such conduct is aimed at protecting the rights, health and safety of members of the College community in order that its members may pursue their educational goals without interruption or difficulties.

Sanctioning is used to enforce the rules and regulations put forth by the College. The use of sanctioning is not punitive or retaliatory. The goal of sanctioning is for students to gain perspective and insight into their indiscretion, making the experience of sanction educational. Freedom is meaningless without responsibility. The responsibility to secure and respect general conditions conducive to learning should be shared by all members of the Kaduna State College of Education community.

Students must assume a significant role in developing and enforcing College regulations in order that they might be better prepared for the responsibilities of citizenship. The goal is to influence students to espouse the core values of truth, love, respect, opportunity, excellence and service in their daily lives as productive members of a large community. This is why there is a students' 'government', run by the Student's Union, administered

entirely by the students themselves, to give them a first hands experience on how the larger society functions.

WARNING

i. No student or staff disturb, harass or challenge any College member (student and staff) in the lawful performance of his/her duty.

ii. Any complaint between a student and a student or a student with staff may have against one another shall be lodged with the Registrar for necessary action through the Dean, Students Affairs.

iii. Students and staff of the College are expected to read this information Handbook so as to be conversant with the regulations and other directives that may appear on the notice boards and take note of any verbal instructions from the Provost and or his representatives.

iv. Where a student or staff has difficulties in getting relevant information concerning a particular matter, such a person should consult the Dean, Students Affairs or the Registrar respectively.

v. All students and staff of the College are expected to posses the College identity card and produce same any time when demanded.

vi. Students are expected to summit their identity cards to the Dean, Students Affairs on the completion of their studies.

8.1.1 Supervision and Probation/Mentoring

Supervision and probation/mentoring of newly employed young officers in a department should be encouraged. Department/School supervision should be conducted by the most senior, experienced and knowledgeable staff.

Mentoring should be conducted at the department level where the Head of Departments(HODs) ensures that younger or junior lecturers/staff are attached to the most experienced and knowledgeable staff.

Newly employed staff of the institution should be given effective orientation at the college, school and departmental levels.

NB: Detailed of the information can be obtained in the College scheme of service.

8.2 REGULATION AND SCHEME OF SERVICE

The College has a scheme of service called Kaduna State College of Education Gidan Waya, Regulations and Scheme of Service 2004. The scheme of service shall apply to all members of staff of the College and the Registrar is empowered to interpret them.

8.3 ASSOCIATIONS AND CLUBS

RegistrationThe Kaduna State College of Education Gidan Waya recognizes the importance of providingfacilities, services, programmes and staff that can help to integrate social, cultural, athletic, academically related activities with classroom learning. Involvement in these groups and organizations presents students with opportunity to take responsibility for shaping the campus environment, for broadening their learning, for gaining leadership and interpersonal skills and for developing a commitment to service.

Towards this end, students are free to organize and to join clubs and associations whose stated purposes are consistent with the College's mission and vision. Clubs and associations are categorize into academic, tribal/ethnics and religious associations, and clubs. Every association and clubs must be duly registered with the Students Affairs Division. The conditions and procedures for registration of any association or club include:

(a) Application address to the Dean, Students Affairs Division;
(b) Constitutions of the association or club;
(c) Registration form;
(d) Payment of approved registration fee;
(e) Issuance of letter of confirmation of registration by the Registrar of the College.

At present, the following associations and clubs are registered in the College:

8.3.1 Academic Associations

1. Association of Vocational and Technical Education Students (AVATES)
2. Association of Physics Students (APS)
3. Biology Student's Association (BSA)
4. Business Education Students' Association (BESA)
5. Chemistry Students' Association of Nigeria (CHEMSA)
6. Integrated Science Association (INTESA)
7. Language Students' Association (LASA)
8. Integrated Science Association (INTESA)
9. Language Students' Association (LASA)
10. Mathematics Students Association (MSA)
11. National Association of Geography Students (NAGS)
12. National Association of Nigerian Students (NANS)
13. National Association of Science Students (NASS)
14. Nigeria Association of Adventist Students (NAAS)
15. Physical and Health Education Students (PHESA)
16. Primary Education Students' Association of Nigeria (PESAN)
17. School of Arts and Social Science Students' Association (SASSSA)

18. Science Student's Association of Nigeria (STAN)
19. Student Union Government (SUG)
20. Association of Physics Students (APS)
21. Diploma and Certificate Association
22. National Association of Computer Science (NACS)
23. National Agricultural Sciences Students Association (NASAN)
24. Early Childhood Care Education Association of Nigeria (ECCESAN)
25. Primary Education Students Association of Nigeria (PESAN)
26. Nigerian College of Education GamesAssociation (NICGA)
27. Students Historical Society of Nigerian (SHSN)

8.3.2 Tribal Associations

1. Adara Students Association
2. Bajju Students' Association
4. Gwong Students Association
5. Ham Students Association
6. Katsina State Students Association
7. Baranzan Student's Association (BSA)
8. O'Dua Students' Association
9. Tiv Students Association
10. Atyap Students' Association
11. Takad Students Association
12. Nikyop Students Association
13. Koro Students Association
14. FULBE Students Association
15. Tiv Students Association
16. Igbo Students Association
17. Nimzom Students Association
18. Kuturmi Association

8.3.3 Religious Associations

1. Deeper Life Campus Ministry
2. Fellowship of Christian Students (FCS)
3. Muslim Students Society (MSS)
4. Nigerian Federation of Catholic Students (NFCS)
5. Theological Students' Association
6. Joint Christian Campus Fellowship (JCCF)
7. ECWA Students Ministry
8. Grace Covenant Cherubim and Seraphim
9. Chapel of Revival
10. The Lord Chosen Charismatic Revival Movement

8.3.4 Clubs

1. Agriculture Science Education Club
2. Fine and Apply Arts Club
3. Health Club
4. Literary and Drama Club
5. Press Club
6. Rotaract Club
7. Hausa Drama Club

8.3.5 Code of Conduct

1. The student organization must have a Constitution, which states the purposes and goals of the organization and these goals and purposes must be consistent and compatible with the overall missions and goals of the College.

2. The student organization must comply with the College's non-discrimination policy with regard to membership.

3. The students' non tribal organizations must abide by the College policies and procedures in their activities and conduct.

4. The student organization must observe the principle of freedom of expression which should be exercised in a peaceful, non-disruptive manner and with different point of view.

5. The members should seek the advice and counsel of their respective moderators/patrons or Student Affairs Office on controversial or provocative issue.

6. All registered organizations are expected to takes responsibility for their actions and conduct.

7. The constitution of the Students organization should be reviews by the Student Affairs Division of the College every three years to ensure compliance of their activities with that of the constitution, mission and goals of the College.

8. Clarification an interpretations of these guidelines of clubs/organizations will be provided as needed by the Student Affairs Officer or designee.

NB: All Unions and Clubs should limit their activities within the campus.

8.3.6 Rights and Benefit

1. The organizations shall be allowed to use the name of the College in all formal communications of the association.

2. The organizations should apply for the use of College facilities to the appropriate authority.
3. The organizations may call/advertise for membership on campus under the organization's name subject to policies and procedures provided by the College.

4. The organizations should request and use designated College bulletin boards and posting area in accordance with the College policies on posting.

5. The organization should be provided with opportunities to sponsor activities on campus including guest speakers subject to the criteria established by the College.

6. The organizations should have the right to request access to campus services, leadership programmes. Students Affairs liaison and other resources on campus.

8.3.7 Use of College Facilities

1. The College multi-purpose hall or lecture rooms may be used by the registered organizations with the permission of the College Registrar or his designated representative in accordance with the College regulations.

2. Application for use of College Sporting facilities must be made through the Sports Officer.

3. All persons or organizations are treated strictly on equal basis of

first-come-first in granting of permission for the use of College facilities. The official College activities, programmes and events are given precedence over that of all organizations. Allorganizations granted permission for the use of any College facility shall be held responsible for any eventual damage.

4. No reservations may be regarded as finalized until notification has been received in writing from the Office of the Registrar.

5. College facilities must not be used for the purpose of carrying out unlawful activated. However, Non-College members or organizations shall have access to and use College facilities only prior to approval by the College Registrar for purposes that are compatible with the functions of the College. Such people or organizations may be required to pay for the use of the facility.

8.3.8 Student Publications

The College maintains a tradition of free student press and freedom of expression. All students' publications must carry the name of the organization responsible for the publication. All students' publications must state explicitly on the editorial page that the opinions expressional therein are not those of the College or of the entire student body.

The following publications are prohibited on both campuses of the College. Anything to the contrary is punishable by the College in accordance to the College rules:

The publications are:

1. Libellous and/or slanderous publication.

2. Obscene publication
3. Publication that are not properly titled.
4. Anonymous and
5. Publications which incite violence.

8.3.9 Rules Governing Student's Publications

The following general regulations shall govern all students' publications:

a) All applications for registration of any publication should first be submitted/pass through the Student Union before reaching the College Authority.

b) All students' publications whether magazines, news bulleting periodicals, letters to the press, TV or radio must be submitted to the College Authority through the Student Affairs Office for approval at least 72 hours before printing or releasing same for public consumption.

c) Clubs and societies should always send three copies of their publications to the College library.

d) All elected student into Students' Union executive shall relinquish his/her elective post in any club or society he/she belongs to. The student can, however, keep his membership of the club or society.

e) All students' publications must state clearly, on the editorial page, that the opinions therein, are not those of the College administration or that of the entire students' body. All publications must carry the names of the members of the editorial board and their addresses.

f) Notices, handbills and publications are placed only at the approved notice boards and not on walls of buildings or rooms.

9.0 STUDENTS' DISCIPLINARY MEASURES

9.1 Code of Conducts

S/N	Misconduct	Nature of Misconduct	Punishment(s)
1	Failure to register with the college.	(a) Two weeks after the semester registration. (b) On commencement of semester examination. (c) Writing examination without due registration.	(a) Student to pay ₦5,000 as late registration. (b) Student should not be allowed to write the examinations. (c) Scripts is not to be marked
2	Failure to register with the School/Department	(a) Two weeks after the semester registration. (b) After a month of semester registration. (c) Writing semester examination without registration.	(a) Student to pay ₦500 as late registration. (b) Student to pay ₦1,000 as late registration. (c) The scripts is not to be marked.
3	Lateness to lectures	(a) 5 minutes after commencement of lecture. (b) 30 minutes after commencement of lecture.	(a) Verbal warning by the Lecturer. (b) Student not to be allowed to attend the lecture.
4	Failure to write assignment and submit assignment(s)	(a) Within specified time (b) Copy other students' assignment.	(a) Be asked to write 2 assignments and only one be marked. (b) Be asked to write another assignment.
5	Destruction of College property	(a) Writing on walls, tables, etc. (b) Breaking of College property.	(a) Student to repaint the wall, table, etc. (b) Admission to be withdrawn and handed over to security agents.
6	Collection of money for handouts	(a) Self collection (b) On behalf of his/her Lecturer	(a) To make refund and be suspended 2 weeks. (b) To be suspended for one week.
7	Quarrelling /insult	(a) Fellow student (b) Lecturer (c) Other staff	To be investigated and if confirmed: (a)-(c) The student be expelled from the College.
8	Fighting (Assault and Battery)	(a) Fellow student (b) Lecturer (c) Other staff (d) Resulting to death of (a)-(c) above	To be investigated and if confirmed: (a)-(c) The student be expelled from the College. (d) The student be expelled and handed to security agents.
9	Rape/sexual harassment	(a) Fellow student (b) Staff	(a)-(b) To be investigated and if confirmed the student be expelled and handed to security agents.
10	Smoking	(a) Cigarettes (b) Indian Hemp, etc.	(a)-(b) To be investigated and if confirmed the student be expelled and handed to security agents.
11	Drug abuse	Found to be selling/taking dangerous drugs as prohibited by the National Drugs Law Enforcement Agency (NDLEA)	Be withdrawn and handed over to National Drugs Law Enforcement Agency (NDLEA)
12	Breaking channels of communication	Skipping due process	Student be made to follow due process of communication in the College. If repeated be serve with warning letter
13	Murder	(a) Fellow student (b) Lecturer (c) Others	Hand over to security for investigation, if found guilty be withdrawn and hand over to security for prosecution

14	False alarm	Any kind	To be investigated and if found to be false the student be suspended for one semester. If true, the culprit be handed over to security agents.
15	Theft/robbery	(a) Stealing from fellow students	(a) If suspected, the suspect be suspended to give room for investigation.
16	Cultism/Religious extremism	Any kind	Be investigated and if confirmed be withdrawn and handed over to security.
17	Drunkenness/Alcohol	(a) During lectures (b) On Campus/hostels	(a) Sent out of lecture room and suspended for 2 weeks. (b) Be suspended and ejected from the hostel. (c) Use, possession or distribut ion of alcoholic drinks is prohibited and punishable by the law/expulsion.
18	Collection of tuition fees	(a) Between students (b) Non-students	(a) If found guilty, the student be suspended. (b) Non- student be handed over to security.
19	Visit to hostels	(a) Any student found in opposite sex hostel (b) Non-student found in opposite sex hostel	(a) Be suspended for one month. (b) Be handed over to security agents
20	Indecent dressing/Hair styles	Contrary to College dress code	(a) Warn to change. (b) Objection to above and persist the student be dismissed.
21	Lateness to examination hall	(a) 45 minutes after commencement of lecture. (b) One after commencement of lecture.	(a) Be allowed but no extra time to be given to the student. (b) Shall not be allowed to write the examination.
22	Disorderly Conduct	Engaging in behavior that is destructive, lewd, dangerous, harmful obstructive or disorderly	Punishable under the law/ Expulsion from the College
23	Forgery or Fraud .	Forgery, alteration or misuse of College documents, records or identification	Punishable by law/ Expulsion from the College.
24	Gambling	Gambling in any form on campus	Punishable by law/ Expulsion from the College.
25	Illegal Possession of Official Documents or Materials	Possession of College official documents or materials (e.g. keys to offices, official receipt, office stamps, certificates etc.)	If found guilty, shall be punished in accordance with the Laws of the College.

9.1.1 Dress Code

All students of the College community are expected to dress decently. No student should dress in a manner that the community will regard as improper. Any student not properly dressed would be sent out of the class or examination halls to dress properly. The following mode of dressing is prohibited for students:

FEMALE Students are **NOT ALLOWED** to wear the following:

1. Transparent cloths and any cloths that reveal sensitive parts of the body such as bust, chest, belly, upper arms and the buttocks.
2. Dropping shawls or scarves over sleeveless dresses.
3. Sleeveless dresses and dresses with very tiny singlet-like straps (spaghetti straps, off shoulders, wicket straps, mono straps).
4. Strapless blouse or short blouse that do not cover the hip line.
5. Skirts with hems above the knees (e.g. (mini etc).
6. Dresses and skirts with slit above the knees.
7. Tight trousers and dresses (over-clinging clothing, including body hugs, hip-stand trousers and clothing made from stretchy elastic materials).
8. Trousers or trouser suits with blouses/jackets that are above the hip-line.
9. Outfits such as T-shirt and jeans which carry obscene and subliminal messages.
10. Coloured hair or coloured attachment with two or more shades of colour.
11. Ankle chains and rings on toes.
12. The use of face-caps and dark eye glasses (except for sports and other related events).
13. Tattooing of any part of the body (Any Tatto done before admission into the College shall be declared during the first registration in the first year).

MALE Students are **NOT ALLOWED** to wear the following:

1. Sleeveless cloths.
2. Shirts which are not properly buttoned up and shirt collars that are left flying.
3. Short knickers/boxers.
4. The practice of pulling down one's trousers to the hip-line.
5. T-shirt and jeans which carry obscene and subliminal messages.

6. Wearing of head ties.
7. Wearing of ear-rings, bracelets and ankle chains
8. Braiding, perming of hair, jerry curls, plating, dreadlocks
9. The use of face-caps and dark eye-glasses (except for sports and other related events)
10. Tattooing of any part of the body (Any Tatto done before admission into the College shall be declared during the first registration in the first year).

PENALTIES FOR IMPROPER DRESSING

1. Students who violate the College dress code shall be sent out of the lecture room, examination halls or from the school environment. They shall be made to write an undertaking after a verbal warning.
2. A warning letter shall be issued to a student for repeated offence and a copy of the letter shall be filled in his/her personal file.
3. The parent/guardians of the student may be informed in writing accordingly.
4. If unrepentant, the student shall be suspended or expelled as the case may be. A student is considered unrepentant of bad dressing habit if he or she has been warned of the offence up to at least two time.

NB: All teaching and non-teaching staff of the College are empowered to evict any student who contravenes dress code out of classroom, examination halls, offices and workshop/laboratories.

9.1.2 Students' Strikes, Rallies and Demonstrations

Subject to the provisions of the College laws, all students' strikes, rallies and demonstrations are strictly prohibited. However, student who wish to organize strikes, rallies and demonstrations must seek and receive approval

from the College authority before embarking on same. To do otherwise, is punishable in accordance with the laws of the College.

9.1.3 Procedure for Strikes, Rallies and Demonstrations

To organize strikes, rallies and demonstrations in the College, the organizers should apply to the chief executive of the College through the Student Affairs Officer for discussions and approval by the College Chief Executive. The Chief Executive shall give the organizers terms and conditions for organizing of such strikes, rallies and demonstration. Anything done contrary to what have been approved, the organizers shall be held responsible for such acts. This may include prosecution and if found guilty, punishment will be meted out in accordance with the law.

10.0 AMENDMENTS

All provisions in this information Handbook are subject to amendments from time to time be the College Academic Board.