



# STUDENT HANDBOOK

*...striving for all that is good, pure and noble*



**ENVILLE POLYTECHNIC**

P.M.B. 8638, IKEJA, LAGOS



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HANDBOOK

**ISBN: 978-978-969-391-7**

2<sup>ND</sup> EDITION: DECEMBER, 2022

**ENVILLE HOUSE**

4, Osho Street (Opebi- Oregun Link Road)

Opebi, Ikeja, Lagos State.

P.M.B 8638 Ikeja

Tel: 08033151233, 08060194594

Website: [www.envillepoly.edu.ng](http://www.envillepoly.edu.ng)

E-mail: [info@envillepoly.edu.ng](mailto:info@envillepoly.edu.ng)

## VISION & MISSION STATEMENT

### ***Our Vision***

...is to be among the world's leading higher educational institutions that produce first - rate academically, socio - economically, technologically and spiritually empowered and flourishing youths that are conscious of the bounties of a well-protected environment and a well tilled land through engineering, agricultural, technological, innovative and entrepreneurial inclusive endeavours.

### ***Our Mission***

...is to translate our vision into the reality of producing practically technical worthy youths who are able to use their intellect, innovative, learning, research and spiritual abilities as adeptly as they can use their hands and skill to build a dynamic and prosperous humanity, thus guaranteeing the fulfillment of the social, economic, technological, spiritual and educational needs of the individual, the community and the Nation, which will transform the Fatherland into a land of milk and honey, achieved through engaging in only that which is GOOD, PURE and NOBLE

## Foreword by the Rector

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*This handbook on academic policies and regulations is intended to provide fresh students with vital information that will assist them to go about their studies smoothly in the Polytechnic.*

*As some students do not know exactly what is expected of them in terms of regular attendance to classes, conduct during examinations, the importance of class assignments and weighting attached to laboratory and workshop practicals in the Polytechnic, this handbook provides the necessary guide.*

*The handbook explains clearly the grading system used in the Polytechnic, how to compute the Grade Point Average (GPA), the Cumulative Grade Point Average (CGPA), conditions under which a student can be disqualified from taking an examination, and how to request for the remarking of answer scripts (where necessary).*

*Most importantly, this handbook unequivocally brings to the forefront what constitutes an examination malpractice and appropriate punitive measures apportioned to such offences.*

*We hope that this edition of the handbook, which has been provided for the National Diploma (ND) programme and subsequently the Higher National Diploma (HND), will remain valuable to students and will help stem the increasing incidents of examination malpractice now rampant in the country's educational system. It is, therefore, advisable that every student of Envile Polytechnic goes through this booklet thoroughly to familiarize himself or herself with the rules governing the Polytechnic and endeavours to abide by them for a successful learning and problem-free stay at the Polytechnic for the period of their academic pursuits.*

*The Rector*

## THE GOVERNING COUNCIL

The Governing Council is responsible for the formulation of policies and for the general control and supervision of the finances and property of the Polytechnic.

The Council has powers to do anything which, in its opinion, will promote the best interest and facilitate the carrying out of the activities of the Polytechnic towards the achievement of the Polytechnic's aims and objectives.

The Governing Council is headed by a Chairman in the person of Professor Celina Adanna Maduemezia.

Members of the Council include a representative of the National Board for Technical Education (NBTE), Professor William Odiete (FNES), Mrs. Mudashiru Hadiza Daodu, Mr. Elejo Peters, Dr. Alex Thomopulous, Mr. Tunde Shonekan, Engineer Felix Chikwu, Barrister (Mrs.) Emmanuela Awana Longe and the Rector.

## PRINCIPAL OFFICERS OF ENVILLE POLYTECHNIC

1. Rector
2. Registrar
3. Director of School
4. Librarian
5. Bursar

## Appendix II

### FORM 'B'

### EXAMINATION MISCONDUCT

#### (STATEMENT OF INVIGILATOR)

1. NAME OF STUDENT: \_\_\_\_\_
2. EXAMINATION NUMBER: \_\_\_\_\_
3. SUBJECT: \_\_\_\_\_
4. CLASS: \_\_\_\_\_
5. DEPARTMENT: \_\_\_\_\_
6. SCHOOL: \_\_\_\_\_
7. HOSTEL: \_\_\_\_\_ ROOM NO: \_\_\_\_\_

STATEMENT (A brief description of what happened)

\_\_\_\_\_

\_\_\_\_\_  
Signature  
(STUDENT)

\_\_\_\_\_  
Signature  
(INVIGILATOR)

(Departmental Examination Officer)

## Appendix I

### FORM 'A'

To be completed in Triplicate.

1. NAME OF STUDENT: \_\_\_\_\_
  2. EXAMINATION NUMBER: \_\_\_\_\_
  3. SCHOOL: \_\_\_\_\_
  4. DEPARTMENT: \_\_\_\_\_
  5. CLASS: \_\_\_\_\_
  6. SUBJECT: \_\_\_\_\_
  7. DATE: \_\_\_\_\_
  8. NATURE OF MISCONDUCT: \_\_\_\_\_
  9. PARTICULARS OF EXHIBITS FOUND WITH THE STUDENT:  
\_\_\_\_\_
  10. STATEMENT BY STUDENT: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
Signature  
(STUDENT)

\_\_\_\_\_  
Signature  
(INVIGILATOR)

NOTE: You are required to appear before the School Examination Misconduct Committee which shall notify you of the exact date and time. Failure to appear before the Committee shall be regarded as a misconduct and an act of insubordination and this shall cause the Committee to put you on trial in absentia.

## 1.0 INTRODUCING ENVILLE POLYTECHNIC

### 1.1 INTRODUCTION

Enville Polytechnic was established primarily to provide for studies, training and development of techniques in Applied Sciences, Engineering, Art and Business as well as in other spheres of learning (cultural, social and spiritual development) and the inculcation of good character which are integral parts of holistic education and training.

Enville Polytechnic is an autonomous private institution. The Polytechnic was established to provide courses of instruction, training and research in Applied Sciences, Engineering, Technology, Management Studies and such other fields of learning as may be determined from time to time with regard to the citizenry needs towards sustaining a viable community - based life.

The Polytechnic was duly registered with the Corporate Affairs Commission (CAC) as an educational non-profit outfit guaranteed by equity. The aim of the Polytechnic is to provide men and women with lifelong education that will enable them to be self-reliant and make useful contributions to the development of the Polytechnic's immediate host communities of Agbowa, Imota, Iganke, Itoikin, Ikorodu, Epe, Ijebu Ode etc. and the communities from which the students hail.

It is our plan that every student that graduates from Envill Polytechnic would have acquired enough practical training in hands - on practical technical, Engineering, Business Management and Artificial Intelligence to be self-reliant.

Academic programmes to be offered as well as the time frame for their commencement, students' admission requirements, students and staff projections, grading system and graduation requirements also form part of this academic brief.

Enville Polytechnic shall ensure that the students would be exposed to Information and Communication Technology (ICT), including adequate measures of what is now known as Artificial Technology, laced with adequate spiritual exposure which shall form very essential components of every programme mounted by her.

Knowledge, they say, is power and is the bedrock of all developmental breakthroughs. Enville Polytechnic, therefore, aims to empower the students by introducing Business Administration and Management, Computer Engineering, Computer Science and Electrical / Electronics Engineering Technology into her curriculum, first at the National Diploma (ND) level, through the National Board for Technical Education (NBTE) and the Federal Ministry of Education, and later at the Higher National Diploma level. All these programmes will be community - based through collaborative entrepreneurial - based structured training.

## 1.2 TEMPORARY LOCATION OF ENVILLE POLYTECHNIC

Enville Polytechnic's temporary campus is located in the Opebi area of Ikeja Local Government Area (LGA) of Lagos State, at 4 Osho /15 Odunuga Streets with an annex at 7 Odunuga Street, on the Opebi-Oregun Link Road, Opebi.

## 22.0 GENERAL INSTRUCTIONS TO STAFF MEMBERS

Any staff member involved in examination offences such as examination leakage, victimization of students in marking of scripts and compilation of results, alteration of marks/grades, refusal or failure to invigilate without permission from the appropriate authority, etc, shall be investigated by the Dean of School of the relevant School and referred to the Rector for necessary administrative action.

## 23.0 FORMS FOR REPORTING EXAMINATION MISCONDUCT

Examination misconduct shall be reported on Forms 'A' and 'B' (See Appendices I and II).

**19.6.** The Examiner shall submit his or her score sheet to the Head of Department. In doing so, he or she shall ensure that a duplicate copy which he retains is duly signed by the Head of Department and himself/herself.

**19.7** A copy of the candidate's scores should be submitted to the Head of Department immediately course work is done.

#### **20.0 INSTRUCTIONS TO EXAMINATIONS OFFICERS**

**20.1** The Departmental Examinations Officer shall be responsible for the conduct of examinations in the department.

**20.2** He shall ensure that examinations are hitch - free.

**20.3** He shall be responsible for the coordination and compilation of the results for the department.

#### **21.0 INSTRUCTIONS TO THE HEAD OF DEPARTMENT**

**21.1** The Head of Department shall be the Chief Examinations Officer of the department.

**21.2** He shall ensure that all question papers are moderated.

**21.3** He shall ensure that all officers charged with the responsibilities concerning examinations perform their duties timely and in conformity with the laid down rules and regulations for the examination.

### **1.3 PERMANENT LOCATION OF THE POLYTECHNIC**

Enville Polytechnic has acquired a total of 150,375.180 square meters (approx. 15.25 hectares) of land at Iganke Junction, Agbowo - Epe Road, Epe LGA, Lagos State for its permanent campus. The initial infrastructural development on the land is on-going. The first set of four (4) 1-storey blocks for lecture rooms/workshops / laboratories, an auditorium, administration facilities, library, medical facilities plus a cafeteria and a gate-house should be ready for use by **June 2023**.

The three (3) blocks of purpose - built Entrepreneurship and Technical Services/repair halls are expected to be ready also by June 2023.



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## 18.0 DUTIES OF ATTENDANTS

- 18.1** Attendants shall assist the invigilator where necessary in the distribution of examination materials.
- 18.2** Attendants shall be present in the hall as long as the examination lasts.
- 18.3** Candidates going to the toilet shall be accompanied by attendant(s) male or female as the case may be.
- 18.4** The attendant shall carry out any other duty/duties assigned by the invigilator during the examination.

## 19.0 INSTRUCTIONS TO EXAMINERS

- 19.1** All questions shall be moderated at least one week to the commencement of an examination. In the case of ND II and HND II, sessional questions shall be externally moderated. After moderation, the Head of Department shall take custody of the moderated papers.
- 19.2** The Head of Department, the Examiner in any particular case and at least one senior member of the department shall form the moderation team. All members of the team must be present during the moderation.
- 19.3** The Head of Department shall ensure that questions are typed, well packed, sealed and delivered to the departmental Examinations Officer at least one hour before the commencement of the paper.
- 19.4** The Examiner shall be present during the first 15 minutes and the last 15 minutes of the examination.
- 19.5** The Examiner shall submit his marked examination scripts and scores to the Head of Department within two weeks after the semester examination.

At the end of each examination, the Examinations Officer should draw a line through any blank space at the end of each answer.

**17.17** The invigilator shall mark the attendance register and report to the Head of Department any candidate that is absent from the examination.

**17.18** Candidates shall not be allowed to leave the examination hall without handing in his/her answer booklet. At the end of the examination the invigilator shall collect the answer booklets from the candidates while they remain seated.

**17.19** The invigilator should ensure that the attendance sheet is passed round for candidates' signature 30 minutes after the commencement of the examination. He shall then count the number of candidates physically present in the hall against the total signatories.

**17.20** The invigilator shall be vigilant throughout the course of the examination. Under no circumstance should an invigilator leave the examination hall without an arrangement for his/her substitution. Also, reading of novels, newspapers, writing of letters or marking of scripts are not allowed during an examination.

**17.21** Any candidate found cheating shall immediately be given copies of examination malpractices forms for completion. The original copy with relevant exhibits shall be handed over to the Dean of School through the School Examinations Officer for further action.

**17.22** The invigilator shall not allow the use of cell phones for calls or for text messaging while the examination is in progress.

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**17.9** Immediately after question papers have been distributed to all candidates, the invigilator shall ask the candidates to see that they have the papers for which they have been entered. Then and only t h e n shall the invigilator give a signal for the examination to start.

**17.10** Candidates shall be admitted up to the first half-hour of the examination only with the permission of the invigilator. Cases of admittance after the starting time of the examination shall be reported to the Chief Examinations Officer.

**17.11** The invigilator shall arrange for an escort for a student who wishes to leave the examination hall to answer the call of nature and may search such a candidate on his/her return.

**17.12** The invigilator shall not allow any candidates to leave the hall until the first one hour has elapsed.

**17.13** After the first hour, any candidate who wishes to submit his/her answer booklet and leave may do so.

**17.14** Reasonable silence shall be maintained throughout an examination by both the invigilator, other officials and the candidates.

**17.15** The Invigilator shall write Start-Time and Stop-Time on the chalk board and shall thereafter announce the time at appropriate intervals during the period of an examination.

**17.16** At the close of each examination, the invigilator shall collect the answer booklets, count them and hand them over with four question papers to the examiner who shall count and ensure that they are c o m p l e t e . Where an examiner is not available, the invigilator shall hand over the answer booklets to the Head of Department.

- 17.2** The invigilator shall exercise constant and vigilant supervision over the candidates. All cases of ill-health shall be reported to the Departmental Examination Officer who will send a report to the Dean of School on completion of the examination.
- 17.3** Before serving the booklet, the invigilator shall instruct all candidates to ensure that there are no illegal materials, on or around the seats/desks.
- 17.4** An invigilator shall report to the examination hall about half an hour before the examination is due to start and shall receive from the Head of Department the question papers in sealed packets.
- 17.5** The Head of Department and the Departmental Examination Officer shall sign each examination answer booklet before the commencement of each examination. This is to prevent illegal issuance of examinations booklets.
- 17.6** While the examination is in progress, no person, other than the invigilator, the examiner, the attendant, Dean of School or his representative, Head of Department, the Registrar's representative (Exams and Records) and the Medical Personnel shall be allowed to enter the hall.
- 17.7** The time allowed for an examination paper as indicated in the timetable, must be strictly adhered to.
- 17.8** Each of the sealed packets of examination paper must be opened in the presence of the candidates.

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## 2.0 THE NATIONAL DIPLOMA PROGRAMME

### 2.1 INTRODUCTION

The National Diploma (ND) is a programme approved by the National Board for Technical Education (NBTE), a principal organ of the Federal Ministry of Education, specifically created to handle all aspects of Technical and Vocational Education in Nigeria.

The National Diploma (ND), however, lays more emphasis on technical practices to ensure the competence of graduates of the programme in solving technical and technological challenges. The qualification is at par with other National Diploma certificates offered by Polytechnics and allied institutions. ND is acceptable for entry into the HND Programme and Direct entry into Universities in Nigeria and abroad at the 200 level and is preferred by employers of labour because the curricula are industry-based.

### 2.2 THE OBJECTIVES

The programme is designed to equip the students with creative and designing skills to enable them professionalize in various fields of Technology and Information Technology as well as entrepreneurship for those who want to be self-employed. Based on their entrepreneurship training in the ND programme, students are prepared to develop an attitude of self-reliance which will help them in setting up small-scale businesses that should grow into medium and large scales.

### 2.3 THE ACADEMIC PROGRAMME

The school runs the National Diploma (ND) Programme in Business Administration and Management, Computer Engineering Technology, Computer Science, and Electrical / Electronics Engineering Technology leading to the award of National Diploma (ND) after eighteen (18) months (2 academic sessions) course.

**16.3** Candidates shall not leave the examination hall during the first 30 minutes of the examination. Thereafter, candidates may, with the permission of the Invigilator, leave the hall to obey the call of nature and shall in all cases be accompanied by an attendant.

**16.4** Candidates shall bring with them to the examination hall their own writing materials which may be permitted in a particular paper. Candidates are not allowed to bring in papers, books or bags into the examination hall.

**16.5** There shall be no communication between candidates while the examination is in progress. However, candidates wishing to ask questions on issues that require clarification shall raise their hands to attract the attention of the invigilator.

**16.6** Candidates shall not be allowed to smoke in the examination hall.

**16.7** The use of scrap papers shall not be permitted. All rough work must be done in the answer booklet and neatly crossed through.

**16.8** Candidates are advised to write legibly and to begin each question on a fresh page.

**16.9** Candidates must ensure that they write at the appropriate place, the title of the examination, their examination number, and the numbers of the questions attempted before submitting their scripts to the Invigilator.

**16.10** Candidates shall not be allowed to take away from examination hall any used/unused answer booklet(s).

### 17.0 INSTRUCTIONS TO INVIGILATORS

**17.1** The invigilator shall ensure that students present their identity cards before they are admitted into the examination hall.

- (a) Head of Department other than that of the candidate involved in the alleged malpractice as Chairman.
- (b) Head of Department or his nominee not below the rank of Principal Lecturer of the candidate involved in the malpractice as Member.
- (c) Examinations Officer of the School as Member.
- (d) The Registrar of the School as Secretary.

The Committee shall submit the report of its findings together with necessary recommendations to the Director of School, within two (2) weeks of the misconduct. The Committee's report shall thereafter be submitted by the Director of School for the consideration of the School Board. The recommendation of the School Board shall be forwarded to the Academic Board for determination. The marks of the student shall not be computed until after the determination of the case by the Academic Board.

**15.5** Any candidate charged with examination misconduct shall be required to remain on campus and be available to the Examination Misconduct Committee until the Committee completes its investigation.

**15.6** The department shall ensure that there is proof that the student received the invitation to appear before the Committee.

## **16.0 EXAMINATION INSTRUCTIONS TO CANDIDATES**

**16.1** Candidates shall be punctual at every examination. Candidates who come late to the examination hall shall be admitted only at the discretion of the invigilator, but no candidate shall be allowed into the hall 30 minutes after the commencement of the examination.

**16.2** Candidates must present their identity cards before being admitted into the examination hall.

## **2.4 ADMISSION REQUIREMENTS**

<b>SCHOOL OF ENGINEERING</b>		
	<b>Programmes</b>	<b>Department and Entry Requirements</b>
<b>1.</b>	<b>Computer Engineering Technology</b>	<b>Department of Computer Engineering Technology</b>
		<b>National Diploma (ND) Only</b> Five O' Level Credit Passes in SSCE or its Equivalent Examination which must include English Language, Mathematics, Physics, Chemistry and any other one out of the following in not more than 2 sittings: 1. Technical Drawing 2. Statistics 3. Geography 4. Biology / Agric. Science 5. Economics / Commerce 6. Food and Nutrition 7. Further Mathematics
<b>2.</b>	<b>Electrical &amp; Electronics Engineering Technology</b>	<b>Department of Electrical / Electronics Engineering Technology</b> <b>National Diploma (ND)</b> Five O' Level Credit Passes in SSCE or its Equivalent Examination which must include English Language, Mathematics, Physics, Chemistry and any one subject chosen from the following in not more than 2 sittings: 1. Further Mathematics 2. Biology 3. Applied Electricity 4. Basic Electronics 5. Technical Drawing



SCHOOL OF MANAGEMENT		
	Programmes	Department and Entry Requirements
1.	<b>Business Administration and Management</b>	<b>Department of Business Administration and Management</b> <b>National Diploma (ND)</b> Five O' Level Credit Passes in SSCE or its Equivalent Examination which must include English Language, Mathematics, Economics and any two out of the following in not more than 2 sittings: 1. Commerce 2. Government / History 3. Geography 4. Statistics 5. Principle of Accounts 6. Business Methods 7. Office Practice 8. Literature in English 9. Biology/Agric. Science/Physics/Chemistry
SCHOOL OF SCIENCE AND TECHNOLOGY		
	Programmes	Department and Entry Requirements
1.	<b>Computer Science</b>	<b>Department of Computer Science</b> <b>National Diploma (ND)</b> Five O' Level Credit Passes in SSCE or its Equivalent Examination which must include English Language, Mathematics, Physics and any two out of the following in not more than 2 sittings: 1. Chemistry 2. Statistics 3. Biology / Agric. Science 4. Geography 5. Further Mathematics

## 15.0 PROCEDURE FOR HANDLING EXAMINATION MISCONDUCT

Examination misconduct is construed as irregularities, violation of or infringements on examination rules and regulations (as may be defined by the Academic Board) before, during or after the conduct of an examination. The following steps shall be adhered to when handling an examination misconduct.

- 15.1** As soon as a candidate is suspected by any examination official, of having resorted to any examination misconduct, the answer booklet of the candidate shall be seized by the invigilator. Any exhibit(s) found on the candidate shall be signed by the candidate and invigilator. The candidate shall be made to complete and sign Form 'A' in triplicate immediately and the form countersigned by the invigilator and stapled to the seized script. The invigilator shall also complete and sign Form 'B' for reporting examination misconduct and hand it over to the candidate to sign. The completed Forms 'A' and 'B' shall be forwarded to the School Examination Officer for endorsement and necessary action.
- 15.2** A fresh answer booklet shall be given to the candidate to continue the examination (if still in progress) after completing the formalities on the relevant forms.
- 15.3** At the conclusion of the relevant examination paper, the invigilator shall forward both the answer booklet (marked I and II) to the School Examination Officer who shall, in turn, forward the scripts together with the copy of misconduct reports to the Dean of the affected School.
- 15.4** The Director of School shall appoint a Committee to investigate all cases of examination misconduct. The Examination Misconduct Committee shall comprise the following:

## 12.0 STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

Any industrial training, prescribed as part of the programme, shall be satisfactorily completed before a student can be eligible for the award of the Diploma Certificate.

## 13.0 CLASS OF DIPLOMA (ND/HND)

The final award and class of a Diploma shall be based on the CGPA which a candidate has earned during the two (2) years period of study. The minimum CGPA for the award of Diploma shall be 2.00. The classification of the Diploma shall be as follows:-

Distinction	-	CGPA 3.50 to 4.00
Upper Credit	-	CGPA 3.00 to 3.49
Lower Credit	-	CGPA 2.50 to 2.99
Pass	-	CGPA 2.00 to 2.49
Fail	-	CGPA Below 2.00

## 14.0 GENERAL COMMENTS ON EXAMINATION MISCONDUCT

- (a) Any student referred to the Examinations Malpractice Committee and the Student Disciplinary Committee shall wait for the trial.
- (b) A student who fails to wait for the trial and appear before the Committee shall be tried in absentia and the recommendation of the panel shall be binding on such a student who shall be regarded as having absconded from the Polytechnic on admission of guilt.

## 14.1 MISCONDUCT: Committing any act of misconduct connected with an examination which may not have been listed above.

**PENALTY:** The School Board shall determine the penalty according to the nature of the misconduct.

## 2.5 COURSES OFFERED AT ENVILLE POLYTECHNIC FOR ND

The following courses are offered in the programme:

### 2.5.1 NATIONAL DIPLOMA IN BUSINESS ADMINISTRATION AND MANAGEMENT BUSINESS ADMINISTRATION AND MANAGEMENT FIRST SEMESTER ND - 1 (YEAR ONE)

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1	BAM 111	Introduction to Business I		1	2	3	3
2	BAM 112	Business Mathematics I		2	1	3	3
3	BAM 113	Principles of Law		1	2	3	3
4	BAM 114	Principles of Economics I		2	1	3	3
5	ACC 111	Principles of Accounting I		1	3	4	4
6	BAM 115	Principles of Marketing		1	2	3	3
7	BAM 116	Elements of Public Administration		1	2	3	3
8	BAM 117	Principles of Purchasing		1	2	3	3
9	GNS 111	Citizenship Education		1	1	2	2
		TOTAL		11	16	27	27

#### LEGEND FOR ABOVE TABLE

T	=	Tutorials
L	=	Lecture Hours
P	=	Practical Hours
BAM	=	Business Administration and Management Courses
ACC	=	Accounting Courses
PAD	=	Public Administration Courses
MKT	=	Marketing Courses
PUS	=	Purchasing and Supply Courses
GNS	=	General Studies
CH	=	Contact Hours
CU	=	Course Unit



## BUSINESS ADMINISTRATION AND MANAGEMENT SECOND SEMESTER ND – I (YEAR ONE)

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1	BAM 121	Introduction to Business II		1	2	3	3
2	BAM 122	Business Mathematics II		2	1	3	3
3	BAM 124	Principles of Economics II		1	2	3	3
4	BAM 126	Introduction to Entrepreneurship		1	2	3	3
5	BAM 125	Information Technology (Data Processing)		2	4	6	6
6	ACC 121	Principles of Accounts II		1	3	4	4
7	BAM 123	Introduction to Social Psychology		1	2	3	3
8	OTM 112	Technical English I		2	2	4	4
9	GNS 131	Citizenship Education II		1	1	2	2
		TOTAL		12	19	31	31

### LEGEND FOR ABOVE TABLE

L = Lecture Hours

P = Practical Hours

T = Tutorials

BAM = Business Administration and Management Courses

ACC = Accounting Courses

GNS = General Studies

CH = Contact Hours

CU = Course Unit

**11.4.14 MISCONDUCT:** Obstructing, restricting, hindering or kidnapping an invigilator or examination officer by a student or group of students thereby preventing him/her from performing his/her lawful duties.

**PENALTY:** The candidate(s) involved shall be expelled from the Polytechnic and handed over to the Security Unit for further necessary action.

### (E) INVIGILATOR MISCONDUCT

**11.5.1 MISCONDUCT:** Failure and/or refusal of an invigilator to take appropriate action required of him/her during invigilation.

**PENALTY:** The case shall be referred to the Rector who may refer it to the appropriate Staff Disciplinary Committee (SDC) for disciplinary action.

**11.5.2 MISCONDUCT:** Failure and/or refusal of any officer to take appropriate action demanded of him by virtue of his office in any reported case(s) of examination misconduct within a specified period of time.

**PENALTY:** The case shall be referred to the Rector who may refer it to the appropriate Staff Disciplinary Committee (SDC) for disciplinary action.

**11.5.3 MISCONDUCT:** Unauthorized award or alteration of marks with a view to favour or victimize a student.

**PENALTY:** The case shall be referred to the Rector who may refer it to the appropriate Staff Disciplinary Committee (SDC) for disciplinary action.

**11.4.7 MISCONDUCT:** Stealing question papers, solutions or materials relevant to the examination from the official's desk, table, etc.

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**11.4.8 MISCONDUCT:** Passing a copy of the question paper to anybody outside the examination hall.

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**11.4.9 MISCONDUCT:** Smuggling in or out of an answer booklet or a continuation sheet during the examination.

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**11.4.10 MISCONDUCT:** Leaving the examination hall to consult any textbook, notebook or materials stored in a cell phone.

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**11.4.11 MISCONDUCT:** Destroying evidence/exhibits by chewing or by any other means.

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**11.4.12 MISCONDUCT:** Being in possession of a dangerous weapon in or around the venue of an examination.

**PENALTY:** The candidate shall be expelled from the Polytechnic and handed over to the law enforcement agents for prosecution.

**11.4.13 MISCONDUCT:** Attacking an invigilator or any examination officer in or out of the examination hall.

**PENALTY:** The candidate shall be expelled from the Polytechnic and handed over to the Security Unit for further necessary action.

## BUSINESS ADMINISTRATION AND MANAGEMENT FIRST SEMESTER ND – II (YEAR TWO)

S/N	COURSE CODE	COURSE TITLE	T	P	CU	CH
1	BAM 211	Principles of Management I	1	2	3	3
2	BAM 212	Business Statistics I	2	1	3	3
3	BAM 213	Office Management	1	2	3	3
4	BAM 214	Business Law	1	2	3	3
5	BAM 216	Practices of Entrepreneurship	1	2	3	3
6	BAM 215	Information Technology II	2	4	6	6
7	BAM 217	Research Methodology	1	1	2	2
8	ACC 212	Cost Accounting I	1	3	4	4
9	OTM 222	Technical English II	1	1	2	2
		<b>TOTAL</b>	<b>11</b>	<b>18</b>	<b>29</b>	<b>29</b>

### LEGEND FOR THE ABOVE TABLE

L = Lecture Hours

P = Practical Hours

T = Tutorials

BAM = Business Administration and Management Courses

GNS = General Studies

CH = Contact Hours

CU = Course Unit

## BUSINESS ADMINISTRATION AND MANAGEMENT SECOND SEMESTER ND – II (YEAR TWO)

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1	BAM 221	Principles of Management II		1	2	3	3
2	BAM 222	Business Statistics II		2	1	3	3
3	BAM 223	Elements of Production Management		2	2	3	3
4	BAM 224	Elements of Human Capital Management		2	1	3	3
5	BAM 225	Project		1	4	5	5
6	ACC 212	Cost Accounting II		2	2	3	3
7	GNS 202	Communication in English II		1	1	2	2
		<b>TOTAL</b>		<b>12</b>	<b>13</b>	<b>22</b>	<b>22</b>

### LEGEND FOR ABOVE TABLE

L	=	Lecture Hours
P	=	Practical Hours
T	=	Tutorials
BAM	=	Business Administration and Management Courses
ACC	=	Accounting Courses
GNS	=	General Studies
CH	=	Contact Hours
CU	=	Course Unit

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**11.4.3 MISCONDUCT:** Leaking of examination questions by any of the parties who are authorized or unauthorized to handle questions and those who may be involved in the processing of examination papers.

### PENALTY:

- (a) **STAFF:** The case shall be referred to the Rector who may take it to the Staff Disciplinary Committee (SDC) for appropriate action.
- (b) **STUDENT:** Any student involved shall be expelled from the Polytechnic.
- (c) **THE CLASS:** The paper affected shall be cancelled and retaken by the whole class as carry-over in the corresponding semester during the following year.

**11.4.4 MISCONDUCT:** Any student or person impersonating another student or person in writing a test or examination.

### PENALTY:

- (a) The student impersonating and the student impersonated shall be expelled from the Polytechnic.
- (b) If any of the parties involved is not a student of the Polytechnic he/she shall be arrested and prosecuted under the Examination Malpractices Act.

**11.4.5 MISCONDUCT:** Exchange of answer booklet during examination.

**PENALTY:** The candidates involved shall be expelled from the Polytechnic.

**11.4.6 MISCONDUCT:** Use of programmable calculator or wristwatch or unauthorized electronic communication-device or cell phone inside the examination hall.

**PENALTY:** The candidate shall be expelled from the Polytechnic.

**PENALTY:** The candidate involved shall be deemed to have admitted the alleged examination misconduct stated in the form and shall be rusticated for two (2) academic sessions. Where the alleged examination misconduct is punishable with expulsion, the candidate shall be expelled accordingly.

**11.3.3 MISCONDUCT:** Assisting another candidate in the execution of practicals during an examination.

**PENALTY:** The candidates involved shall be disqualified from the entire examination and rusticated for two (2) academic years and shall be required to register at the beginning of the corresponding semester during the third year.

**(D) EXAMINATION MISCONDUCT PUNISHABLE WITH EXPULSION**

**11.4.1 MISCONDUCT:** Receiving assistance from any staff or group of persons during the examination.

**PENALTY:**

**(a) STUDENT:** He/She shall be expelled from the Polytechnic.

**(b) STAFF:** The case shall be referred to the Rector who may refer the case to the Staff Disciplinary Committee (SDC) for appropriate action.

**11.4.2 MISCONDUCT:** Making any prior arrangement to obtain the question paper before the examination.

**2.5.2 NATIONAL DIPLOMA IN COMPUTER ENGINEERING TECHNOLOGY**  
**COMPUTER ENGINEERING TECHNOLOGY**  
**FIRST SEMESTER ND - 1 (YEAR ONE)**

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	GNS 101	Use of English I	2	-	-	2	2
2	GNS 127	Citizenship Education	2	-	-	2	2
3	MTH 112	Algebra and Elementary Trigonometry	1	-	1	2	2
4	MEC 101	Technical Drawing	1	2	-	3	3
5	CTE 111	Introduction to Computer and Information Technology	1	2	-	3	3
6	CTE 112	Electrical Workshop Practice & Tech.	1	2	-	3	3
7	CTE 113	Computer Application Packages	1	2	-	3	3
8	CTE 114	Internet and Web Technologies	1	3	-	3	3
9	CTE 115	Data Structures	1	2	-	2	2
10	EEC 115	Electrical Engineering Science I	1	2	-	3	3
11	MEC 113	Basic Workshop Tech. and Practice	1	2	-	3	3
		<b>TOTAL</b>	<b>13</b>	<b>17</b>	<b>1</b>	<b>29</b>	<b>29</b>

**LEGEND FOR ABOVE TABLE**

L = Lecture Hours  
P = Practical Hours  
MTH = Tutorials  
EEC = Mathematical Courses  
COM = Electrical / Electronic Courses  
GNS = Computer Science Courses  
CH = General Studies  
CU = Contact Hours  
Course Unit

## COMPUTER ENGINEERING TECHNOLOGY SECOND SEMESTER ND - 1 (YEAR ONE)

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1	GNS 102	Communication Skills in Eng. I	2	-	-	2	2
2	GNS 128	Citizenship Education II	2	-	-	2	2
3	MTH 211	Calculus	2	-	-	2	2
4	CTE 121	Digital Computer Fundamentals I	1	-	2	3	3
5	CTE 122	Electrical Measurement and Instrumentation I	1	-	2	3	3
6	CTE 123	Computer / Electronics Maintenance and Repairs	1	-	2	3	3
7	CTE 124	Technical Report Writing	2		0	2	2
8	EEC 124	Electronics I	1		2	3	3
9	EEC 125	Electrical Engineering Science II	1	-	2	3	3
10	EED 126	Introduction to Entrepreneurship	1	-	2	3	3
11	MEC 102	Machine Tools Technology and Practice	1	-	2	3	3
		<b>TOTAL</b>	15	-	14	29	29

### LEGEND FOR ABOVE TABLE

L	=	Lecture Hours
P	=	Practical Hours
T	=	Tutorials
COM	=	Computer Science Courses
EEC	=	Electrical / Electronic Courses
GNS	=	General Studies
MTH	=	Mathematical Courses
CTE	=	Computer Technical Courses
EED	=	Entrepreneurship Courses
CH	=	Contact Hours
CU	=	Course Unit

**PENALTY:** The candidate involved shall be disqualified from the entire examination and rusticated for one (1) academic year and shall be required to register at the beginning of the corresponding semester during the following year.

**11.2.4 MISCONDUCT:** Being in possession of examination materials such as answer booklet or continuation sheet either before or after the examination.

**PENALTY:** The candidate involved shall be disqualified from the entire examination and rusticated for one (1) academic year and shall be required to register at the beginning of the corresponding semester in the following year.

### (C) EXAMINATION MISCONDUCT PUNISHABLE WITH TWO YEARS RUSTICATION

**11.3.1 MISCONDUCT:** Influencing any examination official or examiner before, during or after the examination with a view to getting unmerited grades or gaining any other advantage in the examination.

**PENALTY:** The candidate involved shall be disqualified from the entire examination and rusticated for two (2) academic years and shall be required to register at the beginning of the corresponding semester during the third year.

**11.3.2 MISCONDUCT:** Refusing to fill or complete part of the form for reporting examination misconduct.

**PENALTY:** The candidate involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. The candidate shall be allowed to carry over the paper provided he/she satisfies the conditions for a carry-over.

**(B) EXAMINATION MISCONDUCT PUNISHABLE WITH ONE YEAR RUSTICATION**

**11.2.1 MALPRACTICE:** Being in possession of a piece of paper, textbook or any other unauthorized material that is relevant to the paper being examined, whether the piece of paper, notebook, textbook or other materials are relevant or not to the question(s) set in the paper.

**PENALTY:** The student shall be rusticated for one (1) academic year and shall be required to register at the beginning of the corresponding semester during the following year.

**11.2.2 MISCONDUCT:** While the examination is in progress, after the receipt of the question paper, and before handing over the answer booklet, any candidate found to be copying or to have copied from any paper, book or note written on any part of clothing, body, table, desk, chalkboard, ceiling, wall or instruments like set square, slide rule, protectors, etc.

**PENALTY:** The candidate involved shall be disqualified from the entire examination and rusticated for one (1) academic year and shall be required to register at the beginning of the corresponding semester during the following year.

**11.2.3 MISCONDUCT:** Exchange of question paper containing the answers, formulas or solutions to a question asked in the examination.

**COMPUTER ENGINEERING TECHNOLOGY  
FIRST SEMESTER ND - 2 (YEAR TWO)**

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1	GNS 201	Use of English II	2	-	-	2	2
2	MTH 202	Logic and Linear Algebra	2	-	-	2	2
3	EEC 239	Electrical Circuit Theory I	1	-	2	3	3
4	EEC 234	Electronics II	1	-	2	3	3
5	CTE 236	Introduction to Visual Basic Programming	1	-	2	2	2
6	EED 216	Practice of Entrepreneurship	1	-	2	2	2
7	CTE 231	Micro Computer Fundamentals	1	-	2	3	3
8	CTE 232	Computer Workshop Practice I	1	-	2	3	3
9	CTE 233	Digital Computer Fundamentals II	1	-	2	3	3
10	CTE 235	Electrical Measurement and Instrumentation II	1	-	2	3	3
11	CTE 234	Computer Architecture	1	-	2	3	3
		<b>TOTAL</b>	<b>13</b>	<b>-</b>	<b>18</b>	<b>29</b>	<b>29</b>

**LEGEND FOR ABOVE TABLE**

L	=	Lecture Hours
P	=	Practical Hours
T	=	Tutorials
COM	=	Computer Science Courses
EEC	=	Electrical / Electronic Courses
GNS	=	General Studies
CTE	=	Computer Technical Engineering Courses
CH	=	Contact Hours
CU	=	Course Unit

**COMPUTER ENGINEERING TECHNOLOGY  
SECOND SEMESTER ND - 2 (YEAR TWO)**

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1	GNS 202	Communication in English II	2	-	-	2	2
2	MTH 122	Trigonometry and Analytical Geometry	2	-	-	2	2
3	CTE 244	Computer Networking	1	-	2	3	3
4	CTE 245	Telecommunication Engineering II	1	-	2	3	3
5	CTE 243	Operating Systems I	2	-	0	2	2
6	CTE 241	Introduction to Microprocessor and Assembly Language	1	-	2	3	3
7	CTE 242	Computer Workshop Practice II	1	-	2	3	3
8	EEC 249	Electrical Circuit Theory II	1	-	-	2	2
9	CTE 246	Project		-	6	6	6
		<b>TOTAL</b>	<b>11</b>	<b>-</b>	<b>14</b>	<b>26</b>	<b>26</b>

**LEGEND FOR ABOVE TABLE**

L	=	Lecture Hours
P	=	Practical Hours
T	=	Tutorials
COM	=	Computer Science Courses
EEC	=	Electrical / Electronic Courses
GNS	=	General Studies
MTH	=	Mathematical Courses
BAM	=	Business Administration and Management Courses
CH	=	Contact Hours
CU	=	Course Unit

**PENALTY:** The candidate involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. The candidate shall be allowed to carry over the paper provided he/she satisfies the conditions for a carry-over.

**11.1.2 MISCONDUCT:** Writing on any unauthorized paper during the examination;

**PENALTY:** The candidate involved shall be disqualified from the relevant examination and shall be deemed to have failed that paper. The candidate shall be allowed to carry over the paper provided he/she satisfies the conditions for a carry-over.

**11.1.3 MALPRACTICE:** Possession of programmable calculator or wristwatch or unauthorized electronic communication devices such as cell phone inside the examination hall.

**PENALTY:** The candidate involved shall be disqualified in the relevant examination and shall be deemed to have failed that paper. The candidate shall be allowed to carry over the paper provided he/she satisfies the conditions for a carry-over.

**11.1.4 MALPRACTICE:** Changing of position in the examination hall without permission.

**PENALTY:** The candidate involved shall be disqualified in the relevant examination and shall be deemed to have failed that paper. The candidate shall be allowed to carry over the paper provided he/she satisfies the conditions for a carry-over.

**11.1.5 MALPRACTICE:** Leaving the examination hall without permission from the invigilator.



b. A preliminary student who obtains a CGPA of 2.00 and above at the end of the session, but fails more than 2/5 of all courses shall be withdrawn from the programme. In determining 2/5 of all courses, the nearest whole number shall be considered.

c. A preliminary student who fails in 2/5 or less number of his courses at the end of the session, but earns a CPA of 2.00 and above shall be granted the opportunity to resist such courses.

d. The resist shall be assessed only on examination and the maximum grade obtainable by a student shall be 'C' or Pass. A student who fails the resist examination shall be withdrawn.

#### 10.11 REVIEW OF EXAMINATION PAPERS

Where a students petition on a semester examination and result requires a review of already marked scripts, a fee of N10,000 per script must be paid by the student before the petition would be entertained. The petition will be submitted to the Rector through the Director of School and the unit involved would be required to take appropriate action by nominating people from within or outside the department who will investigate the matter and report to the Rector.

Such a petition must reach the Rector within 3 weeks from the date of the release of the result.

Where the petition is upheld, the candidate qualifies for a refund of the paid petition fee.

### SECTION IV

#### 11.0 EXAMINATION MISCONDUCT

##### 11.1 (A) EXAMINATION MISCONDUCT PUNISHABLE WITH CARRY-OVER

**11.1.1 MISCONDUCT:** Engaging in an unauthorized communication in whatever form while the examination is in progress.

#### 2.5.3 NATIONAL DIPLOMA IN COMPUTER SCIENCE COMPUTER SCIENCE FIRST SEMESTER ND - 1 (YEAR ONE)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	COM 111	Introduction to Computing	2	2	-	3	4
2	COM 112	Introduction to Digital Electronics	2	2	-	3	4
3	COM 113	Introduction to Programming	2	2	-	3	4
4	COM 114	Statistics for Computing I	1	2	-	2	3
5	COM 115	Computer Application Packages I	2	1	-	3	3
6	GNS 101	Use of English I	1	1	-	2	2
7	GNS 102	Citizenship Education I	2	1	-	2	3
8	MTH 111	Logic and Linear Algebra	2	2	-	2	4
		<b>TOTAL</b>	<b>14</b>	<b>13</b>		<b>20</b>	<b>27</b>

#### LEGEND FOR ABOVE TABLE

L	=	Lecture Hours
T	=	Tutorial Hours
P	=	Practical Hours
COM	=	Computer Science Courses
GNS	=	General Studies
MTH	=	Mathematical Courses
STA	=	Statistical Courses
CH	=	Contact Hours
CU	=	Course Unit



## COMPUTER SCIENCE SECOND SEMESTER ND - 1 (YEAR ONE)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	COM 121	Programming using C Language	2	2		3	4
2	COM 122	Introduction to the Internet	2	2		3	3
3	COM 123	Programming Language using JAVA I	2	4		3	4
4	COM 124	Data Structure and Algorithm	2	1		3	4
5	COM 125	Introduction to System Analysis and Design	2	1		3	3
6	COM 126	PC Upgrade and Maintenance	1	3		3	4
7	GNS 102	Communication in English	2			2	2
8	GNS 228	Research Methodology	2			2	2
9	GNS 128	Citizenship Education II	2			2	2
10	EED 126	Practice of Entrepreneurship	2			2	2
		<b>TOTAL</b>	<b>19</b>	<b>13</b>		<b>26</b>	<b>30</b>

### LEGEND FOR ABOVE TABLE

L	=	Lecture
T	=	Tutorial
P	=	Practical
COM	=	Computer Science Courses
GNS	=	General Studies
MTH	=	Mathematical Courses
EED	=	Entrepreneurship Courses
CH	=	Contact Hours
CU	=	Course Unit

## 10.9 CONDITIONS FOR STUDENT PROGRESS

The condition for carrying over of courses shall be as follows:-

- 10.9.1** No extra fees shall be charged on students for carry-over courses, provided that such students pay the normal administrative charges payable by each registered student per session.
- 10.9.2** Examination for carrying over courses/subject will only be done during the corresponding semester or whenever such subjects/courses are available.
- 10.9.3** In carry-over courses, a student shall be assessed on both the course work and examinations, and shall be awarded the full marks and grades he obtains. Any incomplete examination shall also be carried over.
- 10.9.4** A student at any level of the programme shall register for a minimum of 15 and a maximum of 26 credit units in a semester. A final year student may however register for only the courses he failed.
- 10.9.5** A student shall be allowed a maximum of 8 semesters to graduate from the programme. A student who fails to meet the requirements for graduation in a programme shall be entitled to the Polytechnic's Statement of Result.
- 10.9.6** A student shall be allowed to resit an examination for failed courses after the second semester examination but shall pay the prescribed management fee.

## 10.10 PRE-ND PROGRAMME

- a. A preliminary student shall be required to pass in all courses offered in the session.

However, for courses which are practical in nature, appropriate weighting may be given by raising Course Work (CW) beyond 40%. The final grade which a student earns will be the sum of his scores in CW and SE.

### 10.7 EVALUATION GRADING SYSTEM

For evaluation purposes, letter grades with the corresponding numeric values and classification are accepted as follows:

SCORES	LETTER GRADE	NUMERICAL VALUE	COURSE GRADE CLASSIFICATION
75 & above	A	4.0	Excellent
70-74%	AB	3.5	pass
65-69%	B	3.25	pass
60-64%	BC	3.00	pass
55-59%	C	2.75	Pass
50-54%	CD	2.50	pass
45-49%	D	2.25	pass
40-44%	E	2.00	pass
Below 40%	F	0.0	Failure

### 10.8 STUDENT GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

The assessment of a student's performance shall be based on the Grade Point Average (GPA). The GPA is the sum of the value points divided by the total number of credit units. A unit is equivalent to one contact hour/week/semester. For the purpose of computation, one credit unit shall be equivalent to "one hour of lecture or tutorial of two Lab/Workshop hours" except in the case of Art and Design where one lecture hour shall be equivalent to one hour of studio work. The sessional CGPA at the end of the year is the mean of the previous GPA and the current GPA.

### COMPUTER SCIENCE FIRST SEMESTER ND - 2 (YEAR TWO)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	COM 211	Programming Language using JAVA II	2	2	-	3	3
2	COM 212	Introduction to Systems Programming	2	3	-	2	2
3	COM 213	Unified Modelling Language (UML)	2	2	-	3	3
4	COM 214	Computer Systems Troubleshooting	1	2	-	3	3
5	COM 215	Computer Application Packages II	2	2	-	3	3
6	COM 216	Statistics for Computing II	2		-	2	
7	EED 216	Practice of Entrepreneurship II	2	1	-	2	3
8	GNS 201	Use of English II	2	2	-	2	3
9	SIW 219	SIWES		4	-	4	
		<b>TOTAL</b>	<b>15</b>	<b>18</b>		<b>24</b>	<b>20</b>

#### LEGEND FOR ABOVE TABLE

L	=	Lecture
T	=	Tutorial
P	=	Practical
COM	=	Computer Science Courses
GNS	=	General Studies
MTH	=	Mathematical Courses
CH	=	Contact Hours
CU	=	Course Unit

### COMPUTER SCIENCE SECOND SEMESTER ND - 2 (YEAR TWO)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	COM 221	Basic Computer Networking	1	3		3	4
2	COM 222	Seminar on Computer and Society	2			2	2
3	COM 223	Basic Hardware Maintenance	2	3		3	3
4	COM 224	Management Information Systems	2	1		2	3
5	COM 225	Web Technology	2	3		3	5
6	COM 226	File Organization and Management	2	1		3	3
7	GNS 204	Communication in English II	2	1		2	2
8	COM 229	Project	2	4		6	6
		<b>TOTAL</b>	<b>15</b>	<b>16</b>		<b>24</b>	<b>28</b>

#### LEGEND FOR ABOVE TABLE

L	=	Lecture
T	=	Tutorial
P	=	Practical
COM	=	Computer Science Courses
GNS	=	General Studies Courses
CH	=	Contact Hours
CU	=	Course Unit

### iii. CUMULATIVE GRADE POINT AVERAGE (CGPA)

The calculation of Grade Point Average made by student in two or more semesters is referred to as the student's Cumulative Grade Point Average. It is simply a weighted average. For example, if a student's scores for two semesters were as follows:

#### 1ST SEMESTER

Subject	Letter Grades	Credit Units	Numerical Grades	Value Points
English	B	3	3.00	9.00
Statistics	A	4	4.00	16.00
Business Maths	BC	3	2.50	7.50
Psychology	C	2	2.00	4.00
Economics	D	2	1.00	2.00
<b>Totals</b>	<b>14(TCU)</b>		<b>38.5(TVP)</b>	
GPA	38.5 / 14 = 2.75			

#### 2ND SEMESTER

Subject	Letter Grades (LG)	Credit Units (CU)	Numerical Grades (VP)	Value Points
English	A	3	4.00	12.00
Statistics	A	4	4.00	16.00
Business Maths	B	3	3.00	9.00
Psychology	CD	2	1.50	3.00
Economics	C	2	2.00	4.00
<b>Totals</b>	<b>14(TCU)</b>		<b>44.00(TVP)</b>	
GPA	44.00 / 14 = 3.14			

$$CGPA = (2.75 + 3.14) / 2 = 5.89 / 2 = 2.945$$

### 10.6 DETERMINATION OF FINAL GRADE

For courses, the relative weighting of the Course Work (CW) and the semester examination (SE) shall be as follows:

Course Work (CW)	40%
Semester Examination (SE)	60%

## 10.5 METHODS FOR AND ILLUSTRATION OF THE COMPUTATION OF STUDENTS' OVERALL PERFORMANCE

### I. Grade Point GP (or Value Point)

Grade Point is obtained by multiplying the **credit units** assigned to a particular course by the **numerical grades** obtained in the examination of that course. For example, if Property Law carries 4 credit units and a student obtained 80% which is an A Grade and has a numerical value of 4, his Grade Points (or Value Points) for Property Law will be  $4 \times 4 = 16$ .

ii. **GRADE POINT AVERAGE (GPA).** The overall performance of each student shall be determined by means of Grade Point Average obtained by awarding value points in respect of each course on the basis of credit units of the course multiplied by the numerical value of the grade obtained. The Grade Point Average is then the total number of Value Points divided by the total number of credit units. For example, if a student scores A (72%), B (69%), BC (51%), C (44%), and D (28%) in five subjects which carry 2,3,3,1, and 2 credit units respectively, his/her Grade Point Average (GPA) will be worked out as follows:

Letter Grades	Credit Units	Numerical Grades	Value Points
A	2	4	8
BC	3	2.5	7.5
B	3	3	9
C	1	2	2
E	2	0.5	1
<b>TOTALS</b>	<b>11(TCU)</b>	<b>12</b>	<b>27.5(TVP)</b>

$$\text{G.P.A} \quad 27.5 / 12 \quad = \quad 2.50$$

## 2.5.4 NATIONAL DIPLOMA IN ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY ELECTRICAL / ELECTRONICS ENGINEERING TECHNOLOGY FIRST SEMESTER ND - 1 (YEAR ONE)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	GNS 101	Use of English	2	-	-	2	2
2	MTH 112	Algebra and Elementary Trigonometry	1	-	1	2	2
3	SDV 201	Business Entrepreneurship	2	-	-	2	2
4	MEC 111	Technical Drawing	-	4	-	4	4
5	MEC 112	Basic Workshop Technology and Practice	1	2	-	3	3
6	EEC 114	Report Writing	1	3	-	2	4
7	EEC 112	Introduction to Computer Software	1	2	-	2	3
8	EEC 117	Computer Hardware I	1	2	-	2	3
9	EEC 115	Electrical Engineering Science I	1	2	-	2	3
10	EEC 111	Electrical Graphics	1	3	-	2	4
		<b>TOTAL</b>	<b>11</b>	<b>18</b>	<b>1</b>	<b>23</b>	<b>30</b>

### LEGEND FOR ABOVE TABLE

L	=	Lecture
T	=	Tutorial
P	=	Practical
MTH	=	Mathematical Courses
GNS	=	General Studies
EEC	=	Electrical / Electronics Courses
SDV	=	Courses
CH	=	Contact Hours
CU	=	Course Unit

**ELECTRICAL / ELECTRONICS ENGINEERING  
TECHNOLOGY  
SECOND SEMESTER ND - 1 (YEAR ONE)**

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	GNS 102	Communication Skills I	2	-	-	2	2
2	MTH 211	Calculus	1	-	1	2	2
3	MEC 124	Machine Tools Technology and Practice	1	2	-	3	3
4	EEC 122	Electrical Power I	1	2	-	3	3
5	EEC 123	Electrical Machines I	1	2	-	3	3
6	EEC 124	Electronics I	1	2	-	3	3
7	EEC 125	Electrical Engineering Science II	1	2	-	3	3
8	EEC 126	Electrical / Electronics Instruments I	1	3	-	3	3
9	EEC 128	Telecommunication I	1	2	-	3	3
10	EEC 129	Electrical Installation of Building	1	2	-	3	3
		<b>TOTAL</b>	<b>11</b>	<b>17</b>	<b>1</b>	<b>28</b>	<b>28</b>

**LEGEND FOR ABOVE TABLE**

L	=	Lecture
T	=	Tutorial
P	=	Practical
MTH	=	Mathematical Courses
GNS	=	General Studies
EEC	=	Electrical / Electronics Courses
CH	=	Contact Hours
CU	=	Course Unit

All recommendations concerning student progress will be subject to the approval of the Academic Board on the advice of the School Board after such School Board shall have considered student progress reports forwarded to it by the Departmental Examinations Board. The Director of School shall have the right to attend any Departmental Examinations Board meeting and should receive advance notice of all such meetings.

**10.3 PROCEDURE FOR STUDENT ASSESSMENT**

- The assessment of all courses shall be by internal examiners at all semester examinations except the final semesters of the National and Higher National Diploma examinations where assessment shall be by both internal and external examiners.
- Assessment shall be a continuous process throughout the duration of all courses.

**10.4 ASSESSMENT METHOD**

Assessment shall consist of course work and semester examinations.

**10.4.1 CW-Course Work Assessment**

Course work assessment shall be based upon performance in the following:

- Class work (tests and quizzes)
- Homework or assignments
- Practicals (workshops and lab/studio and field)

**10.4.2 Semester Examination**

A written semester examination

c. Any student who is absent from an examination, without a reason acceptable to the Academic Board, shall be deemed to have failed in that particular examination. Misreading of the examination timetable shall not be accepted as a satisfactory explanation for the absence.

d. Any prelim student who, on account of illness, is absent from a semester examination, may be permitted by the Academic Board to present himself/herself for such examination at a future date provided that:

- i. The illness has been reported to the Registrar through the student's Head of Department before or during the conduct of the examination(s), or
- ii. The student has been examined by the Polytechnic's Medical Officer before the examination(s) and a medical report submitted to the Registrar for subsequent consideration by the Academic Board, or
- iii. An evidence of hospitalization signed by a Medical Officer of a government hospital is submitted to his/her department for consideration by the Academic Board.

d. Students are not allowed to bear telephone handsets in examination halls.

## 10.2 PROGRESS THROUGHOUT THE PROGRAMME

For a student to progress from one year of the programme to the next and in order to graduate, he must have a satisfactory achievement in course work and in semester examinations. The minimum pass mark in all courses will be 40%.

## ELECTRICAL / ELECTRONICS ENGINEERING TECHNOLOGY FIRST SEMESTER ND - 2 (YEAR TWO)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	GNS 111	Citizenship Education	2	-	-	2	2
2	MTH 202	Logic and Linear Algebra	1	-	1	2	2
3	EEC 232	Electrical Power II	1	2	-	3	3
4	EEC 233	Electrical Machines II	1	2	-	3	3
5	EEC 234	Electronics II	1	3	-	3	4
6	EEC 236	Electrical and Electronics Instrument II	1	2	-	3	3
7	EEC 238	Telecommunications II	1	2	-	3	3
8	EEC 239	Electrical Circuit Theory I	1	2	-	3	3
		<b>TOTAL</b>	<b>9</b>	<b>13</b>	<b>1</b>	<b>22</b>	<b>23</b>

### LEGEND FOR ABOVE TABLE

L	=	Lecture
T	=	Tutorial
P	=	Practical
GNS	=	General Studies
MTH	=	Mathematical Courses
EEC	=	Electrical / Electronics Courses
CH	=	Contact Hours
CU	=	Course Unit

## ELECTRICAL / ELECTRONICS ENGINEERING TECHNOLOGY SECOND SEMESTER ND - 2 (YEAR TWO)

S/N	COURSE CODE	COURSE TITLE	L	P	T	CU	CH
1	GNS 202	Communication Skills II	2	-	-	2	2
2	MTH 122	Trigonometry and Analytical Geometry	1	-	1	2	2
3	EEC 247	Computer Hardware II	1	2	-	3	3
4	EEC 242	Electrical Power III	1	2	-	3	3
5	EEC 244	Electronics III	1	3	-	3	4
6	EEC 249	Electrical Circuit Theory II	1	2	-	3	3
7	EEC 280	Project	0	3	-	3	3
		<b>TOTAL</b>	<b>7</b>	<b>12</b>	<b>1</b>	<b>19</b>	<b>20</b>

### LEGEND FOR ABOVE TABLE

L	=	Lecture
T	=	Tutorial
P	=	Practical
GNS	=	General Studies
MTH	=	Mathematical Courses
EEC	=	Electrical / Electronics Courses
CH	=	Contact Hours
CU	=	Course Unit

- ii. Exercise all such other functions as are or may be conferred on him by the Governing Council from time to time as they may deem necessary.

## 9.8 CLOSURE OF THE POLYTECHNIC

The Rector, acting normally, in consultation with the Academic Board may direct the closure for such period as he may deem necessary, of the whole or any part of the Polytechnic for reason of any emergency such as the outbreak of an epidemic or some other natural disaster and for such good cause as the needs of the community may require, provided that the Rector shall, within forty-eight hours, notify the Chairman, Governing Council of such closure and receive directives in furtherance of the action taken.

## SECTION III

### 10.0 REGULATIONS AND PROCEDURES FOR THE CONDUCT OF EXAMINATION AND ASSESSMENT UNDER THE SEMESTER SYSTEM

#### 10.1 ADMISSION TO EXAMINATIONS

- a. Only candidates who are registered as students in accordance with the Polytechnic's regulations shall be admitted into examinations.
- b. All such candidates are required in addition to paying all prescribed fees, to have a minimum of 75 percent attendance in all courses selected in the various departments of the Polytechnic.



**9.5 STUDENTS' DISCIPLINARY COMMITTEE**

The Rector, in exercising any of his/her powers to discipline students under these regulations, may appoint a Disciplinary Committee in writing consisting of members of the Polytechnic as he/she may determine and shall include the GCR and at least one member of the Students' Union. Nothing in this section shall be construed as preventing the Rector from exercising any of his / her power of discipline.

**9.6 SECTIONAL HEADS AND DISCIPLINE**

The Rector may empower the Hall Master or Head of Hall of Residence or an Academic Department or other similar unit of the Polytechnic, to recommend the discipline of students other than by way of rustication or expulsion from the Polytechnic for any misconduct occurring in the Hall of Residence or in the Academic Department.

**9.7 CONDITIONS FOR DEPRIVING STUDENTS OF AWARDS**

The Rector, in consultation with the GCR, may:

- I. Deprive a student of any fellowships, memberships, diplomas, certificates, scholarships, studentships, bursary, medals, prizes, or other academic titles, distinctions or awards whatsoever conferred upon him by the Polytechnic if, after such enquiry as the Academic Board may deem necessary, the Academic Board is satisfied that the student has been guilty of any infamous conduct in obtaining and/or gaining admission into the Polytechnic.
- ii. Withdraw or withhold the fellowship, membership diplomas, certificates, scholarships, studentships, bursary or other academic awards whatsoever granted to any student by the Polytechnic where the Academic Board is satisfied on academic or other grounds that it is necessary so to do.

**3.0 GENERAL COURSE DESCRIPTION****3.1 COMPUTER ENGINEERING**

The Department of Computer Engineering applies a multi-pronged approach ranging from theoretical, practical and research-based learning to position her students as creative technology leaders. This is achieved with the presence of five laboratories, studios and workshops in the department, and more.

**3.2 COMPUTER SCIENCE**

The National Diploma and Higher National Diploma Programmes in Computer Science are designed to train students in theoretical and practical aspects of Computer Science. More specifically, diplomates of the programme should be able to: install and manage a computer system, design and run efficient programmes in a wide spectrum of fields and in various languages, and more.

**3.3 BUSINESS ADMINISTRATION AND MANAGEMENT**

The National Diploma Programme in Business Administration and Management is designed to train young men and women in the principles, procedures and techniques of Business Administration and Management, Marketing, Public Administration, Co-operative Services, and Purchasing and Supply. In this context, the ND diplomates should, among others, be able to: conduct a simple structure survey on any aspect of business and make appropriate recommendations to the authorities; identify management problems at appropriate levels, analyse them and design management strategies to overcome them, and more.

**3.4 ELECTRICAL / ELECTRONICS ENGINEERING**

The National Diploma Programme in Electrical/Electronics Engineering is designed to train students in theoretical and practical aspects of Electrical/Electronics Engineering. More specifically, diplomates of the programme should be able to construct simple electrical/electronics circuits when necessary for use in modification or as a part of a major construction, and more.



#### 4.0 ENVILLE POLYTECHNIC'S ADMINISTRATIVE FRAMEWORK

##### 4.1 Academic Board

The Academic Board takes charge of all academic activities of the Polytechnic. It is empowered by the edict to make regulations relating to teaching, study and research, including the use of the Polytechnic Library and to conduct all examinations for the award of diplomas, certificates and prizes. The Chairman of the Academic Board is the Rector and the Registrar is the Secretary.

##### 4.2 School Board

The School Board reports to the Academic Board. In addition to other duties, it makes recommendations to the Academic Board on academic matters and advises the Rector on the general academic and administrative affairs of the Polytechnic. The Director of School is the Chairman and the secretary is the Administrative Secretary of the Polytechnic. All Senior Teaching Staff of the Polytechnic are members.

##### 4.3 Departmental Board

The Departmental Board makes recommendations to the School Board on academic and administrative matters affecting the Department.

##### 4.4 Committee of Directors

The edict provides for a Committee of Directors of Schools which shall advise on academic matters referred to it by the Rector and Academic Board.

##### 4.5 Management Committee

This Committee is set up by the Rector to advise on matters relating to the management and administration of the Polytechnic as may be referred to it by the Rector.

#### 9.4 STUDENTS' RUSTICATION AND EXPULSION

- Where it appears to the Rector, in consultation with the GCR, that any student has been guilty of misconduct, he/she may direct:
  - a. That the student shall not, during such period that may be specified in the directive participate in such activities of the Polytechnic as may be so specified.
  - b. That the activities of the student shall, during such period as may be specified in the directive, be restricted in such a manner as may be so specified.
  - c. That the student be rusticated for such a period as may be specified in the directive.
  - d. That the student shall be expelled from the Polytechnic.
- Where a directive is given for the rustication or expulsion of a student, the student concerned may appeal against the directive to the Governing Council which may, after taking measures it may consider appropriate, either confirm or set aside the directive or alter it in such a manner as it may deem fit.
- An appeal against a directive shall not affect the operation of the directive pending the determination of the appeal.
- Nothing in this regulation shall be construed as precluding the restriction or termination of a student's activities or attendance at the Polytechnic on grounds other than misconduct provided the action of the student complained of appears to the Rector to be prejudicial to the maintenance of peace, order and discipline of the Polytechnic or is disgraceful or dishonourable in respect of staff or students of the Polytechnic.

### 9.3 TYPES OF MISCONDUCT

Misconduct in this respect shall include the following:

- a. Drunkenness
- b. Drug abuse
- c. Entertaining visitors in the room at odd times
- d. Careless or wilful destruction or damage of the Polytechnic's property
- e. Theft
- f. Gambling
- g. Unauthorized installation and use of a cooker or any cooking or water-boiling facility in the hostel.
- h. Fighting
- i. Wilful failure to submit Polytechnic property to the appropriate officer at the close of semester
- j. Loud and distracting noise at unauthorized times and locations, e.g. administration block, lecture blocks/offices, library, etc.
- k. Unlawful meetings, demonstrations, processions and rioting
- l. Cultism
- m. Obscene and libellous publications
- n. Examination misconduct / malpractice
- o. Forgery
- p. Disobedience of lawful instructions
- q. Impersonation
- r. Indecent dressing
- s. Possessing and sharing of pornographic materials in the campus or hostel
- t. Use of cell phones in unauthorized places especially in examinations halls
- u. All other acts which the Polytechnic may adjudge as misconduct or breach of the matriculation oath

### 4.6 Congregation

The congregation is made up of the Rector, Deputy Rector and every full-time academic and non-academic staff of the Polytechnic who holds a university degree or its equivalent. The congregation expresses by resolution or otherwise its opinion on all matters affecting the interest and welfare of the Polytechnic.

### 4.7 Administrative Departments

The following are the existing Administrative and Services Departments and units for the students and staff of the Polytechnic:

- Office of the Rector
- Office of the Deputy Rector
- Registry Department
- Bursary Department
- Works and Maintenance Services Department
- Medical Services Department
- Students Affairs Department
- Security Department
- Library Department

### 4.8 ACADEMIC SET-UP IN THE POLYTECHNIC

The Polytechnic has been structured to run the School system. The Polytechnic currently has the following schools and departments:

#### 4.8.1 School of Management Sciences

##### Department:

Business Administration and Management

#### 4.8.2 School of Engineering

##### Departments:

Electrical / Electronics Engineering Technology  
Computer Engineering Technology

#### 4.8.3 School of Applied Sciences

##### Department:

Computer Science

### 5.0 ACADEMIC FRAMEWORK IN THE POLYTECHNIC

#### 5.1 The Semester System

Under the semester system, each academic year consists of two semesters. Each semester runs for approximately 16 – 18 weeks (classes, a mid-semester break and semester examination, inclusive). The calendar of events is designed by the Academic Board and published by the Office of the Registrar.

#### 5.2 Requirements for Students' Registration.

A candidate shall only be registered as a student of the Polytechnic upon the payment of the prescribed Registration Fee and the production of admission documents duly signed by the appropriate authority for confirming the correctness of information submitted for admission in the application for admission.

All returning and fresh students must register at the beginning of every session. In addition, students must register their courses at the beginning of every semester. Registration of fresh and returning students at the beginning of every semester shall be central in each school. Students shall be attended to in their respective schools / departments where the Heads of Departments shall allocate appropriate courses to each student. A representative from the Academic Office will be at each venue to make registration materials available to students. In addition, accounts staff from the Bursary Department shall also attend to collect fees from students.

14. War Lords
15. White Angels
16. Any group whose activity could suggest it is a cult group
17. Alora
18. Aye Confraternity
19. Any others whose activities are found not to be progressive and morally uplifting to human dignity.

### 9.0 SECTION II

#### 9.1 RULES AND REGULATIONS FOR STUDENTS' DISCIPLINE

- The Polytechnic is committed to the welfare of all students as well as to the enforcement of discipline in all aspects of students conduct.
- These rules and regulations are made pursuant to the Envill Polytechnic Law.
- The Rector shall have responsibility for ensuring that peace and order shall be maintained within the precincts of the Polytechnic. It shall be lawful for the Rector to take such action at all times as he may deem necessary or expedient to maintain peace, protect property, promote and protect the safety and welfare of the students and staff resident within the Polytechnic.

#### 9.2 DISCIPLINE

Without prejudice to the exercise of the disciplinary power conferred on the Rector by the Governing Council, the Rector may take or direct disciplinary action against any student found guilty of any misconduct set out in sub - section 9.3 below.

- academic, cultural, social or recreational life of the Polytechnic.
- Approval or disapproval of any application for the Polytechnic's recognition rests with the Rector and the GCR.
  - The Rector may dissolve or ban any student's organization after making such enquiries, if any, as he may deem fit.
  - The Polytechnic does not condone associations, clubs and societies whose activities are not open to the public. Any student found to be involved in cult or cult-related activities shall be expelled from the Polytechnic. Any association, club or society which knowingly or unknowingly admits suspected cult members shall immediately have its registration approval withdrawn.

#### 8.4 ASSOCIATIONS BANNED ON CAMPUS

The following associations are banned on campus and in the students' hostels

1. Amazons
2. Buccaneer Association of Nigeria (BAN)
3. Daughters of Jezebel
4. Dirty Bra
5. Dirty Virgins
6. Eiye Confraternity
7. Jurist
8. KKK
9. Maphites
10. Mafia
11. Nee Black Nationalist Movement (a.k.a Black Axe)
12. Supreme Daughters of Medusa
13. Vikings

A very important condition for registration is the payment per session of fees approved by the Polytechnic and published by the Registrar of the Polytechnic. Fees may be charged to cater for the following: Tuition, Caution, Accommodation, Development, Registration, Certificate Verification, Identity Card, Sports, Medical Services, Library, Examinations, Laboratory, Student Handbook and Facilities / Maintenance.

Newly admitted students may also be required to pay an Acceptance Fee. All fees are subject to review from time to time as may be approved by the Polytechnic administration. There is no refund of any fees paid if:

- a) A student voluntarily withdraws from the Polytechnic
- b) A student is sent away on disciplinary grounds; or
- c) The Polytechnic is closed down.

Students are advised to first secure evidence of availability of hostel accommodation through the Students Affairs office before paying Accommodation fee. All fees are to be paid in the Bursary Department. Receipts obtained must be tendered during registration and when applying for accommodation from the Polytechnic. Auditors shall at any time request for payment receipts and these must be promptly provided.

#### 5.3 Orientation Programme

An orientation course is usually organized for fresh students at the beginning of every session. This programme is intended to enable new students settle and adjust to polytechnic life. Students are introduced to the functions of the various departments and units of the polytechnic. Rules, regulations and procedures which control activities in the polytechnic are also explained during this programme.

#### 5.4 Change of Programme of Study

Students are usually admitted to the Polytechnic to pursue a specific programme of study for which they satisfy the admission requirements. However, any student who desires to change his / her programme of study may be permitted to do so under the following conditions.

- a) If a vacancy exists in the programme into which he / she seeks a change.
- b) If he / she satisfies all entry requirements for the programme prior to entering the Polytechnic, including sitting and passing the Joint Admission and Matriculation Board Examination for that particular programme.

#### 5.5 Academic Advisers

The Head of Department shall assign every student to an academic adviser at the beginning of every academic year. The student should visit his academic adviser at least twice in each semester for the purposes of appraising his / her progress. Each academic adviser is expected to publish, at the beginning of each semester, the days and period during office hours when his / her students can visit his / her office.

#### 5.6 Academic Ceremonies: Matriculation

During matriculation, students are initiated as members of the Polytechnic with a pledge of loyalty to the ideals of the polytechnic.

##### Convocation

The Polytechnic also conducts convocation ceremonies during which the conferment of awards, certificates, diplomas and honours are made as approved by the Academic Board and Council.

- No group of students shall hold meeting(s) anywhere on the campus except under the umbrella of a registered body.. Under no circumstance shall a meeting be held in a hostel room. It is illegal and the students and occupants will face the Disciplinary Committee.
- Any group wishing to hold any function (apart from normal meetings) must notify the Students' Affairs Office at least two weeks before the date of the event.
- Whenever it becomes necessary for an association, club or society to invite non-member(s) of the Polytechnic community to an event or a gathering that might require such invitee(s) making a speech or address, the name(s) of the invitee(s) and particulars (which must include their business and residential addresses) must be forwarded to the Dean of Students' Affairs at least 36 hours before the event together with an advance copy of the speech to be delivered.
- Students organizations must meet the following conditions before being accorded the Polytechnic's recognition:
  - a. Genuine intent to pursue activities which are consistent with the educational and social functions and established policies of the Polytechnic.
  - b. An intention of permanence in organization as evidenced by organic constitutions, rules and regulations, commensurate with the activities to be undertaken by the organization.
  - c. Evidence that none of the existing students' organizations could meet the need of the proposed organization.
  - d. Certificate by the patron that at least twenty students will form the nucleus of the organization.
  - e. Statement of purposes and proposed programmes of activities as they relate to the expected contribution to the

### 8.3 CONDITIONS FOR RECOGNITION

- The Polytechnic does not encourage or recognize any students' organization which, in its membership, discriminates on account of race, sex or religion. For this reason, tribal and other ethnic, religious or one - gender students' organizations are not approved in the campus or hostel. **They are totally prohibited by the Polytechnic.**
- The constitution of any association, club or society is subject to the approval of the Dean of Students and the GCR. These two persons also have the right to delete and/or amend any part of any association's, club's or society's constitution or by-laws on the directive of the Rector through the Registrar.
- All registered associations, clubs or societies are to reapply for registration by completing a registration form provided by the Students' Affairs Office of the Polytechnic at the beginning of every session.
- The mode and time of election or appointment of officials should be communicated to the Students' Affairs Office in advance. Registered associations, clubs or societies are to forward the names and particulars of their officials to the Students' Affairs Office immediately they are elected or appointed for further necessary action.
- All associations, clubs or societies must have an account with a commercial bank within Iganke, Agbowo, Imota, Ikorodu, Epe or within Ikeja into which monies received on behalf of the association, club or society must be deposited. The particulars of the account must be made available to the Students' Affairs Office.

### 6.0 MINIMUM ENTRY REQUIREMENTS FOR ADMISSION INTO NATIONAL DIPLOMA (ND) PROGRAMME

#### 6.1 Entry Requirements into the ND Programme

A candidate may be accepted for admission following satisfactory performance in the **Joint Admissions and Matriculation Board (JAMB)** examinations with the relevant subject combinations in addition to English and Mathematics. The candidate must possess the West African School Certificate or the General Certificate of Education (Ordinary Level), the Senior Secondary School Certificate, the National Examination Council (NECO), NABTEB, or their equivalent with at least five passes at credit levels, including English Language and Mathematics, obtained at not more than two sittings.

#### 6.2 SCHOOL OF MANAGEMENT

**6.2.1 Department: Business Administration and Management** – Five O' Level Credit passes (in not more than two sittings in SSCE, NECO, GCE, NABTEB) in English Language, Mathematics, and three subjects in any of Economics, Business Method, Principles of Accounts, Commerce, Statistics, Geography, History, Government or Literature.

#### 6.3 SCHOOL OF ENGINEERING

**6.3.1 Department of Electrical/Electronics Engineering Technology:** Five O' level passes (in not more than two sittings) with credit in English Language, Mathematics, Physics, Chemistry, or science subjects chosen from the list of subjects in the JAMB brochure

**6.3.2 Department of Computer Engineering Technology:** Five O' level passes (in not more than two sittings) with credit in English Language, Mathematics, and any other of Physics, Statistics, Geography, Further Mathematics, Chemistry, Economics / Commerce, Biology / Agriculture / Food and Nutrition.



## 6.4 SCHOOL OF SCIENCE

### 6.4.1 Department of Computer Science:

Five O' level passes (in not more than two sittings in SSCE, NECO, GCE, NABTEB) with credits in English Language, Mathematics, Physics (compulsory) and any one of; Statistics, Geography, Further Mathematics, Chemistry and Biology

## 6.5 COURSE STRUCTURE AND WEIGHT

The evaluation and assessment of every student, either for promotion or the award of Diploma, is based on a number of parameters and definite weights as laid down by the Polytechnic Academic Board. This is indicated below:

• Course Work/practical	20
• Test	20
• Semester Examination	60

Final year Project Work is treated as a core course, which all students must pass before graduation. Also all projects executed and write-ups belong solely to the Polytechnic.

Practical works in laboratories and workshops are compulsory for the course and form a major part of the course work. The following however, provide a useful guide as regards what obtains in the Department / School.

### 6.5.1 SCHOOL OF ENGINEERING

#### Department of Electrical / Electronics Engineering Technology:

Course work for ND program will comprise:

- Workshop practical / Laboratory work
- Class tests
- Assignments

vi. The constitution of the Students' Union as well as any amendment(s) therein shall be approved by the Academic Board or the Management through the Students' Welfare and Advisory Committee before adoption.

vii. Students' rallies are forbidden on campus. Whenever a rally or congress is held, contrary to the above directive, the Executive Council and the Students' Representative Council shall be held responsible for any breach of the peace.

viii. In consonance with the Federal Government Decree 47 of 27th December 1989, Students' Union Activities (Control and Regulation), the Management shall have authority to control the activities of the Association to proscribe it, after conducting investigation, that the Union's activities are not in the interest of public morality and public health, illegal, inimical, destructive and unlawful. The penalty for violating Decree 47 cited above or engaging in riots is, on conviction, a fine not exceeding N50,000 or imprisonment for a term not exceeding five (5) years or both such fine and imprisonment.

## 8.2 ASSOCIATIONS, CLUBS AND SOCIETIES

It is the policy of the Polytechnic to encourage students to organize and participate in associations which promote the academic, cultural, recreational and social life of the Polytechnic and encourages a network of students directed clubs and societies to supplement academic work and professional training. There are numerous students' societies and social clubs catering for a wide variety of interests. All organizations are required to apply for formal recognition and registration through the Students' Union to the Students' Affairs Office which has the responsibility for granting the necessary approval. Only associations, clubs or societies which are registered by the Polytechnic authority are allowed to operate in the Polytechnic (campus or hostels).

- h. In cases where gate fees are required to be paid, or alcoholic drinks and other drinks are to be sold, it is the responsibility of the organizers of such events to ensure that the laws of the State and the regulations of the Department of Internal Revenue as well as those of the Polytechnic are adhered to strictly.

## 8.0 STUDENTS' ORGANIZATIONS

### 8.1 STUDENTS' UNION

Students' representatives, embodied in the Executive Council of the Students' Union, serve as a link between the Polytechnic's authority and the students for the purpose of promoting the general welfare of students and for the internal organization of the collective affairs of the students.

Membership of the Students' Union is however optional and the leadership of the union is only for responsible students who can make constructive contributions towards the development of the Polytechnic.

The guidelines for the regulation of Students' Union activities are as follows:

- i. Only students admitted into the full-time programmes of the Polytechnic are eligible for membership of the Students' Union.
- ii. Participation of full-time students in unionism shall be absolutely voluntary.
- iii. The Students' Union activities are guided by its constitution which must be approved by the Polytechnic's authority.
- iv. The leadership of the Students' Union shall be made open to all.
- v. The Polytechnic's authority has the right to freeze the bank account of the Students' Union, if acts of financial impropriety are alleged, and to defreeze it when proper investigation into the alleged mismanagement has been conducted and the impropriety has been rectified.

## 6.5.2 SCHOOL OF MANAGEMENT

### Department of Business Administration and Management:

Course work at the ND program in this department comprises:

- a) Test in the first semester
- b) Test in the second semester
- c) Assignments and tutorials

## 6.5.3 SCHOOL OF SCIENCE

### Department of Computer Science:

Course work for the ND program will comprise:

- a) Laboratory / Workshop practical
- b) Class tests
- c) Assignments and tutorials

## 6.6 CRITERIA FOR PROMOTION/AWARD OF DIPLOMA

A number of criteria determine whether a student merits promotion or the award of the Diploma or Certificate. The existing criteria are:

1. At least a pass in all the courses of the program
2. Satisfactory performance in the course work
3. Pass in project work which is a course on its own (where applicable)
4. Satisfactory conduct
5. Satisfactory completion of Student Industrial Work Experience Scheme (Industrial attachment) for ND
6. Other conditions as may be required by each department

## 6.7 CHANGE OF COURSE

A student admitted into a course of study may apply for a change of course, subject to meeting the entry requirements of the new department and approval by the Rector.



## 6.8 THE SEMESTER AND THE COURSE UNIT SYSTEMS

The semester and the course unit systems have been adopted as required by NBTE. The semester system breaks an academic session into two periods of lectures of 17 weeks each. A normal academic session usually commences in October and ends by July of the following year giving a total of 37 weeks. The break down is usually as follows:

### First Semester

17 Weeks

2 Weeks                      Registration/Orientation

13 Weeks                    Lecture

2 Weeks                    First semester Examination

### Second Semester

16 Weeks

1 Weeks                    Registration

13 Weeks                   Lecture

2 Weeks                    Second semester Examination

## 6.9 THE COURSE UNIT SYSTEM

The course unit system (CUS) is a credit system based on the premise that the field of knowledge can be broken down into small components called course modules that can be arranged in a convenient pedagogical way. Although it is now the practice to operate the CUS with the semester system, it is to be noted that the combinations is not necessary imperative. One of the objectives of the course unit system (CUS) is its operational uniqueness through a variety of combinations of approved courses. Among its advantages are the following:

- i. The module system makes examination more feasible and less stressful.
- ii. The unified curriculum makes it easy for government to monitor the educational progress of each institution and students can be transferred from one institution to another, since they operate virtually the same module

## 7.1.13 GENERAL REGULATIONS

General regulations governing the use of all other Polytechnic facilities available outside the Schools and hostels are as follows:

- a. The Auditorium may be reserved by registered organizations and bonafide individuals through the Director of School for approval by the Registrar and the GCR in accordance with the regulations pertaining to its use.
- b. Applications to use the Polytechnics' sporting facilities, including the football field, tennis courts, etc. must be made to the Registrar and the GCR through the Students' Affairs Office, a week (7 days) in advance.
- c. All persons and organizations are treated on equal basis of first-come-first-served in the granting of permission to use Polytechnic's facilities, except that official Polytechnics activities, programmes and events are given precedence over all others.
- d. No reservations may be regarded as finalized until notification has been received in writing from the appropriate office that approval has been granted.
- e. The Polytechnics' facilities may only be used by non-Polytechnic staff or organizations with the prior approval of the Registrar and the GCR
- f. Users requiring special arrangements, equipment or staff will be required to inform the Registrar and the GCR in writing initially who will then inform the Departments concerned. Such users will be required to pay the rates chargeable by such Departments.
- g. Permission to use any of the Polytechnic's facilities for any activity does not imply approval or endorsement of the activity by the Polytechnic.

The institution shall not condone any act of molestation, manhandling of persons and extortion of money from persons in and outside the campus etc. Offenders shall be referred to the Students Disciplinary Committee for appropriate action.

#### 7.1.11.4 Procedure for Demonstration

As soon as a decision is taken to organize a demonstration or boycott of lectures, the demonstrators and organizers shall through the Dean of Students' Affairs inform the Rector in writing:

- At least 96 hours in advance, about the place, nature, method, date and time of the commencement of the action;
- At least 96 hours in advance, about the measures taken to ensure that services will not be disrupted;
- That there would be no violence against any member of the Polytechnic community or the public or damage to any Polytechnic's property or the property of other persons (the public)
- The Union's Executive Council must seek the permission of the Commissioner of Police before embarking on any demonstration and a copy of such permission must be lodged with the students Affairs office at least 48 hours before the take-off of the demonstration.

#### 7.1.12 Use of the Polytechnic's Facilities

In order to ensure that the Polytechnic's activities are conducted in an orderly manner, Deans of Schools, Heads of Departments and Hostel Masters/Mistresses have authority delegated to them to establish regulations and procedures governing the use of the Polytechnic's buildings and other facilities in their Schools, Departments or Hostels as the case may be. Students are advised to acquaint themselves with such regulations and procedures in existence in their Schools/Departments or hostels.

iii. Students can avoid suffocation by spreading their courses. Courses carry a minimum of one course unit and a maximum of three course units.

The maximum course unit which a student can offer per semester is 30 and the minimum is 18 for full-time students. The corresponding figures are 18 and 10, respectively, for part-time students.

**Core Courses:** These are major courses required to be taken and passed by students majoring in a particular field of study.

**Compulsory Courses:** These are course required to be taken and passed by all students, e.g. General Studies courses are compulsory courses.

**Elective Courses:** These are courses which are not necessarily taught as part of a programme of study, but which a student decides to take. It is observed, however, that a good number of students do not take elective courses.

**Optional Courses:** These are major courses from which a student can select his specified area of interest

**Course code:** The code of each course is made up of three letters and three digits, e.g. BAM 122, MTH 111, etc. The letters represent the name of the programme, while the digits, depending on whether 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> session, represent the level of the programme and also whether 1<sup>st</sup> or 2<sup>nd</sup> semester of the course. e.g.

**MTH.....** Mathematics

**BSS.....** Basic Security Service

**EEC.....** Electrical Engineering

In the following examples, the first digit represent the level of programme e.g.

**NDI 100 LEVEL 101**

**NDII 200 LEVEL 201**

**HNDI 300 LEVEL 301**

**HNDII 400 LEVEL 401**

For the final digit, an odd number represents a 1<sup>st</sup> semester course, e.g. BAT 111 (this is the 1<sup>st</sup> semester for ND I); an even number represents a 2<sup>nd</sup> semester course, e.g. EEE 102 (this is the second semester for ND I)

## 7.0 GENERAL RULES AND REGULATIONS

Since the Polytechnic shall have a large body of students, who come from varied backgrounds, it would be difficult to operate smoothly without some rules and regulations to guide their behaviour. Law and Order must be maintained to create a conducive atmosphere for academic success and progress. It is the Polytechnic's responsibility, not only to educate students, but also to guide their personality and character development into becoming useful citizens.

Knowledge has meaning only if it enables its possessor to live a full meaningful life which must include **loyalty and commitment to The Supreme Almighty, Omniscient, Omnipotent, Gracious and Merciful One and to behavioural responsibility to self and to society (others).**

Students are expected to take part in the Polytechnic's programmes of activities which should enable them to:

1. Broaden their interests and goals.
2. Develop their talents in working with other people.
3. Practice skills in organizing and administering group functions.
4. Learn behaviours acceptable to society through observing the established rules and interacting amicably with others.
5. Experience success and earn recognition from others.
6. Develop responsibility and self-discipline in planning and carrying out activities.
7. Develop entrepreneurial skills that can lead to self-employment and self-empowerment.

- d) The referendum shall be held under the supervision of the Students' Affairs Office and the office of the GCR.

### 7.1.11.2 Guidelines on Demonstrations

The following are essential. Therefore, organizers of demonstrations and similar actions are required to observe them to the letter.

- a. All demonstrations, boycotts, etc. must be peaceful.
- b. No demonstration is allowed in the staff quarters, administration block, academic / lecture areas and in and around the hostels and cafeteria.
- c. Demonstration and their organizers must NOT:
  - i. Force others to join them or deny other members of the Polytechnic community (both staff and students) their right NOT to join a demonstration, a strike and/or such similar actions;
  - ii. Disrupt or obstruct the educational and other activities of the Polytechnic including administration, lectures, tutorials and workshop, studio and laboratory work;
  - iii. Obstruct or restrict free movement of persons on any part of the Polytechnic campus;
  - iv. Deny the use of offices, classrooms and other facilities to staff and students or guests of the institution;
  - v. Endanger the safety of any person on the Polytechnic's campus or hostels
  - vi. Destroy or damage the Polytechnic's property.

### 7.1.11.3 MOUNTING OF BLOCKADE

It is a grievous offence for any student or group of students to mount a blockade on the highway at any time especially during demonstrations.

### 7.1.11 Students' Demonstrations, Protests, etc.

The Polytechnic recognizes the crucial importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in an institution. All members of Enville Polytechnic's community are therefore free to examine and discuss all questions of interest to them and to express opinions freely. Equally important, however, is the legitimate right of any member of the community to dissent from others on any issue. This is an integral aspect of the Polytechnic education and academic freedom. Students are free to support causes by orderly means as long as they do not disrupt the regular and essential operations and activities of the Polytechnic since such disruptions would violate the responsible exercise of free enquiry and expression. Accordingly, the following regulations have been made to guide students' action relating to demonstrations, protests, boycotts, and other such related actions.

#### 7.1.11.1 The Polytechnic's Directives on Students' Protests

It is the directive of the Governing Council that before any decision of the Students' Union comes into effect on any wide issue, such as the boycott of lectures, demonstration, rioting, etc., the following procedure must be followed:

- a) A referendum involving all members of the Students' Union at which voting shall be by secret ballot.
- b) At least 60% of the membership of the Students' Union shall have participated in such a referendum.
- c) The result of the referendum shall be decided by a simple majority of votes cast.

8. Every student of Enville Polytechnic is required to maintain a high standard of personal discipline by:

- Conducting him/herself in an orderly manner and displaying a high sense of responsibility both within and outside the school premises and in the hostel.
- Maintaining personal cleanliness and appearing in proper clothing attires at all times.
- Maintaining cleanliness in thinking, in words and in action (deed),
- Co-operating with other students and staff to keep the walls, grounds and the general premises of the Polytechnic clean and not littered with pieces of paper, cards, cartons, polythene bags, pure water sachets and soft drink bottles.
- Eating only in the cafeteria and other places provided for that.
- Seeing that the toilets in the Polytechnic are cleaned well after each use.
- Being responsible for cleaning the shared rooms of residence, toilets, washrooms and kitchens after each use in the places of residence.
- Ensuring that he/she leaves a place better than he/she meets it at all times and in whatever place.

Although the legitimate expression of differing opinions and beliefs is an essential part of the life of the academic community where the right to disagree is guaranteed, Enville Polytechnic shall not tolerate the imposition of opinions and beliefs by one group of students upon others who do not share the same opinions and beliefs.



It is emphasized that all members of the Enville Polytechnic community, including the students are, like other citizens, subject to the laws of our country, Nigeria, whether within or outside the Polytechnic's premises. In conflicts where the law takes its course, the Polytechnic shall, if deemed fit, take interim disciplinary actions on erring students, pending the final determination of the law. Students should intelligently, reasonably and with a sense of understanding and consideration respect the rights of others. All members of the Enville Polytechnic community should recognize that as they prize their rights and freedom for themselves so are they expected to also respect the rights and freedom of others, be it in the lecture halls, hostels/rooms of residence or along the corridors and premises in the sports fields, cafeteria and recreational rooms of the Polytechnic.

Students are to respect the privacy and comfort of their fellow students and not smoke in classrooms, cafeteria, the laboratories workshops, studios, toilets or in open spaces within the campus and in halls of residence. They must not write on the walls. All students are expected to show courtesy and respect to members of staff and members of the public that visit the Polytechnic as guests and are to treat their student colleagues with respect.

The Polytechnic shall, upon evidence of a student's failure to abide by its rules, regulations and code of conduct, take appropriate disciplinary measures against the offenders. Where a serious act of misconduct and/or indiscipline is involved, the matter shall be referred to the Polytechnic's Disciplinary Committee for appropriate action.

The watchword in Enville Polytechnic is **"Be and let others be; also be loyal servants of the One Almighty God, The Gracious, The Merciful and The All - Knowing - Perfection"**. All students and staff of the Polytechnic must learn to imbibe this and demonstrate it in their behaviour at all times, no matter their religious affiliation.



- Only registered students' organizations may produce any publication or printed matter bearing the name of the Polytechnic or purporting to emanate from it. Printed materials published by students may be sold on the campus only if they are produced and sold by a registered student's organization, after due auditing by the Rector and/or the Governing Council Representative (GCR).
- All students' publications must carry the names of the organization(s) responsible for the them and individual names of members of the editorial board.
- Any students' organization which publishes, sells, or distributes printed or otherwise reproduced materials, including any matter arising as to libel, defamation, etc. will be banned from any further activities.
- All students' publications must state explicitly on the editorial page that the opinions expressed therein are not those of the Polytechnic.
- The following types of publications are prohibited on the campus and their publishers will be subject to disciplinary action:
  - a. Publications which are libelous.
  - b. Publications which are obscene.
  - c. Publications which incite to violence.
  - d. Publications which are not properly signed and titled or are in any way anonymous.
- Proofs of all students' publications, such as magazines, periodicals, etc. shall be submitted to the Dean of Students' Affairs and to the GCR for vetting and approval at least 96 hours before printing.
- No magazine, newsletter or periodical shall be circulated in the campus without prior approval of the Dean of Students' Affairs. and the GCR. Any student or organization which circulates publications without prior approval in writing of these two persons shall be subject to disciplinary action.



#### 7.1.7 Fire and Fire Prevention

- Cooking is not allowed in students' rooms or along the corridor and passages. Any infringement of this rule will attract the seizure of such cooking materials and a fine of N10,000.00.
- When there is no electricity and students make their own arrangements to buy and use other means of lighting, candles and open lanterns must not be used. However, torches are allowed. This is to guard against fire out breaks.
- All forms of smoking of cigarettes shall not be tolerated in the Polytechnic's campus or in the hostel rooms. Any defaulting student shall be expelled from the hostels.

All incidents of fire shall be investigated by the Students Disciplinary Committee and findings and recommendations made to the Rector.

#### 7.1.8 Pets

For health and sanitary reasons, keeping of pets by students is prohibited in and around the Polytechnic's hostels. Any student who flouts this regulation will face the Students Disciplinary Committee for necessary disciplinary action.

#### 7.1.9 Loss of Personal Property

The Polytechnic does not accept responsibility for the loss of any personal property in the hostels. Students are therefore advised not to bring valuable and expensive items as personal property into the hostels as the loss of any personal property will be at owner's risk.

#### 7.1.10 Students Publication

- In keeping with the best tradition, Envile Polytechnic deliberately encourages responsible freedom of expression and speech subject to the following guidelines.

The acceptance of an offer of admission by the student implies an acceptance of the rules and regulations that may from time to time be made for the governance of the Polytechnic. Such acceptance also carries with it an obligation that the student shall conduct himself/herself as a law-abiding and responsible member of the Polytechnic's community.

- Every student of the Polytechnic is required to maintain a high standard of personal discipline. The Polytechnic regards as a serious offence any act of immoral, dishonest, disloyal or destructive behaviour, as well as the infringement of the Polytechnic's rules and regulations. It is thus the responsibility of each student not only to acquaint himself/herself with these regulations but to uphold and assist in upholding them at all times.
- Although the legitimate expression of differing opinions and beliefs is an essential part of the life of the academic community, the right to disagree is guaranteed and the imposition of opinions and beliefs by one group of students upon others will be taken as an offence and disciplinary action will be taken against offenders.
- Students are held liable for any careless or wilful destruction or damage of the Polytechnic's property caused by them. Repair and costs of proven damage/destruction will be charged to the student.

#### 7.1 BREACH OF THE PEACE

Students involved in acts that are likely to cause a disturbance of the peace, such as fighting, rioting, incitement, demonstration whether in the hostel, staff quarters, main campus or off campus etc., will be subject to severe disciplinary action and in extreme cases to expulsion from the Polytechnic.

### 7.1.1 Hostel Rules and Regulations

- Visitors must not go directly to the students' rooms or the common room but must first enquire at the Porters' Lodge where they must sign the visitor's book on arrival and indicate the time of departure at the end of their visits. Students found entertaining visitors in their rooms outside the official time allowed will be made to pay a fine of N5,000.00 for the first offence, N10,000.00 for the second offence, and expulsion from the hostels for a third offence. For the purpose of these rules, male students visiting the female hostels will be regarded as visitors and female students as visitors to male hostels too.
- No student should accommodate any visitor or unauthorized student in his/her room overnight without first obtaining the permission of the Hostel Master/Mistress in writing. A breach of this regulation attracts a fine of N20,000.00.
- The Polytechnic's regulation prohibits the housing of friends or relatives. A breach of this regulation will lead to ejection from the hostels.
- The right to occupy a room is not transferable. It is an offence punishable by a fine of N20,000.00 or expulsion from the hostels.

### 7.1.2 Accommodation of Pregnant Students/Nursing Mothers in the Hostels

- Pregnant students are not allowed to stay in the hostels.
- The Hall Master or Mistress reserves the right to eject from the hostels any student who fails to report that she is pregnant.
- Student mothers are not allowed, under any circumstances, to bring their babies to the hostels.

### 7.1.3 Surrender of Keys and Polytechnic's Property

At the close of the semester, expulsion from hostel, or upon the severance of their connection with the Polytechnic, students are required to return immediately all keys to the Students' Affairs Officer, books to the Librarian and other Polytechnic's property to their Heads of Department. Students who fail to submit keys, books and other Polytechnic property will be made to face the Students Disciplinary Committee.

### 7.1.4 Students Functions in the Hostels

The Hall Master/Mistress must be notified of students meetings or any function taking place in the hostels. Approval for holding functions in the hostels must be obtained in writing from the Dean of Students' Affairs at least 72 hours before the function.

### 7.1.5 Noise

In the interest of hostel residents, noise must be kept to the minimum. Wireless sets, radios, stereo sets, etc are to be used not later than 10:00 pm each day. These instruments should not however, be operated in such a manner as to cause disturbance to other students.

### 7.1.6 Electrical Appliances

The installation and/or use of cookers, toasters, immersion heaters, refrigerators, cooking ring boilers and/or electric cooking plates and others is not allowed in students' rooms. No appliance should be connected to the lighting circuit. Students must not tamper with or alter, in any way, electrical installations in their rooms or any part of the hostels.

Violations of 7.1.1, 7.1.2, 7.1.3 and 7.1.6 shall be investigated by the Students' Affairs Office and recommendations made to the Rector for further action.