

**AKPERAN ORSHI COLLEGE OF AGRICULTURE
YANDEV
P.M.B. 181 GBOKO
BENUE STATE**

website: www.aocay.edu.ng
e-mail address: collegeofagricultureorshi@yahoo.com



Learn by Doing

**STUDENT INFORMATION
HANDBOOK**

REVISED IN 2018

Produced by:

**The Information Division,
Office of the Registrar,
Akperan Orshi College of Agriculture, Yandev, Benue State of Nigeria**

THE COLLEGE BASIC INFORMATION

Postal Address: Akperan Orshi College of Agriculture Yandev, P.M.B 181 Gboko, Benue State.

Motto: Learn by Doing

Logo: A coin shape structure, embossed with book between cow head and tractor with a cutlass and hoe on a cropped farm in green vegetation (Signifies Practical Agricultural Training)

Website: www.aocay.edu.ng

E-mail: Collegeofagricultureorshi@yahoo.com

Physical Access Points: Katsina-Ala – Gboko – Makurdi –Roundabout, and Buruku -Yandev Road

HISTORY OF THE COLLEGE

The College is owned by the Benue State Government of Nigeria and known as Akperan Orshi College of Agriculture, Yandev. It was established in 1926 as a Farm Training Centre by the Colonial Administration in Nigeria, it operated under that status until October, 1973 when the Benue Plateau State Government upgraded it to a School of Agriculture. This was a move to meet the junior manpower needs of the State in the Agricultural sector. When Benue State was created, the State Government Edict No. 10 of 1982 granted it full autonomy as a College of Agriculture, and in 1983 the Department of Agriculture of the Murtala College of Arts, Science and Technology (MUCAST), Makurdi was moved and merged with the College under the supervision of the Benue State Ministry of Agriculture. The College became a Royal institution on 20th April 1991, when the State Government renamed it after the late Tor Tiv (III), His Royal Majesty James Akperan Orshi.

LOCATION

The College occupies a landmass of 24 km^{sq} and is situated in Yandev district of Gboko Local Government Area, which is located in the North-Eastern part of Benue State between latitudes 7°13'N and 7°35'N, Longitudes 8°30'E and 9°03'E. The specific location of the college is on latitude 7°26'N and Longitude 8°55'E. Gboko LGA (immediate host community) which serves as the Traditional headquarters of the Tiv people also houses their paramount ruler (The Tor Tiv). It is bounded on the north by Tarka LGA, to the east by Buruku LGA, on the South it is bounded by Ushongu LGA, it also bounds with Gwer LGA on the west. The local government is comprised of five districts which include: Mbatieriv, Mbayion, Mbativ, Yandev and Ipav. The area experiences the annual weather tropical wet and dry climate type. Rainfall occurs between April to October with maximal peaks in July and September while the dry season occurs between November and March. Mean annual rainfall is about 1300 mm per annum. Mean monthly temperature ranges between 27°C and 32°C with February and March being the hottest months, while relative humidity is about 75%. The relief of the area consists generally of rolling plains with Mkar Hills to the east and Gboko Hills to the north. The area is drained by the several streams and rivers including Kontien, Ahungwa, Ambor, Ngo, Ngu-embu and the Konshisha stream spring up from the Gboko Hill. It lies in the savannah region of Nigeria with typical savannah vegetation and climate.

The people of the area are the Tivs and are 90% Christians with 10% pagans, their main occupation is Agriculture. Many other Nigerian tribes cohabit the Gboko Township due to the Tivs excellent hospitality. This local government is richly endowed with abundant natural and human resources, limestone deposit cut across the whole span of the land, which is presently exploited by Dangote Cement Plc. Tree and areable crops are produced in large quantities; some of them include Citrus, mango, soyabean, yam, cassava, pepper and tomato. The student/host community relationship is excellent.

VISION

To become a leading institution in training of Middle and High level Manpower in Agriculture, Science and Technology as well as other related areas of Human endeavour for the purpose of increased Agricultural Production and Wealth Creation in Nigeria.

MISSION

To provide courses of Study, at National and Higher National Diploma, Training and Research in Agriculture and disciplines related to, and other complementary areas of study allied to it with the Primary purpose of servicing the Agricultural Industry and Community through learning by doing.

With the above vision and mission and based on the edict that provides for a specific academic plan and its educational character, the college operations are focused on the following objectives;

- (a) To research and also provide study training in Agriculture and disciplines related to other complementary sciences allied to it.
- (b) Train middle level manpower (ND and HND) in professional areas of Agricultural Technology like; Agricultural Engineering (farm mechanization), Animal production and Health, Crop Production and preservation, Fisheries and Aquaculture, Forestry and wildlife, Home and Rural Economics. The college also provides other study courses in Agricultural Information/Extension, Agric Business Economics and Computer Statistics. The College remains dynamic for training in relevant areas of importance to Agriculture for food security.
- (c) Emphasize on and impart practical knowledge in Agricultural skills through “LEARNING BY DOING”.
 - (d) Carry out intervention studies and research on epidemics of farmed animals and plant crops to prevent and forestall escalation through information and advice to relevant authorities.

Conducive atmosphere for learning and research is provided and the College delivers quality Agricultural Training through effective management of limited available resources and thus responds positively to changes in the social political and economic environment.

NATIONAL ANTHEM

Arise, O Compatriots,
Nigeria's Call Obey
To Serve our Fatherland
With Love and Strength and Faith,
The Labour of our Heroes past,
Shall never be in Vain,
To Serve with Heart and Might
One Nation Bound in Freedom,
Peace and Unity.

O God of Creation,
Direct our Noble Cause,
Guide our Leaders' Right;
Help our Youths the Truth to Know,
In Love and Honesty to Grow,
And Living Just and True
Great Lofty Heights Attain,
To-build a Nation where Peace
And Justice Reign.

NATIONAL PLEDGE

I Pledge to Nigeria my Country,
To be Faithful, Loyal and Honest
To Serve Nigeria with all my Strength
To Defend her Unity
And Uphold her Honour and Glory
So Help me God.

FOREWARD BY THE RECTOR

The College has a large body of students who come from far and near and with various backgrounds. It would be difficult to operate smoothly without some rules and regulations to guide their behaviour and personal relations. Cooperation is needed to create an atmosphere that will be conducive for academic success.

Consideration for the welfare of others is one of the most important necessities which leads to harmony in a student body, whether it is in classrooms or in college hostels. It is the college's responsibility not only to educate all students academically, but also to guide their personal development. Knowledge has meaning only if it enables its possessor to live a fuller life, which must include behaving responsibly to self and to the society. Students are expected to take part in the college programmes of activities which at the end should enable them to:

- ❖ Broaden their interests and goals;
- ❖ Develop individual talents in working with individuals and groups;
- ❖ Develop practical skills in organizing and administering groups functions;
- ❖ Learn socially acceptable behaviour through observing and interacting with others;
- ❖ Experience success and earn recognition from others, and
- ❖ Develop responsibility and self discipline in planning and carrying out activities.

It should be mentioned however, that what students get out of the college will depend on what and how much they put into it. This handbook therefore affords the student ample opportunity to be conversant with all happenings in the college. It is thus, mandatory that every student of this institution possesses and thoroughly studies the handbook to know the essence of the institution in order to achieve the goals of his/her admission into the college.

Engr. S. A. Ahemen (PhD) MNIAE, MNSE, MCOR, MNSE
Rector

SECTION 2

2.0 THE COLLEGE HIERARCHY

2.1 THE COLLEGE VISITOR

The Executive Governor, Benue State.

2.2 PRINCIPAL OFFICERS OF THE COLLEGE

The Chairman, Governing Council
The Rector of the College
The Deputy Rector
The Registrar
The College Librarian
The Bursar
The Director of Works

2.4 ACADEMIC DEPARTMENT HEADS

The Deans of Schools
Heads of Academic Departments

2.5 MAJOR DIRECTORATES

Directorate of Academic Planning
SIWES Coordinating Unit
Directorate of AOCAY Consults
Directorate of ICT
Directorate of Entrepreneurship Development

2.6 MAJOR UNITS

College Clinic
College Farm

**Full page
His Excellency**

VISITOR

**His Exc. DR. SAMUEL IORAER ORTOM
Executive Governor, Benue State**

**Full page
C/man Gov. Council**

**PROF. ABUGH ASHWE
Chairman, Governing Council**

**Full page
Rector, AOCAY**

ENGR. DR. AHEMEN, S.A. MNSE, MCOR, NSE, MNIAE
Ph.D Engr; M.Sc; B.Sc (Agric. & Environ Engr)
RECTOR

Full page
Deputy Rector

The Deputy Rector
Engr. Edoh, D.I. MNIAE, MNSE

Full page
Registrar

MR. TUGHGBA, J.A. FSCA, MNIM
B.Arts (Lang Arts/Edu); NCE: (English); ADPM
REGISTRAR

Full page
College Librarian

TYOSAR, J.T.
B.A. (Lib Info Sc)
Ag. LIBRARIAN

Share page
Bursar

MR. NGIMBO, E. CNA, ICPAN
MBA (Acct & Fin); B.Sc. (Acct)
BURSAR

Share page
Bursar

ENGR. NOMBOR, T.T. MNSE
B.Sc (Engr)
DIRECTOR, WORKS & MAINTENANCE

Shared page

- Dir., Acad. Planning * Cord., SIWES Unit
- Dir., Entrepr. Dev. Cent * Cord., AOCAY Consult
- Dir., ICT Cent. * Cord., PGS Unit

The Deans of Schools

1. GBERINDYER, A.

M.Edu (Sc Edu); B.Sc (Edu); NCE (Chem/Py)

DEAN, SBSFS

2. **AGBER, T.** ^{MAESON}
M.Sc (Agric Ext), B.Sc (Agric)
DEAN, SAMVS
3. **ASEMA, U.S.**
M.Sc (Soil Sc); B.Agric (Crop Prod)
DEAN, SAPET
4. **ANTHONY THOMAS IGBA**
M.Sc (Ani Nutr); B.Agric (Ani Prod)
DEAN, SBSFS
5. **IORCHOR, S.I.**
M.Sc (Fish Bio & Mgt); HND (Fish Tech); ND Fish
DEAN, SFFT
6. **ENGR. UKAH, O.I.**
M.Eng (Soil & Water Engr); B.Sc (Agric)
DEAN, SAD

DIRECTORATE DIRECTORS

1. **MRS. AUDU, C.N.** ^{MHETAN, MNHERA, MNSIKAD, MNIM}
M.Edu (Mgt); B.Edu (Home Econs)
DIRECTOR, ACADEMIC PLANNING
2. **MR. ODOH, E.O.** ^{MNSAP}
M.Sc (Ani Prod); B.Agric (Ani Prod)
DIRECTOR, ENTREPRENEURSHIP DEV.
3. **MR. ANKAR, V.I.M.** ^{MSTAN, MNCS}
MInfo Sc ; PGDE; B.Sc (Chem)
DIRECTOR, ICT CENTRE

UNIT COORDINATORS

1. **MR. GILL MARTINS** ^{MNIAES}
PGD (Mech Prod); HND (Agric Engr); ND (Agric Engr)
COORDINATOR, SIWES UNIT
2. **MR. VER, A.** ^{ICEN(ACE)}
B.Sc (Agric Econs & Ext)
COORDINATOR, SIWES UNIT
3. **MR. UKEH, T.V.**
B.Sc (Agric Econs)
COORDINATOR, CONSULT

REGISTRY SECTIONAL HEADS

1. **MRS. AZER, D.N.** ^{MIPMA}
B.A. (Hons), NCE
Dep. Registrar, Establishment
2. **MRS. GAVAR, M.A.** ^{MNIM}
PGDE, B.A. (Hons-Theatre Arts), MPA
Dep. Registrar, Academics
3. **ZWABO, M.A. Esq,** ^{MNBA}
L.L.B., ADPA,
Dep. Registrar, Council & Legal Matters

4. **MRS. SENDE, F.** ^{MscA}
GRD II, NCE (Eng Lang & Soc. Stu), B.Sc. (Soc), PGDA
Dep. Registrar, IPP&W
5. **MR. SEV, D.K.,** ^{MICA}
B.Sc. (Soc), PGDE,
Prin. Asst. Registrar 'Establishment'

OTHER UNITS

1. **ABON, Z.** ^{MTRCN}
B.Arts (Ling); NCE (Eng/Tiv)
EXAMS OFFICER
2. **TIJAH, P.I.**
PGD (Crop Prod); HND (Gen Agric); ND (Gen Agric)
FARM MANAGER

HEADS OF DEPARTMENTS LIST

IMBUR, E.N.
Head, AEM Dept.

IGBE, J.
Head, HRE Dept.

NANDE, T.
Head, GNS Dept.

NYOKO, P.
Head, AET Dept.

JIR, AKASE
Head, BS Dept.

UKULA, D.I.
Head, BAM Dept.

AKOMBO, R.
Head, CPT Dept.

NYAM, S.
Head, FIT Dept.

UKEH, T.V.
Head, CEM Dept.

AKU, M.
Head, AHB Dept.

GBONKO, O.E.
Head, AHT Dept.

AJAH, T.
Head, FOT Dept.

ORTESE, E.
Head, HLT Dept.

AKORGA, T.
Head, AGT Dept.

AWUHE, R.
Head, CSS Dept.

OGBU, E.
Head, ABM Dept.

AKU, MARY
Head, AHB Dept.

GBONKO, O.E.
Head, AHT Dept.

COLLEGE OPERATIONAL STRUCTURES AND ACADEMIC PROGRAMMES

The college main operational objectives are for Academic Training and Research. These activities are controlled, serviced and supported by administration, maintenance and crop production units. Linkages

The structured offices and directorates/units include:

- i) **Rectors Office:** It is occupied the **Rector** who is the chief executive of the college. Rector is in-charge of all staff of the college and responsible for the Day - to - Day running of the college
The Rector is assisted by the **Deputy Rector**
- ii) **Registrar's Office:** generally known as the registry, takes custody of all graded and classified documents of the college (General, Academic and personal). It relates the college with the outside world by receiving/sending correspondence as well as disseminating information for and from the college. Registry admits, matriculate, regulate and graduate deserving trained candidates. It is headed by the **Registrar**
- iii) **Library:** It is the academic engine house where research is carried out, all books of relevance to the college are housed and are made available for both staff and students on research. It also provides sitting space and serene atmosphere for reading. It is headed by the **Librarian**
- iv) **Bursary:** It is the custodian of all college funds either generated or received as grants, it applies the funds as directed by the Rector. The office is headed by the **BURSAR**.
- v) **General works Office:** is in-charge of all works embarked upon by the college, it constructs or supervises new works, carries out maintenance and services for the college properties. The office is headed by the **Director of works**.

ACADEMIC PROGRAMMES

All academic programmes in the institution are regulated by the National Board for Technical Education (NBTE). These programmes regulate all academic activities of training and research. Students admitted into the College are trained through teaching, Lecturing and guidance. Research is carried out through investigative and experimental project works by both staff and students.

THE MAJOR DIRECTORATES

- i) **Directorate of Academic Planning:** Controls all academic programmes by estimating the use factor (carrying capacity) for all College facilities (classes, theatres and laboratories) and determines the number of students to be admitted. It also observed the student teacher ratio based on NBTE standards. It headed by the Director, Academic Planning.
- ii) **SIWES Coordinating Unit:** Controls and supervises Students Industrial Training. It gives orientation and places the students in agencies for industrial training; the office also accepts students from other institutions for training in the College.
- iii) **Directorate of AOCAY Consult:** A profit oriented structure that is aimed at generating revenue for the college. It coordinates training in short term courses, executes commercial projects for individuals and organizations. The office is headed by the Director of Consult.
- iv) **Directorate of Information Technology (ICT):** It is the major source for the college to obtain World Information electronically. It exchanges information with the external world. It offers training in information technology and is open to both students and non students. It is headed by the ICT Director.
- v) **Directorate of Entrepreneurship Development:** The unit develops students' interest and trains in Agricultural Business and Commercial centre (Centre for Entrepreneurship Development) where students are given training in business areas other than their chosen courses of study. It is headed by the Director of Entrepreneurship.

MAJOR UNITS OF THE COLLEGE

- i) **College Clinic:** It is the support service unit that offers First Aid treatment to staff and students with injuries and health challenges. Students medical examination is most preferred in this clinic by the college management. The clinic is headed by a qualified community Health Extension Worker (CHEW) and supervised by a part-time medical Doctor.

- ii) **College Farm:** The unit operates the college commercial plants farm by producing crops on commercial basis, new agricultural techniques as well as improved varieties of plant crops are tested on the farm before its recommendation by the college for multiplication by farmers. Research is also carried out on the by both staff and students and hence the need for the vast land occupied by the college. Students are required to participate actively on the college farm activities.

3.0 ADMINISTRATION OF THE COLLEGE

Benue state Government is the owner of the college and so its administration is run by the Governor of the state through an instrument of Government called Governing Council.

Governing Council

All members of the council are appointed by the Governor. It coordinates the college by implementing Government policies and supervising the running of the college. The council is the highest decision making body for the college, It appoints the Rector with all other principal officers, it also employs all staff for the college. The Rector seeks and obtains approvals for the day to day administration of the Institution. There are other standing Committees in the college that compliments/facilitate the activities of the Council, they include; Academic Board (AB), Rectors Advisory Committee (RAC) Top Management Committee (TMC), Staff Development Committee (SDC) Curriculum Development Committee (CDC) Students Welfare and Disciplinary Committee (SWDC)

Academic Board

It is the body of Academic professionals that is empowered by council to plan and control all academic activities of the College. It determines the academic calendar and the quality of candidates for admission into the college. The Board is headed by the Rector as Chairman, The Deputy Rector, Registrar, Librarian and all Deans of Schools and Heads of Academic Departments are members of the Board. Other members of the Board are the Vice chancellor of the University of Agriculture Makurdi (Representative), Commissioner for Agriculture,(Representative). All students Examination Results are approved by the Board.

Rector's Advisory Committee (RAC)

This body acts as advisory to the Rector on matters of day to day administration of the College. It also acts in lieu of (Governing Council). All TMC members and Deans/Directors of the college directorates are members of RAC.

Top Management Committee (TMC)

This is the Rector's think tank that the Rector in the day-to-day running of the College, Membership of the committee is made up of all principal officers except the chairman of Council.

Other committees function in their various ways as the names appear below.

Staff Development Committee (SDC)

State Functions and membership

Curriculum Development Committee (CDC)

State Functions and membership

Students Welfare and Disciplinary Committee (SWDC)

State Functions and membership

ACADEMIC PROGRAMMES OF THE COLLEGE

All academic the programmes of the college are structured into five (5) schools and sixteen (16) departments

3.1 SCHOOLS AND DEPARTMENTS

The College at the moment operates 6 schools with the following departments under them:

3.1.1 School of Basic Science and Foundation Studies

- i) Department of General Studies
- ❖ Remedial Studies (2 Semesters)
- ii) Department of Basic Science
- ❖ Dip SLT - (4 Semesters)
- iii) Department of Computer Science and Statistics
- ❖ Dip CSS - (4 Semesters)

3.1.2 School of Agricultural Production and Engineering Technology

- i) Department of Agricultural Technology
- ❖ ND AGT - (4 Semesters)
- ii) Department of Crop Production Technology
- ❖ Pre-HND CPT - (2 Semesters)
- ❖ HND CPT - (4 Semesters)
- iii) Department of Agricultural Engineering Technology
- ❖ ND AET - (4 Semesters)
- ❖ Pre-HND AES - (2 Semesters)
- ❖ HND AES - (4 Semesters)

3.1.3 School of Animal Technology

- i) Department of Animal Husbandry
- ❖ ND AHP - (4 Semesters)
- ii) Department of Animal Health Technology
- ❖ Pre-HND AHT - (2 Semesters)
- ❖ HND AHT - (4 Semesters)

3.1.4 School of Agricultural Management and Vocational Studies

- i) Department of Cooperative Economics and Management
- ❖ Dip CEM - (4 Semesters)
- ii) Department of Business Administration and Management
- ❖ Dip BAM - (4 Semesters)
- ❖ Dip ACC - (4 Semesters)
- iii) Department of Agricultural Extension and Management
- ❖ Pre-HND AEM - (2 Semesters)
- ❖ HND AEM - (4 Semesters)
- iv) Department of Home and Rural Economics
- ❖ ND HRE - (4 Semesters)
- ❖ Pre-HND HRE - (2 Semesters)
- ❖ HND HRE - (4 Semesters)
- v) Department of Agricultural Business Management
- ❖ Dip ABM - (4 Semesters)

3.1.5 School of Fisheries and Forestry Technology

- i) Department of Fisheries Technology
- ❖ ND FIT - (4 Semesters)
- ❖ Pre-HND FIT - (2 Semesters)
- ❖ HND FIT - (4 Semesters)
- ii) Department of Forestry Technology
- ❖ ND FOT - (4 Semesters)
- iii) Department of Horticulture and Landscape Technology
- ❖ Dip HLT - (2 Semesters)

SECTION 4

4.0 COLLEGE SERVICES

Apart from the Academic departments, the College has service departments. They include: The Rectory, The Registry, The Library, The Bursary and The Estate. There are also Student Affairs, the Clinic Divisions and the Security Unit.

4.1 THE REGISTRY

The Registry Department is headed by the Registrar, who is Chief Administrator of the College. This is the department that deals with issuance of notices; display of results/issuance of certificates, transcripts and admission letters; prescription of admission procedures; scheduling of fees; and conveyance of decisions of the Academic Board, Management, or the Governing Council among others.

The Academic Office, in the Registry finalizes the screening of students' results/entry qualifications. It also keeps records of examination results, admission lists, graduation lists, students' registration particulars. A set of completed registration forms should be submitted to this unit in a college folder/file before matriculation.

Generally, the Registry is divided into 5 Divisions as follows: Academic Division, Establishment, Training & Development, Information, Protocol, Publicity & Welfare, and Council & Servicom Legal Matters.

4.2 THE COLLEGE LIBRARY

Headed by the College Librarian, the Library offers academic services. It has large stock of books on various disciplines, serial publications (including manuals) and staff and students' theses and projects respectively. The library has a collection of about **9212** volumes and subscribes to some foreign learned professional journals as well as a number of local newspapers and magazines.

Books are catalogued and classified according to the Library of Congress Classification Scheme. The Library has a catalogue cabinet, which serves as a key to the library holdings. It consists of author/title and subject headings, inter-file in one cabinet heading.

4.2.1 Hours of Service

The library opens for services, Monday to Friday as from 8:00am to 10:00pm. On Saturdays, services are open from 8:00am to 6:00pm. However, the Library closes at 4:00pm when students are on vacation. There are no services on Sundays and on recognized public holidays.

4.2.2 Membership

Membership is open to all literate staff and students of the College. Members must register and obtain borrower's ticket.

4.2.3 Borrowing

At present, students may borrow two books at a time for a period of two weeks, while qualified staff members may borrow four books for a period of one month. The number of borrowing tickets would be increased as library stock increases.

4.2.4 Photocopying Services

Photocopying, binding and duplicating are available to readers. Note that these services will be rendered on demand after the cost has been worked out.

4.2.5 Mutilation

Mutilation simply means the ripping off of page chapters or sections of a book for selfish purposes. This is a serious anti-activity which impairs the usefulness

of these publications, not only for present readers, but for future generation of users. Any member caught for such act will be expelled from the College.

4.2.6 General Library Regulations

1. No book or periodical is to be removed from the Library, unless it has been properly charged out at the Circulation Desk.
2. Library books and periodicals must not be mutilated or stolen.
3. No sitting space may be 'RESERVED' by any reader who may be absent to attend meals, lectures, etc.
4. Once a book is removed from the shelf, it must be left on the reading table and not returned by user himself, to the shelves.
5. Readers must enter and leave the Library by the main entrance.
6. Noise-making is prohibited in and around the Library.
7. Eating, drinking and smoking must be avoided within the Library.
8. GSM handsets are to be switched off before entry into the Library.
9. No pets or any kind of animal should be brought into the Library.
10. Briefcases, bags, large envelopes, sticks etc are not to be brought into the Library.
11. Radio sets, tape recorders, silent or explosive missiles and the likes should not under any circumstance be brought into the Library.
12. Readers' possession must be submitted for inspection when leaving the Library.
13. Materials left behind at closing time may be removed by the Library staff on duty, but the Library accepts no responsibility for any loss.

4.3 COLLEGE CLINIC

There is a good health centre that caters for both staff and students. The centre, under the Registry is manned by qualified medical personnel who handle all cases of ill-health of members of the college community. All students are to register with the clinic and obtain out-patient cards. It is compulsory that students undergo medical test of fitness on entry into the institution. The test must be conducted within the college. The fee is determined by the College Management. Students who are sick should report at the College Clinic for immediate diagnosis and treatment. In case of emergency, the medical personnel on call duty should be contacted immediately through the ambulance driver on duty as call-duty service is fully in operation.

During examinations, students with very serious cases of illness and who report at the clinic would be given medical report for the appropriate authorities. Ailments such as dental, optical, and complex surgical problems are referred to government hospitals. The clinic opens to the public from 8:00am to 6:00pm daily and for 24 hours for students.

4.4 THE BURSARY

The Bursary Department, headed by the College Bursar, is charged with the responsibility of collecting and banking of all College monies. This means that all payments to be made to the school by students are to be channeled through the Bursary Department. Payments of fees are to be made at the Cash Office in Bank Teller of the College Bankers. Receipts for payments are to be obtained from the Cashier. Subsequently, students are to proceed to the Student Accounts Section of the Bursary to register their receipts. It is important to register payments made because should receipts get missed, the number of such receipts, amount paid and date could be retrieved from the Student Accounts on demand. The Student Accounts Section maintains a general data book for payment by students throughout their stay in the College. All official receipts are to be securely kept, in fact, throughout 'life' as they could be required from time to time.

4.5 THE STORES

The Stores is a unit under the Bursary Department. It is required that each student (both new and returning) compulsorily submits one stationery item, or the other, to the stores as part of the registration process.

4.6 ESTATE

The Estate Department is responsible for the maintenance of all College structures/facilities including houses, roads, vehicles, electricity, water supply, furniture services etc. It is headed by the Director of Works and Maintenance.

4.7 DIVISION OF STUDENT AFFAIRS

Headed by a Dean, the Student Affairs is a division under the Rectory. It attends to all matters relating to the welfare of students generally. The day-to-day duties of the Division include counseling and advising, allocation of hostels, registration of student bodies, etc. The office also handles matters relating to NYSC, Sports and Recreation.

4.8 CONSULTANCY

The college runs consultancy services under the AOCAY-CONSULT. When fully operational, it will run all non-NBTE Diplomas and short-term certificates.

4.9 THE RECTORY

The Rectory is headed by the Rector who is the Chief Executive of the College. The Deputy Rector who oversees College's Academic Programmes acts in that capacity in the absence of the Rector.

The Rectory has the following units under it: Security, Audit, College Farm and Student Affairs.

SECTION 5

5.0 ENTRY REQUIREMENTS INTO THE COLLEGE

Candidates who apply for Admission into the College must satisfy the minimum entry requirements of the College and also be registered in a particular School and or Department, must satisfy specific course requirements.

The following qualifications will satisfy the minimum entry requirements of the College:

- (a) Candidates for Admission into the Remedial Sciences programme must have attempted Sciences at SSCE, GCE, NABTEB or other similar levels results. Candidates with qualifications in the Arts, Social Sciences or Commercial subjects may be accepted provided they are prepared to study the Sciences. Such candidates are prepared by the College for 2 semesters to remedy their deficiencies by writing and obtaining credit passes of the examination bodies to qualify for admission in the institution or other institutions of their choice.
- (b) A candidate for Admission into Pre-ND Science and Technology must have at least 4 Passes in the Sciences and including English and Mathematics to qualify. Those without that requirement may seek and be admitted into the Remedial Sciences programme. The programme is run for 2 semesters.
- (c) For National Diploma (ND) courses, a minimum of five Credit Passes in the SSCE, GCE, NABTEB or their equivalent at Credit level in the relevant subjects with English and Mathematics compulsorily required.

Admissions into ND programmes are normally sought through JAMB. However, for non-NBTE Diploma courses, candidates are admitted into the College directly.

(d) For Pre-HND, candidates must have obtained at Credit Level a diploma in an area (especially agricultural) other than the course being applied for. The programme is run for two semesters.

(e) For Higher National Diploma (HND) programmes, a candidate must possess a good ND (i.e. a minimum of Lower Credit (L/C) from a recognised Polytechnic or College and must have earlier satisfied entry requirements for ND. He/She would also be required to have a one-year Post ND Industrial Training.

Candidates with Pass Grade may be accepted on condition that they probate for one Academic Session after their Post ND Industrial Training.

(f) Applicants for Admission into Post Graduate Diploma programmes must possess a minimum of Lower Credit in the HND Programme. He/she must have entry requirements into ND and HND and must have completed the one-year NYSC Scheme.

SECTION 6

6.0 OBTAINING INFORMATION IN THE COLLEGE

A student would grovel like a blind man in the dark or even in a well-lit room if he/she lives and operates in the College without adequate information. No doubt, such an aimless 'groveller' will inevitably commit blunders. It is therefore, necessary that a good student seeks for information.

S/N	INFORMATION	COULD BE OBTAINED FROM:
1.	Admission policy/requirements	Registry (Academic Office)
2.	Registration	Registry (Academic Office)
3.	Fees and levies	Bursary, Student Affairs, Registry
4.	Academic programmes offered	Registry (Academic Office)
5.	Book/newspaper / journal/magazine	College Library
6.	Hall of residence/hostels	Student Affairs
7.	Test/Examination matters	Academic Office and Departments
8.	Health matters	College Health Clinic, Student Affairs
9.	Off campus residency	Student Affairs
10.	Academic Transcript,	Registry (Academic Office),

	testimonials and certificates	Exams & Records Department
11.	Security	Security Office, Student Affairs
12.	SIWES/Industrial training	SIWES Coordinator's Office
13.	Scholarship/prizes/ financial aid	Registry, Student Affairs
14.	Student Union matters	Student Affairs
15.	Sports/Recreations/Games	Student Affairs
16.	Repairs/maintenance	Student Affairs, Estate
17.	National Youth Service Corps	Student Affairs, Registry
18.	Matriculation/ Convocation	Registry
19.	Photocopying/ Internet	Library, Cyber ICT Centre
20.	Academic calendar	Academic Office
21.	Adding & dropping course	Year Coordinator, department
22.	Transfer	Registry, Academic Department

SECTION 7

7.0 REGISTRATION

Once an admission list is published, the onus is on the candidate to report to the Academic Unit of the Registrar's Office to commence registration process immediately, on payment of acceptance fee.

All students are required to register into the College. Thereafter, registration will be done at the beginning of each semester in accordance with the rules made from time to time by the College. A student is considered registered on the date he/she completes the registration formalities which include payment of appropriate fees and other charges; filling the prescribed registration forms and forwarding same to the Academic Office of the Registry and the Head of Department. Registration is done each semester.

7.1 ITEMS NECESSARY FOR SCREENING EXERCISE

The following order shall be adopted in the full registration process. A successful applicant is to produce the following:

- (a) Receipt of payment of acceptance fee.
- (b) Original and photocopies of academic certificates.
 - (c) Photocopy of computer result sheet from your principal or certificate awarding body, indicate the page on which your name and result appear, in lieu of certificate.

- (d) Birth Certificate/Declaration of Age.
- (c) Certificate of State of Origin
- (d) Letter of Attestation/Testimonial from the last school.
- (e) Original JAMB slip (for direct ND candidates).
- (f) Original copy of Admission Letter.
- (g) Three (3) recent passport-sized photographs certified at the back.
- (h) Complete school fees receipts or bank teller.

Furthermore, he/she is to report to his/her Head of Department for the initial screening. Thereafter, he/she moves to the Academic Office, the Security Post, Stores, Clinic, Library, and Student Affairs to register as the case may be. (See details in the next section).

SECTION 8

8.0 REGISTRATION PROCESS

8.1 NEW STUDENTS

Newly admitted students/candidates should follow the under-listed procedures before they become bonafide students of the college.

- (a) Each student will be expected to obtain an Admission/Acceptance letter from the Academic Office.
- (b) Proceed to the appropriate Head of Department (HOD) with original credentials for clearance.
- (c) Present the clearance slip from the HOD to the Cashier (at the Bursary Department) and pay the prescribed rates in bank draft and obtain receipts. Accommodation is to be paid for in cash.
- (d) Proceed to the College Clinic for Medical Examination.
- (e) Proceed to the Student Affairs Division for registration, confirmation of available accommodation and issuance of ID card.
- (f) Proceed to the Academic Office for documentation along with the following documents:
 - i. Photocopies of credentials and bank draft, one copy of Admission Letter.
 - ii. Acceptance Letter duly completed and signed by the student.
 - iii. Medical Examination forms duly completed and signed by a Medical Officer from the College Clinic only.
 - iv. A file is opened at the Academic Office for documentation.
- (g) Proceed to the Department for Departmental Registration.
- (h) Two copies of duly signed Registration forms are retained by the student's Head of Academic Department, after the first copy is reserved by the Academic Office, and the student keeps the fourth copy.

8.2 OLD STUDENTS

Each returning student is expected to go through the under-listed procedure before he/she could be regarded as a bonafide student of the College.

- (a) Report to HOD for clearance. Collect registration forms.
- (b) Proceed to the Bursary Department for the payment of school rates in bank draft (**without accommodation fee**).
- (c) Proceed to Student Affairs Office for registration.
- (d) Proceed to Academic Office for continuation of registration. Submit photocopies of receipts of payment of school rates and duly completed and signed registration forms for confirmation.
- (e) Proceed to the Department for Departmental Registration.
- (f) Two copies of duly signed registration forms are retained by Head of Department of the student, after the first copy is reserved by the Academic Office, while the student keeps the fourth copy.

NOTE: Carry-over students **MUST** register along with other students.

8.3 REGISTRATION OF COURSES

Every student must register for all courses he/she shall offer in the semester. The course codes and course titles with their corresponding credit units are as presented in this information book subject to review from time to time. Your Head of Department together with your course Coordinator shall guide you. All carry-over courses must be registered at the beginning of the semester and not during the examination period. Any student who fails to register for all courses before the closing date of late registration shall not be allowed to attend lectures. Worse still, he/she shall not be eligible to sit for the semester examinations. This singular act of negligence is tantamount to voluntary withdrawal from the College. He/she may be re-admitted in any subsequent session or semester only on the approval of the Academic Board.

8.4 LATE REGISTRATION

All new entrants and returning students are required to register within the first **Two Weeks** of each semester. Any spill-over into subsequent weeks shall be regarded as late registration. Such a student shall be made to pay extra charge, as may be prescribed by the Academic Board.

8.5 ORIENTATION PROGRAMME

All fresh students shall go through an orientation programme slated for the beginning of every session. This programme is usually designed by the Dean of Student Affairs in collaboration with schools, departments and other units of the College. It is held within the first three weeks of every session. It is intended to enable new students settle and adjust to College life. Freshmen and women are acquainted with rules, regulations and procedures, which control activities in the institution. Attendance is **mandatory** for all new students.

8.6 MATRICULATION

On expiry of registration process, a colourful ceremony called **Matriculation** is organized for new entrants for the Diploma, Higher Diploma programmes with those other programmes other than the Pre-ND. New students are formally initiated as members of the College community, as they make pledges of loyalty to the ideals of the College. Completion of registration formalities does not make a candidate a bonafide student of the institution until he/she signs the matriculation register.

8.7 FORFEITURE OF DEPOSIT BY FRESH STUDENTS

Fees, once paid, are **no longer** refundable.

8.8 DEFERMENT OF ADMISSION

Admission could be deferred only after an entrant has successfully completed all registration formalities and paid the required fee.

8.9 CHANGE OF NAME

Any student wishing to change his/her name(s) should bring the following:

- i. An affidavit sworn to in a court of law;
- ii. Certificate of dissolution of marriage as the case may be.
- iii. Declaration of marriage or marriage certificate.
- iv. Application for change of name and evidence of payment of the prescribed fee as determined by the College.
- v. Evidence of publication in any of the Nigerian National Dailies.

SECTION 9

9.0 ACCOMMODATION

The College is a residential and non-residential institution; it has both male and female hostels. As a result the College is not duty bound to provide accommodation for every student. Accommodation into halls and hostels is usually organized by the Student Affairs Division for all legible students. A successful student must pay the prescribed accommodation charges before a bed space is allocated to him/her. The Dean of Student Affairs coordinates students' activities in all the hostels of the College. The hostels have male sections and female sections. There are porters attached to each hostel who are directly under the supervision of the Student Affairs Officer. Only bonafide, registered students could live in the halls of residence. A room may be occupied a day before the commencement of each semester up to the last day of the semester. In either case, on campus students must report to the porter's lodge to be checked in or checked out of the hostel.

9.1 HOSTEL REGULATIONS

It is not compulsory to take up accommodation in the hostel. In a situation where a student applies for one and is successful, all regulations governing hostel administration shall be binding on him/her. The following are some of these regulations:

9.1.1 Fees

All occupiers of bed spaces in the hostel shall pay in full, a lodging fee prescribed per session.

9.1.2 Sub-letting

It is an offence to sub-let hostel accommodation allocation to any other student.

9.1.3 Cleanliness of Rooms

Occupants of a room shall be responsible for cleaning same.

9.1.4 Care of College Property

Occupants of a room shall take care of the equipment and fittings therein. Damage to hostel property shall not be tolerated.

9.1.5 Suspended, Withdrawn or Dismissed Occupier

Any student withdrawn, suspended or dismissed from the College automatically loses accommodation and fees for the period of absence from the College.

9.1.6 Squatting

For security and health reasons squatting is banned. Occupants who accommodate others illegally will lose their accommodation.

9.1.7 Dismantling of Beds

No student shall be allowed to de-dunk a bed for any reason, neither shall he/she be allowed to bring in his/her personal bed or set of chairs or tables.

9.1.8 Bathing Places

Students are advised to bathe only in designated bathrooms, not along corridors or open spaces.

9.1.9 Electrical Fittings/Appliances

All electrical appliances to be used must be registered with the Student Affairs Section. However, such other appliances as immersion heaters, electric cookers, electric stoves, grills, toasters, hot plates, oven, irons, etc that could easily cause fire outbreak are not allowed in the hostels.

9.1.10 Cooking

All cooking must be done outside the hostel rooms. There shall be no use of gas cookers.

9.1.11 Disturbance

Noise-making should be reduced to the barest minimum. Loud playing of private radio, T.V. and other musical instruments that cause inconveniences to others should be avoided.

9.1.12 Quiet Hours

It is expected that quiet hours be observed between the hours of 10:00pm and 5:30am each passing day. During these periods students may rest or read quietly.

9.1.13 Candles/Incense

Burning of incense and candles is prohibited in and around halls of residence.

9.1.14 Pets and Animals

For health and sanitary reasons, pet animals, birds, fish and/or reptiles are prohibited in and around the halls of residence.

9.1.15 Environmental Sanitation

Occupants are to clean their environments and should avoid environmental mess/pollution.

SECTION 10

10.0 GENERAL CONDUCT ON CAMPUS

10.1 DRUGS

The use of hard drugs and narcotics is totally banned. There shall be no use of alcohol or cigarette.

10.2 WEAPONS OF OFFENCE

No student must be found with weapons of offence (such as arms and ammunition, knives, grenades, missiles or rifles) on the campus.

10.3 THREAT TO LIFE

There should be no instances of threat and harassment to any fellow student or staff of the College.

10.4 FIGHTING

It is an offence to engage in a fight within or outside the college premises, throughout the period of residence or studentship.

10.5 NIGHT AND SOCIAL ACTIVITIES

All social activities organized by students in the College premises must stop at 12:00 midnight, unless the written permission of the Student Affairs Officer is sought and obtained for extension beyond the stipulated time.

10.6 USE OF COLLEGE FACILITIES

Before any activity could be staged, permission to use the college facilities (halls, lecture rooms, auditorium, convocation square, field etc) must be obtained in writing, 48 hours in advance. In using the college property or facilities for any function by any group of students whatsoever, adequate care of the facility must be taken so that no damage is done to any. Unauthorized movement of classroom seats is prohibited. The organizers of student dances, open to the public, should comply with the following procedures:

- (a) Permission should be obtained from the appropriate college authorities to make use of college facilities at least a week before the dance is held.
- (b) A deposit of an amount as will be prescribed by the appropriate authorities against damage to college property should be made to the Bursary, provided that the deposit shall be refunded where no damage is done to college property. However, the cost of making good any damage done is in excess of deposit made. An additional sum must be paid by the organizers.

- (c) Where an expensive band or entertainer is engaged for a dance, evidence must be provided to show that the organizers can raise the funds to pay for it.
- (d) Evidence of permission to sell liquor under the liquor ordinance, and an undertaking that the bar must close one hour before the end of the dance, must be produced.
- (e) Only printed and numbered tickets should be used for admission to the dance.
- (f) At the end of such an activity a statement of income and expenditure should be produced to members of the club or students association's body as the case may be, not later than one week after the dance.

10.7 STEALING

It is prohibited that any student engaged in theft of whatever magnitude, it is a criminal act to pilfer college property or steal anybody's belongings.

10.8 ELECTRICITY

Illegal connection of electricity by on campus or off campus students is prohibited.

10.9 PUBLICATIONS

For any student publications, including notices, letters or articles for the press, radio or T.V. on matters that border on the college, the permission of the Rector, Registrar or their representatives must be obtained through the Public Relations Officer (P.R.O). Editors of publications will be held responsible for their contents and where libelous or scurrilous attacks are made either directly or indirectly on any member of the college community, they will be liable. No anonymous article, letter or cartoon shall be allowed. They must as a rule, bear the name of the author or a registered pen name.

10.10 PROTESTS

Students are accorded freedom of expression. However, their feelings are to be made known to the college authorities through the Dean of Student Affairs, or their Heads of Departments, depending on the nature of the subject matter.

Any form of protest without due authorization shall attract sanctions on the organizers.

10.11 SECURITY

Security of life and property should as a matter of fact, be a collective responsibility of everyone, and not the exclusive duty of the official security personnel. You owe it a duty to offer useful information on security matters. Students are to deposit all found property with the security unit.

Do not risk keeping large sums of money on you on campus.

Where prosecution for criminal offences committed inside or outside the campus is warranted, the college administration has no right to, and cannot prevent the police from performing their statutory functions.

10.12 IDENTITY

Students must obtain the PVC ID cards from the Student Affairs Office and must be in possession of same at all times.

10.13 EMPLOYEES OF THE COLLEGE

All employees of the college are to be held in high esteem and honour. None of them is subject to orders issued by students. They must not be harassed, assaulted or insulted for whatever reason. Where such a person tramples on the rights of a student in the course of performance of his duty, the onus is on the student to report to the appropriate authorities.

10.14 CULT MEMBERSHIP

The Federal and State Governments abhor the existence of secret cults particularly on campus. Students should shun allurements to membership of the men of the underworld. It is dangerous to be identified with cultists. Involvement in cults' activities could ruin your career here on the campus.

The Rector, in consultation with members of the Advisory Committee on students' discipline, reserves the right to expel any one whose activity, and conduct he considers as not sound enough to warrant his/her stay in the college.

10.15 DRESS CODE

10.15.1 The why of dress code

The College of Agriculture Yandev has joined other higher institutions across the length and breadth of this nation in prescribing dress code for her students. This has become necessary in view of the fact that it has been established that students and youths who dress indecently constitute a greater number of those involved in: armed robbery, cult related activities, examination malpractice, drug addiction and abuse, immorality, poor academic performance, incitement of fellow students against management, staff and other students, among others. This will also check sexual harassment within and outside the College community.

10.15.2 Prohibited male outfit

It has become an offence for a **male student** to:

- (a) Wear painted nails or grow long and dirty nails.
- (b) Put on unconventional chains, beads, necklaces, nose rings and earrings.
- (c) Plait his hair and give it a curling outlook.
- (d) Wear modern '**old school**' hair style.
- (e) Put on sleeveless tops meant to be used underneath a shirt or used indoors.
- (f) Appear in dirty tattered jeans and combat trousers/half trousers/short knickers.
- (g) Wear caps, hats, ribbons and handkerchief on the head or tied on the hand while corporately dressed.
- (h) Put on dark glasses or welder-like goggles.
- (i) Wear any other dress that appears indecent and immoral.

10.15.3 Banned outfit for the female students

It is also an offence for the **female folk** to:

- (a) Put on one-handed top or blouse that reveals the armpit/breast of the student.
- (b) Wear a turtle-neck sleeveless top that reveals the bust, armpit and leaves the back bare.
- (c) Appears in Fela and nomadic cattle rearer's trousers.
- (d) Put on mini or micro-mini skirts or gowns.
- (e) Wear tight-fitting skirts and trousers that reveal the contours of the body.
- (f) Wear short top or body hugs that reveal the bust, tummy or the navel.
- (g) Appear in transparent dresses, trousers, skirts, wrappers or any net-like apparel.
- (h) Wear split trousers and skirts that are cut on one or both sides extending far above the knees.
- (i) Put on spaghetti-hand sleeves that does not cover the entire shoulder or is one-tenth to one inch wide, exposing one's shoulders.
- (j) Any other dressing style the College may consider being indecent or immoral.

10.15.4 Penalty

All offenders shall appear before the Student Welfare and Disciplinary Committee. Offenders shall be suspended from the College for a period of four weeks. On return, they would be required to come along with their parents/guardians who would sign undertaking to the effect that their wards/children would refrain from indecent dressing on campus.

Offenders caught persistently will be rusticated from the College for a semester.

NOTE: Staff of the College are bound by Law to dress decently especially during working hours.

10.16 GENERAL SANCTIONS

All students who contravene any provisions of this section shall be sanctioned by the authorities after being duly tried by an appropriate body or agent of the College.

11.0 UNIONS, CLUBS AND ASSOCIATIONS

The college encourages her students, who so desire, to organize themselves into, and join organizations, clubs or societies. It is her firm belief that these associations could contribute to the academic, cultural, recreational and social life of the college community. These associations, clubs and societies shall apply for registration at the beginning of every session. A register is maintained in the office of the Dean, Student Affairs for all registered student bodies.

11.1 REGULATIONS ON CLUBS AND ASSOCIATIONS

- i. Registration of a student organization should not be construed as agreement with support of approval by the institution, but only as a recognition of the right of the association to exist subject to the conditions appertaining.
- ii. Only registered students and bonafide members of staff can be members.
- iii. Proper records of their finances must be maintained in accordance with the guidelines laid down from time to time.
- iv. All funds raised by organizations, through whatever means, are to be financially accountable. Financially, college's such organizations/unions must open bank accounts.
- v. Officers of such bodies are individually responsible for the planning and conduct of activities sponsored by their organizations.
- vi. Membership of any student club or society shall be open to all students of either sex, birth, or religious inclination.
- vii. Tribal or ethnic student organizations are not recognized.
 - viii. It is wrong for any student body to imply or indicate that it is acting on behalf of the college, without specific approval of the appointed college authority.
 - ix. Infractions of regulations on registration would lead to punishment of its defaulting officials or members, as specified by Rector's Disciplinary power contained therein.
 - x. Membership of unions, clubs or societies is strictly **voluntary**.

11.2 REGISTRATION

Groups seeking recognition must submit the following to the Student Affairs Office:

- i. Names and addresses of current officers of the organization. Their matriculation numbers, courses and levels are equally important.
- ii. The name(s) of staff advisers/patrons/fellows who have agreed in writing to serve.
- iii. Ten copies of the proposed constitution or bye-laws.
- iv. Programmes of activities for the year, including dates and venues.
- v. A copy of Annual Report for the preceding year.
- vi. Statement of proposed financial support and management of funds.

Each club or society shall be required to produce, at the first time of registration, its constitution. Thereafter, reviews should be submitted as they are made. Registration is renewable at the beginning of each session; otherwise, recognition will be withdrawn. Approved clubs, societies and associations must also register with the Student Union. However Student Union shall not interfere unduly in the day to day running of such associations, clubs, societies etc.

Approved clubs, societies and associations must also register with the Student Union.

11.3 ACTIVITIES OF UNIONS, CLUBS OR SOCIETIES

- i. The Dean of Student Affairs must be notified in writing, of student activities involving Guest Speakers to the College.
- ii. Where there is any convention involving participants from outside the college, permission should be sought from the Student Affairs Division in writing, at least two weeks before the commencement of such activities/convention.
- iii. Where a head of government; minister, commissioner, member of a diplomatic mission or such other very important personalities from outside the college are invited, the approval of the Rector must be obtained through the Dean, Student Affairs, at least four weeks before the guest is expected to arrive in the campus.
- iv. The college reserves the right to reject the visit of a particular guest at any time.
- v. The Rector has the prerogative to suspend, dissolve, or proscribe any student society or club whose activities are no longer consistent with the aims and objectives of the college.

11.4 USE OF FACILITIES

- i. Before any activity could be staged, permission to use the college facilities, (halls, lecture rooms, auditorium, convocation square, field etc) must be obtained in writing, 48 hours in advance.
- ii. Only approved student societies shall be allowed to make use of the college premises for fee paying events. The Dean, Student Affairs shall state fees to be charged.
- iii. The College through the Dean of Student Affairs, shall charge fees for the facilities provided by the college for fee-paying events.
- iv. For any loss or damage done to any property in the course of union, club or association's functions, the cost would be borne by the student group responsible for such a loss or damage.

11.5 STUDENT RALLIES

Any rally organized by a student body, must take place only outside lecture, tutorial, practical or examination hours. A 72-hour notice, stating the purpose and nature of the rally must be given to the Dean, Student Affairs and the Chief Security Officer before any rally could be held on campus. The use of any college facility (hall, lecture rooms, workshop, laboratory) meant for academic work must be cleared with the Registrar.

11.6 DEMONSTRATIONS

Following the Federal Government Directive, demonstration within and outside the campus is prohibited in Nigerian tertiary institutions.

Should the Student Representative Council decide to stage a peaceful demonstration, or similar action, the Rector of the College through the Dean Student Affairs, must be notified 72 hours before the commencement of such actions.

11.7 RAG DAYS

Rag days are to be held once a session and must be a function of Student Union alone.

11.8 OUTLAWED SOCIETIES/CLUBS

The following societies are identified as clandestine organizations and are consequently banned. Any student who is associated with any such illegal organizations, in any form, will be rusticated from the college. These organizations together with any that would eventually be discovered include:

1. The Daughter of Jezebel
2. The Black Axe (a.k.a Neo-Black Movement).
3. The Trojan Horse (Oasis of the Silhouette).
4. The Temple of Eden.
5. The Mafioso

6. The Osier
7. The Vikings
8. The Pirates (a.k.a Sea Dogs)
9. The Black Beret Club
10. The Buccaneers
11. Shibrishabra
12. Kkk
13. Executioners
14. White Angel
15. Blood suckers
16. Yeejing
17. Daughters of Jezebel
18. Sea Horse
19. Trojan Horse
20. Red Devils
21. Scorpion and others.

SECTION 11

12.0 THE ACADEMIC SYSTEM

12.1 THE SEMESTER SYSTEM

The college operates the semester system. An academic session comprises two semesters: the first and the second semesters, each with a minimum of sixteen (16) weeks of class work and examination. At the end of each semester, the students are required to sit for examinations.

12.2 PROGRAMME

This is defined as a course of study that is offered by a department for a defined period and which leads to an award of Diploma or Higher National Diploma Certificate. In this College, the programmes offered include: RS, Dip, ND, PHND, HND, PGD, etc.

12.3 SCHOOL

The College is divided into six schools. A school is an academic unit established under the authority of the Governing Council. Each school is headed by a Dean. Under the school there are a number of academic departments.

12.4 ACADEMIC DEPARTMENT

The Academic Department is a unit established to undertake academic activities in a related field of discipline. This unit is responsible for programme(s) of studies and providing services to other programmes. It composes of the Head of Department and other members of staff of the Department.

12.5 COURSE STRUCTURE

The College runs the course unit system on semester basis. Course units should be broken into three categories: Core/Foundation courses, General courses and pre-requisite courses.

- i. Core/Foundation courses are those that are indispensable in a particular discipline.
- ii. General courses are those which though not directly related to the particular discipline of a student are nevertheless, mandatory because of NBTE belief in well balanced education.

12.6 THE COURSE CREDIT SYSTEM

This is a quantitative system of organization of the departmental curriculum in which subject areas are broken down into units which are examined and which a student earns credit hours, if passed.

12.7 COURSE UNITS

A course unit consists of a certain number of hours of student-lecturer contact, devoted to study in a circumscribed area within the subject (course unit) including lecture, tutorials, laboratory, practical, studio sessions or workshop periods. Each course would normally run for one semester. If however, the subject area is too wide to fit into one single course, it is usually broken into two or more courses, each with its own designated number of credit hours.

12.8 CREDIT HOUR/UNIT

Courses are assigned weights called **credit units**. A credit unit consists of specified number of student/lecturer contact hours per week, per semester. Credit unit is used to indicate the measure of course weighing and as an indicator of student workload. As a measure of course weighing, a course may earn 1 credit unit, 2 credit units, 3 credits units as the case may be. But as a measure of workload, 1 credit would mean 1 hour of lecture or tutorial per week, 2 credits would mean 2 hours of lecture or tutorial per week, and down the line.

Note that 3 hours or laboratory/workshop hour = one credit unit. For production work involving staff and students with intensive staff supervision such as Farm Practicals, Technical Drawing....

12.9 COURSE LOAD

This refers to the total number of units a student would take in one semester. The course load a student could take per semester should not exceed 30 credit hours, or 30 contact hours for practical oriented programmes. To exceed the limit set for the programme, the express permission of the Academic Board must be sought.

12.10 COURSE CODE

The College uses the NBTE coding system for various course units. The course unit usually consists of 3 letter course code followed by a 3 digit figure. Example:

GNS 101, COM 202, SLT 311, MTH 212, STA 212, FAA 414, MKT 111, CPT 313, AGR 304, AEM 311, etc.

The courses given by each department/programme are numbered from 101-499. The first digit of the course number indicates the year of study in which it is taught; the second digit denotes the semester of the course and the third digit is a number allocated to the particular course within the Department. A second digit of zero (0) however, indicates a course taught in both semesters. For Pre-ND courses, the first digit will be zero, so that the code for the designation of a course in General/Preliminary Studies for instance, would be GNS 101 for ND I students (semester one). GNS 102 for ND I students (semester two). GNS 201 & GNS 202 for NDII for both semesters 1 & 2 respectively. GNS 301 & GNS 302 for HND I for semesters 1 & 2 respectively, while GNS 401 & 402 is for HND II for semesters 1 & 2 respectively.

12.11 ATTENDANCE AT LECTURES

Attendance at lectures, tutorials, laboratory and workshop practicals, studio sessions, etc is compulsory. Attendance should not be less than 75%. All students must attend classes from the first day of the commencement of lectures, and thereafter, punctually. There is a system of marking attendance register at the beginning of each lecture period. Such registers shall be closed 5 minutes after the

scheduled time for the beginning of the lectures. Thereafter, a student can only be allowed into the lecture room with the consent of the lecturer but cannot be credited for attendance of that particular class.

12.12 CONTINUOUS ASSESSMENT

The assessment of a student's work depends on the overall performance of the student in the semester. A student is assessed on the basis of project work, laboratory works, tests, quizzes and assignments done in the semester.

This constitutes 40% of the overall examination scores. A student who fails to participate in continuous assessment exercise shall have an incomplete result mark. Even if he/she passes the examination, this comment would eventually lead to 'F' (fail) and he/she would be required to re-take or carry over the course unit in question.

A student who is absent from any class test or assessment, except with the written permission of the Head of Department or the Dean of Student Affairs shall not be given any form of make-up test whatsoever. Such students will obviously carry over such courses. Assessment of students must not be less than three in a course unit per semester.

12.13 ASSESSMENT SCRIPTS

All marked scripts must be returned to students. The student is expected to keep safe these documents as they may be required from time to time.

12.14 HANDOUTS/MANUALS/WORKBOOKS

Sale of handouts is permitted but regulated by the Deputy Rector. Where laboratory guides, manuals, etc are perceived necessarily, the lecturer/technologist concerned discusses this with the Deputy Rector through his Head of Department, and they both agree on the modalities for production at reasonable cost. Workbooks in addressing needs of specific courses can also be written by a team of specialists involved in the course. This is subject to approval of the appropriate authority.

12.15 FINAL YEAR PROJECT

The final year project is undertaken by the student as a partial fulfillment for the award of diploma or certificate as the case may be. Approved topics which must be relevant to the programme, and which could one way or the other contribute to learning, technological and economic development, are given to students. Copies of such projects, evaluated by both internal and external supervisors, are kept at the college and departmental libraries. A student who fails project shall be allowed to re-submit same or represent it only twice. A student who fails to submit his project before the final examination results are approved by the Academic Board shall have his result pended until the next session. He/she shall pay a late submission fee before the project is evaluated. Failure to present the project four semesters after the completion of the course work would mean the student's course has lapsed.

12.16 SUPERVISED INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

There is a national policy that 1 ND programmes shall have a period of supervised industrial work experience, sandwiched between the second and third semesters and forms an integral part of the programmes. This period is often referred to as Industrial Attachment. Though employers would require that all diploma graduates show evidence of industrial training, not all programmes are granted sponsorship by the Industrial Training Fund (ITF). For the category of students sponsored by ITF, none shall receive any diploma without satisfactorily completing the prescribed attachment period. All

technical reports of students returning from industrial attachment must be submitted to the Departmental SIWES Coordinator within one calendar month.

The SIWES programme shall be weighted 4 credit units and the scores will be incorporated into the 3rd semester result. The assessment shall be based on the following:

1.	Employer's evaluation (form B)	50%	
2.	Institution Based Assessment	50%	
	Total		100%

All enquiries regarding placement and payment of ITF allowance should be directed to the College SIWES Coordinator.

12.17 PLAGIARISM

Students are not allowed to copy other person's work for submission either as SIWES reports or final Project without normal acknowledgement, as doing so is a serious offence. When such is detected, appropriate report should be made and when established, the student should be punished accordingly by re-writing the work or outright cancellation.

SECTION 13

13.0 LIST OF COURSES

Below are courses offered in each school/department and their credit loads.

SCHOOL OF BASIC SCIENCES & FOUNDATION STUDIES

DEPARTMENT OF GENERAL STUDIES

RS - First & Second Semesters

	S/No	Course Code	Course Title	Credit Units
1.	ACT 011	Principles of Accounts	3.0	
2.	AGR 011	Agricultural Science	3.0	
3.	CBB 011	Flowering Plants, Soil Science & Genetics		3.0
4.	CBC 011	General & Inorganic Chemistry	3.0	
5.	CBP 011	Mechanic, Properties of Matter & Heat		3.0
6.	CMM 011	Commerce	3.0	
7.	ECO 011	Economics	3.0	
8.	EMT 011	Engineering Mathematics	3.0	
9.	FAN 011	Food & Nutrition	3.0	
	10.	GEO 011	General Geography	3.0
	11.	MTH 011	General Mathematics	4.0
12.	PEL 011	English Language & Communication		4.0
13.	PTD 011	Technical Drawing	3.0	
		Total Credit Units		41.0

DEPARTMENT OF COMPUTER SCIENCE AND STATISTICS

Dip I CSS - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	COM 101	Introduction to Computing	6.0	
2.	COM 112	Introduction to Digital Electronics		4.0
3.	COM 113	Introduction to Programming	4.0	
4.	STA 111	Descriptive Statistics I	7.0	
5.	STA 113	Elementary Probability Theory	5.0	

6.	MTH 111	Logic & Linear Algebra	5.0	
7.	MTH 112	Functions & Geometry	5.0	
8.	GNS 101	Use of English	3.0	
Total Credit Units				40.0

Dip I CSS - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	COM 121	Scientific Programming Using Pascal		6.0
2.	COM 122	Introduction to Internet	4.0	
3.	COM 123	Computer Application Packages	6.0	
4.	COM 124	Data Structure & Algorithm	4.0	
5.	COM 126	PC Upgrade & Maintenance	6.0	
6.	GNS 128	Citizenship Education	2.0	
7.	STA 121	Descriptive Statistics II	7.0	
8.	STA 122	Statistical Theory I	5.0	
9.	MTH 121	Calculus	5.0	
Total Credit Units				45.0

Dip II CSS - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	COM 212	Computer Programming	5.0	
2.	COM 214	File Organization	5.0	
3.	COM 215	Computer Packages	6.0	
4.	OTM 217	Technical English	3.0	
5.	STA 211	Statistical Theory II	5.0	
6.	STA 214	Industrial Statistics	5.0	
7.	MTH 212	Calculus	5.0	
8.	MTH 213	Linear Algebra	5.0	
Total Credit Units				39.0

Dip II CSS - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	COM 222	Seminar on Computer & Society		6.0
2.	COM 224	Management & Information System		4.0
3.	COM 225	Web Technology	6.0	
4.	MTH 222	Mathematical Methods I	5.0	
5.	STA 221	Design & Analysis of Experiment I		5.0
6.	STA 223	Applied General Statistics I	5.0	
7.	STA 225	Small Business Management	2.0	
8.	STA 226	Project	4.0	
Total Credit Units				37.0

Dip I SLT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	STB 111	Plant & Animal Taxonomy	5.0	
2.	STB 112	Morphology & Physiology of Living Things		4.0
3.	STC 111	General Principles of Chemistry	5.0	
4.	STC 112	Inorganic Chemistry I	4.0	
5.	STP 111	Mechanics	5.0	
6.	STP 112	Heat Energy	4.0	
7.	STP 113	Algebra for Science	2.0	

8.	STP 114	Electronic Logic for Science	2.0	
9.	STC 113	Technical English	2.0	
10.	GLT 111	General Laboratory Techniques (ii) Safety in the Laboratory, and (i) Care & Maintenance of Laboratory Ware and Equipment	2.0	
		Total Credit Units		35.0

Dip I SLT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	STB 121	Cell Biology	5.0	
2.	STC 121	Organic Chemistry	5.0	
3.	STC 122	Physical Chemistry	5.0	
4.	STP 121	Electricity & Magnetism	5.0	
5.	STP 122	Optics & Waves	3.0	
6.	STC 123	Analytical Chemistry	5.0	
7.	GLT 121	General Laboratory Techniques (iii) Preparation of Laboratory Side Shelf Reagents, and (iv) Separation Techniques & Sample Management	2.0	
8.	COM 123	Computer Packages I	4.0	
		Total Credit Units		34.0

Dip II SLT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	STM 211	Microbiology	4.0	
2.	STB 211	Pest & Pest Control	3.0	
3.	STB 212	Pathology	3.0	
4.	STC 211	Inorganic Chemistry II	3.0	
5.	STC 212	Instrumental Analytical & Quality Control	5.0	
6.	STP 211	Electronics	4.0	
7.	STP 212	Thermodynamics & Electromagnetism	3.0	
8.	STS 211	Citizenship Education & Use of Library	2.0	
9.	STP 213	Calculus for Science	2.0	
10.	COM 215	Computer Packages II	5.0	
		Total Credit Units		34.0

Dip II SLT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	STB 221	Genetics	3.0	
2.	STB 222	Ecology	5.0	
3.	STC 221	Organic Chemistry II	5.0	
4.	STC 222	Biochemistry	5.0	
5.	STP 221	Maintenance & Repair of Scientific & Electronic Equipment	4.0	
6.	GLT 222	General laboratory Techniques Module (vii) Vacuum Techniques & Module (viii) Glassblowing	2.0	

7.	STS 221	Practical Project & Seminar	8.0	
8.	STA 225	Small Business Management I	2.0	
		Total Credit Units		34.0

SCHOOL OF AGRICULTURAL PRODUCTION AND ENGINEERING TECHNOLOGY (SAPET)

DEPARTMENT OF AGRICULTURAL ENGINEERING TECHNOLOGY

ND I AET - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AET 111		Introduction to Agricultural Engineering	2.0
2.	AET 131		Farm Workshop Practice	1.0
3.	AGR 101		Introduction to Agriculture	3.0
4.	AGT 111		Principles of Crop Production	2.0
1.	AGT 112		elements of Agricultural Economics	1.0
2.	EED 126		Introduction to Entrepreneurship	2.0
3.	GNS 101		Use of English I	2.0
4.	MEC 103		Engineering Mechanics	3.0
5.	MEC 105		Basic Workshop Practice	1.0
6.	MEC 201		Engineering Drawing I	2.0
7.	MTH 111		Logic & Linear Algebra	2.0
			Total Credit Units	24.0

ND I AET - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AET 121		Farm Construction Technology & Practice	2.0
2.	AET 122		Basic Soil Science	2.0
3.	AET 132		Farm Workshop Practice II	1.0
4.	AGT 124		Rural Sociology	2.0
5.	EEC 101		Electrical Engineering Science	2.0
6.	GNS 202		Communication in English II	2.0
7.	MEC 104		Thermodynamics	2.0
8.	MEC 205		Strength of Materials	3.0
9.	MEC 206		Properties of Materials	2.0
10.	MTH 122		Trigonometry & Analytical Geometry	2.0
11.	TSL 101		Basic Properties of Land Surveying I	3.0
			Total Credit Units	23.0

ND II AET - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AET 211		Farm Electrification	2.0
2.	AET 212		Tractor Operations & Maintenance	2.0
3.	AET 213		Farm Power	2.0
4.	AET 231		Farm Workshop Practice II	1.0
5.	AGT 212		Agro-Climatology	1.0
6.	CEC 210		Soil Mechanics	2.0
7.	EED 216		Practice of Entrepreneurship	2.0
8.	GNS 201		Use of English II	2.0
9.	ITF 111		SIWES	4.0

10.	MEC 207	Fluid Mechanics	2.0	
11.	MEC 221	Engineering Drawing II	2.0	
12.	MTH 211	Calculus	2.0	
13.	STA 111	Introduction to Statistics	2.0	
14.	TSL 102	Basic Principles of Land Surveying II	3.0	
Total Credit Units				30.0

ND II AET - Second Semester

S/No	Course Code	Course Title	Credit Units	
1.	AET 221	Irrigation & Drainage	2.0	
2.	AET 222	Farm Machinery & Mechanization	3.0	
3.	AET 223	Soil & Water Conservation	2.0	
4.	AET 224	Farm Structures	2.0	
5.	AET 225	Crop Processing & Storage	2.0	
6.	AET 227	Project	6.0	
7.	AET 232	Farm Workshop Practice IV	1.0	
8.	AGT 229	Farm Management	1.0	
9.	AGT 230	Agricultural Extension	2.0	
10.	AGT 231	Statistics & Field Experimentation	2.0	
Total Credit Units				23.0

DEPARTMENT OF AGRICULTURAL TECHNOLOGY

ND I AGT - First Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGT 101	Introduction to Agriculture	3.0	
2.	AGT 111	Principles of Crop Production	2.0	
3.	AGT 112	Elements of Agricultural Economics	1.0	
4.	AGT 113	Farm Practice	2.0	
5.	BCH 111	General & Physical Chemistry	3.0	
6.	BPH 111	Mechanics & Properties of Matter & Heat Energy	3.0	
7.	GMP 111	General Morning Practicals	1.0	
8.	GNS 101	Use of English I	2.0	
9.	MTH 111	Logic & Linear Algebra	2.0	
10.	STA 111	Introduction to Statistics	2.0	
11.	STB 111	Cell Biology	3.0	
Total Credit Units				24.0

ND I AGT - Second Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGT 121	Annual Crops	2.0	
2.	AGT 122	Crop Production	2.0	
3.	AGT 123	Sheep, Goat & Swine Production	2.0	
4.	AGT 124	Rural Sociology	2.0	
5.	BCH 121	Organic & Inorganic Chemistry	3.0	
6.	BPH 121	Optics, Waves, Electricity & Magnetism	3.0	
7.	FOT 101	Introduction to Forestry	2.0	
8.	GMP 121	General Morning Practicals	1.0	

9.	GNS 103	Physical & Health Education	1.0	
10.	STB 112	Morphology & Physiology of Living Things	3.0	
11.	STB 121	Taxonomy of Plants & Animals	3.0	
12.	TSL 101	Basic Prin. of Land Surveying I	3.0	
Total Credit Units			27.0	

ND II AGT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGT 211	Pedology & Soil Survey	2.0	
2.	AGT 212	Agro-Climatology	1.0	
3.	AGT 213	Farm Practice II	2.0	
4.	AGT 214	Tree Crops	2.0	
5.	AGT 225	Dairy & Beef Production	2.0	
6.	AGT 231	Statistics & Field Experimentation	2.0	
7.	CME 122	Basic Workshop Practice	2.0	
8.	EED 216	Entrepreneurship Development	2.0	
9.	FIT 111	Basic Fisheries Technology	2.0	
10.	GMP 211	General Morning Practicals	1.0	
11.	GNS 201	Use of English II	2.0	
12.	ITF 111	SIWES	4.0	
13.	PTD 111	Principles of Technical Drawing	3.0	
14.	TSL 102	Basic Principles of Land Surveying II	3.0	
Total Credit Units			30.0	

ND II AGT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AET 225	Crop Processing & Storage	2.0	
2.	AGT 215	Soil Fertility & Crop Nutrition	2.0	
3.	AGT 216	Soil & Water Management	2.0	
4.	AGT 221	Animal Nutrition	2.0	
5.	AGT 222	Poultry Production	2.0	
6.	AGT 223	Farm Power & Mechanization	3.0	
7.	AGT 224	Genetics & Breeding	1.0	
8.	AGT 226	Horticulture	2.0	
9.	AGT 228	Introduction to Animal Health	2.0	
10.	AGT 229	Farm Management	1.0	
11.	AGT 230	Agricultural Extension	2.0	
12.	AGT 232	Research Project	4.0	
13.	GMP 221	General Morning Practicals	1.0	
Total Credit Units			26.0	

DEPARTMENT OF CROP PRODUCTION TECHNOLOGY

HND I CPT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	COM 311	Computer Programming	3.0	
2.	CPT 311	Crop Production I	2.0	
3.	CPT 312	Crop Physiology	3.0	
4.	CPT 313	Agro-Climatology	2.0	
5.	CPT 314	Cropping Systems	2.0	
6.	CPT 315	Agricultural Entomology	3.0	
7.	CPT 316	Pedology & Soil Survey	2.0	
8.	CPT 317	Crop Farm Practice I	2.0	
9.	CPT 318	Agricultural Biochemistry	2.0	
10.	GMP 311	General Morning Practicals	1.0	

11.	GNS 302	Use of English III	2.0	
		Total Credit Units		24.0

HND I CPT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 314	Extension Methods	3.0	
2.	AGR 302	Field Experimentation & Data Analysis		3.0
3.	AGR 303	Farm Management	2.0	
4.	AGR 401	Research Methods	2.0	
5.	CPT 321	Principles of Genetics	1.0	
6.	CPT 322	Plant Pathology	2.0	
7.	CPT 323	Crop Production II	3.0	
8.	CPT 324	Crop Farm Practice	3.0	
9.	GMP 321	General Morning Practicals	1.0	
10.	GNS 302	Communication in English III	2.0	
		Total Credit Units		22.0

HND II CPT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	EED 413	Entrepreneurship Development	2.0	
2.	AES 413	Irrigation Technology	3.0	
3.	AGR 402	Agricultural Personnel Management		2.0
4.	CPT 431	Crop Production III	3.0	
5.	CPT 432	Weed Management	3.0	
6.	CPT 433	Plant Breeding	2.0	
7.	CPT 434	Horticulture	3.0	
8.	CPT 435	Crop Farm Practice III	3.0	
9.	CPT 436	Crop Farm Mechanization	3.0	
10.	GMP 411	General Morning Practicals	1.0	
		Total Credit Units		25.0

HND II CPT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 446	Rural Sociology	2.0	
2.	AES 423	Drainage Technology	2.0	
3.	CPT 441	Produce & Post Harvest Management		3.0
4.	CPT 442	Ornamental Horticulture	2.0	
5.	CPT 443	Pasture Agronomy	2.0	
6.	CPT 444	Seed Production & Pathology	2.0	
7.	CPT 445	Soil Fertility & Crop Nutrition	3.0	
8.	CPT 446	Seminar	1.0	
9.	CPT 447	Project	6.0	
10.	GMP 421	General Morning Practicals	1.0	
		Total Credit Units		24.0

SCHOOL OF ANIMAL TECHNOLOGY

DEPARTMENT OF ANIMAL HUSBANDRY

ND I AHP - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGR 101	Introduction to Agriculture	3.0	
2.	AGT 112	Elements of Agricultural Economics		1.0

3.	AGT 212	Agro-Climatology	1.0	
4.	AHP 111	Anatomy & Physiology I	2.0	
5.	AHP 112	General Morning Farm Practice	1.0	
6.	BCH 111	General & Physical Chemistry	3.0	
7.	CME 122	Basic Workshop Practice	2.0	
8.	GNS 101	Use of English I	2.0	
9.	MTH 111	Logic & Linear Algebra	2.0	
10.	PTD 111	Technical Drawing	2.0	
11.	STB 111	Cell Biology	3.0	
Total Credit Units				22.0

ND I AHP - Second Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGT 221	Animal Nutrition	2.0	
2.	AGT 224	Genetics & Animal Breeding	2.0	
3.	AHP 121	Principles of Pasture & Range Management I		3.0
4.	AHP 122	Livestock Parasitology	2.0	
5.	AHP 123	Anatomy & Physiology II	2.0	
6.	AHP 124	Introduction to Veterinary Microbiology		3.0
7.	AHP 125	Introduction to Animal Husbandry	2.0	
8.	AHP 126	General Morning Farm Practice	2.0	
9.	BCH 121	Organic & Inorganic Chemistry	3.0	
10.	BPH 111	Mechanics & Properties of Matter & Energy		3.0
11.	EED 126	Introduction to Entrepreneurship	2.0	
Total Credit Units				26.0

ND II AHP - First Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGT 231	Statistics & Field Experimentation		2.0
2.	AHP 211	Sheet & Goat Production	2.0	
3.	AHP 212	Swine Production	2.0	
4.	AHP 213	Pathology	2.0	
5.	AHP 214	Pharmacology & Therapeutics	2.0	
6.	AHP 215	Animal Diseases I	2.0	
7.	AHP 216	Clinical Techniques I	3.0	
8.	AHP 217	Principles of Pasture & Range Management II		2.0
9.	AHP 218	Rabbit & Equine Production	2.0	
10.	AHP 219	General Morning Farm Practice	1.0	
5.	COM 101	Introduction to Computer	3.0	
6.	GNS 201	Use of English II	3.0	
7.	ITF 111	SIWES	4.0	
Total Credit Units				30.0

ND II AHP - Second Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGT 124	Rural Sociology	2.0	
2.	AGT 222	Poultry Production	2.0	
3.	AGT 225	Beef & Dairy Cattle Production	3.0	
4.	AGT 229	Farm Management	1.0	

5.	AGT 230	Agricultural Extension	2.0	
6.	AHP 221	Introduction to Mini- Livestock Production		2.0
7.	AHP 222	Animal Products Hygiene & Inspection	3.0	
8.	AHP 223	Animal Diseases II	3.0	
9.	AHP 224	Clinical Techniques II	2.0	
10.	AHP 225	Project	3.0	
11.	AHP 226	General Morning Farm Practice	2.0	
12.	EED 216	Practice of Entrepreneurship	2.0	
Total Credit Units				27.0

DEPARTMENT OF ANIMAL HEALTH TECHNOLOGY

HND I AHT - First Semester

S/No	Course Code	Course Title	Credit Units
1.	ANH 431	Poultry Diseases	2.0
2.	ANH 432	Clinical Techniques I	4.0
3.	ANH 433	Veterinary Parasitology	2.0
4.	ANH 434	Pharmacology & Therapeutics	2.0
5.	ANH 435	Systematic Pathology	3.0
6.	ANH 436	General Livestock Production	4.0
7.	ANH 437	General Morning Farm Practicals	1.0
8.	APT 432	Pasture & Range Management	2.0
9.	GNS 401	Communication in English IV	2.0
Total Credit Units			22.0

HND I AHT - Second Semester

S/No	Course Code	Course Title	Credit Units
1.	AEM 314	Extension Methods	3.0
2.	AEM 446	Rural Sociology	2.0
3.	ANH 321	Histology & Embryology	2.0
4.	ANH 322	General Pathology	3.0
5.	ANH 323	General Morning Farm Practice	2.0
6.	APT 320	Agricultural Biochemistry	2.0
7.	APT 431	Farm Animal Parasitology	3.0
8.	APT 441	Applied Animal Nutrition (Feeds & Feeding)	3.0
9.	EED 413	Entrepreneurship Development	2.0
10.	GNS 302	Communication in English III	2.0
Total Credit Units			24.0

HND II AHT - First Semester

S/No	Course Code	Course Title	Credit Units
1.	AEM 411	Entrepreneurship Development	2.0
2.	AGR 402	Agricultural Personnel Development	2.0
3.	ANH 431	Poultry Diseases	3.0
4.	ANH 432	Clinical Techniques I	3.0
8.	ANH 433	Veterinary Parasitology	2.0
9.	ANH 434	Pharmacology & Therapeutics I	2.0
10.	ANH 435	Systemic Pathology	3.0
11.	ANH 436	General Livestock Production	3.0
12.	ANH 438	General Morning Farm Practicals	1.0
13.	APT 432	Pasture & Range Management	2.0
Total Credit Units			23.0

HND II AHT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGR 302	Field Experimentation & Data Analysis		3.0
2.	AGR 303	Farm Management	2.0	
3.	AGR 402	Agricultural Personnel Management		2.0
4.	ANH 441	Toxicology	2.0	
5.	ANH 442	Clinical Techniques II	3.0	
6.	ANH 443	Pharmacology & Therapeutics II		2.0
7.	ANH 444	Veterinary Jurisprudence	1.0	
8.	ANH 445	Project	6.0	
9.	ANH 446	Clinical Conference	1.0	
10.	ANH 447	General Morning Farm Practicals	2.0	
11.	APT 444	Animal Products Processing & Meat Hygiene		3.0
12.	COM 311	Relevant Computer Packages	3.0	
		Total Credit Units		30.0

HND I APT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGR 312	Annual Crops	2.0	
2.	APT 311	Animal Farm Mechanization	2.0	
3.	APT 312	Genetics & Animal Breeding	2.0	
4.	APT 313	Animal Physiology	2.0	
5.	APT 314	Animal Anatomy	3.0	
6.	APT 315	Livestock Practice I	3.0	
7.	APT 316	General Morning Farm Practice	1.0	
8.	GNS 301	Use of English III	2.0	
9.	STB 211	Introductory Microbiology	3.0	
10.	STC 221	Introductory Biochemistry	3.0	
		Total Credit Units		23.0

HND I APT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 314	Extension Methods	3.0	
2.	AGR 302	Field Experimentation & Data Analysis		3.0
3.	AGR 303	Farm Management	2.0	
4.	APT 320	Agricultural Biochemistry	2.0	
5.	APT 321	Livestock Farm Practice II	2.0	
6.	APT 322	Animal Nutrition	3.0	
7.	APT 323	Sheep & Goat Production	2.0	
8.	APT 324	Mini-Livestock Production	2.0	
9.	AOT 325	General Morning Farm Practice	2.0	
10.	EED 413	Entrepreneurship Development	2.0	
11.	GNS 302	Communication in English	2.0	
		Total Credit Units		25.0

HND II APT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 446	Rural Sociology	2.0	
2.	APT 431	Farm Animal Parasitology	3.0	

3.	APT 432	Pasture & Range Management	2.0	
4.	APT 433	Poultry Production	3.0	
5.	APT 434	Swine Production	3.0	
6.	APT 435	Hides & Skin Improvement	2.0	
7.	APT 436	General Morning Farm Practicals	1.0	
8.	COM 311	Computer Appreciation & Application		3.0
9.	FIT 435	Fish Farm Engineering & Management II		3.0
10.	GNS 401	Advanced Communication in English	2.0	
		Total Credit Units		24.0

HND II APT - Second Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGR 402	Agricultural Personnel Management		2.0
2.	APT 441	Applied Animal Nutrition (Feeds & Feeding)		3.0
3.	APT 442	Beef Cattle Production	3.0	
4.	APT 443	Farm Animal Diseases	2.0	
5.	APT 444	Animal Products Processing & Milk Hygiene		3.0
6.	APT 445	Dairy Cattle Production	3.0	
7.	APT 446	General Morning Farm Practice	2.0	
8.	APT 450	Seminar	1.0	
9.	APT 451	Project	6.0	
		Total Credit Units		25.0

SCHOOL OF AGRICULTURAL MANAGEMENT AND VOCATIONAL STUDIES

DEPARTMENT OF AGRICULTURAL EXTENSION AND MANAGEMENT

P-HND AEM - First Semester

S/No	Course Code	Course Title	Credit Units	
1.	AGR 101	Introduction to Agriculture	3.0	
2.	AGT 111	Principles of Crop Production	2.0	
3.	AGT 112	Elements of Agricultural Economics		1.0
4.	AGT 211	Pedology & Soil Survey	2.0	
5.	AGT 212	Agro-Climatology	1.0	
6.	AGT 213	Farm Practice II	2.0	
7.	AGT 214	Tree Crops	2.0	
8.	AGT 224	Genetics & Breeding	1.0	
9.	AGT 225	Beef & Dairy Production	2.0	
10.	AGT 231	Statistics & Field Experimentation	2.0	
11.	FIT 111	Basic Fisheries Technology		2.0
12.	GNS 201	Use of English II	2.0	
13.	TSL 101	Principles of Land Surveying	3.0	
		Total Credit Units		25.0

P-HND AEM - Second Semester

S/No	Course Code	Course Title	Credit Units	
1.	AET 216	Soil & Water Management	2.0	
2.	AET 225	Crop Processing & Storage	2.0	
3.	AGT 122	Crop Protection	2.0	
4.	AGT 124	Rural Sociology	2.0	
5.	AGT 221	Animal Nutrition	2.0	

6.	AGT 222	Poultry Production	2.0	
7.	AGT 226	Horticulture	2.0	
8.	AGT 228	Introduction to Animal Health	2.0	
9.	AGT 229	Farm Management	1.0	
10.	AGT 230	Agricultural Extension	2.0	
11.	AGT 123	Sheep, Goat & Swine Production	2.0	
12.	EED 216	Entrepreneurship Development	2.0	
13.	GNS 103	Physical & Health Education	1.0	
		Total Credit Units	24.0	

HND I AEM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 311	Agricultural Mathematics	2.0	
2.	AEM 312	Micro-Economics	2.0	
3.	AEM 313	Resource Economics	2.0	
4.	AEM 315	Tree Crops	2.0	
5.	AEM 316	General Farm Practice	3.0	
6.	AEM 317	Non-Ruminant Animal Production	3.0	
7.	COM 311	Computer Programming	3.0	
8.	CPT 313	Agro-Climatology	3.0	
9.	CPT 315	Agricultural Entomology	3.0	
10.	GMP 311	General Morning Practicals	1.0	
11.	GNS 301	Use of English III	2.0	
		Total Credit Units	26.0	

HND I AEM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 314	Extension Methods	3.0	
2.	AEM 321	Ruminant Animals	3.0	
3.	AEM 322	General Farm Practice	3.0	
4.	AEM 323	Field Trip & Seminar	3.0	
5.	AGR 302	Field Experimentation & Data Analysis	3.0	
6.	AGR 303	Farm Management	2.0	
1.	AGR 304	Annual Crops	2.0	
2.	AGR 401	Research Methods	2.0	
3.	GMP 312	General Morning Practicals	1.0	
4.	GNS 302	English Language & Communication III	3.0	
5.	GNS 303	Physical & Health Education	1.0	
6.	GNS 323	Introduction to Psychology	3.0	
		Total Credit Units	29.0	

HND II AEM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 401	Audio-Visual Aids	2.0	
2.	AEM 431	Macro-Economics	2.0	
3.	AEM 432	Agricultural Business Law	2.0	
4.	AEM 433	Farm Records & Accounting	2.0	
5.	AEM 434	Farm Business Organization	3.0	
6.	AEM 435	Agricultural Marketing	2.0	
7.	AEM 436	Extension Programme Planning & Evaluation	2.0	
8.	AEM 444	Extension Administration & Operations	2.0	

9.	AGR 402	Agricultural Personnel Management		2.0
10.	APT 445	Animal Products Processing	3.0	
11.	GMP 411	General Morning Practicals	1.0	
12.	EED 413	Entrepreneurship Development	2.0	
		Total Credit Units		25.0

HND II AEM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 441	Agricultural Cooperatives	2.0	
2.	AEM 442	Agricultural Policy & Development		2.0
3.	AEM 443	Farm Planning	2.0	
4.	AEM 445	General Farm Mechanization	3.0	
5.	AEM 446	Rural Sociology	2.0	
6.	AEM 447	Seminar	1.0	
7.	AEM 448	Project	6.0	
8.	CPT 441	Produce & Post Harvest Management		3.0
9.	GMP 412	General Morning Practicals	1.0	
		Total Credit Units		22.0

DEPARTMENT OF BUSINESS ADMINISTRATION & MANAGEMENT

Dip I BAM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	BAM 111	Introduction to Business I	3.0	
2.	BAM 112	Business Mathematics I	3.0	
3.	BAM 113	Business Law	3.0	
4.	BAM 114	Principles of Economics I	3.0	
5.	BAM 121	Principles of Accounts I	4.0	
6.	GNS 127	Citizenship Education	2.0	
7.	MKT 111	Principles of Marketing	3.0	
8.	PAD 111	Elements of Public Administration		3.0
9.	PUS 111	Principles of Purchasing	3.0	
		Total Credit Units		27.0

Dip I BAM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	ACC 121	Principles of Accounts II	4.0	
2.	BAM 121	Introduction to Business II	3.0	
3.	BAM 122	Business Mathematics II	3.0	
4.	BAM 123	Introduction to Social Psychology		3.0
5.	BAM 124	Principles of Economics II	3.0	
6.	BAM 125	Information Technology I	3.0	
7.	BAM 126	Introduction to Entrepreneurship		3.0
8.	GNS 102	Communication in English	2.0	
9.	BNS 131	Citizenship Education II	2.0	
		Total Credit Units		26.0

Dip II BAM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	BAM 202	Communication in English I	2.0	

2.	BAM 211	Principles of Management I	3.0	
3.	BAM 212	Business Statistics I	3.0	
4.	BAM 213	Office Management	3.0	
5.	BAM 214	Business Law	3.0	
6.	BAM 215	Information Technology II	6.0	
7.	BAM 216	Practices of Entrepreneurship	3.0	
8.	BAM 217	Research Methods	2.0	
9.	BAM 218	Cost Accounting I	4.0	
10.	GNS 214	General Biology	2.0	
Total Credit Units				31.0

Dip II BAM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	BAM 221	Principles of Management II	3.0	
2.	BAM 222	Business Mathematics II	3.0	
3.	BAM 223	Elements of Production Management		3.0
4.	BAM 224	Elements of Human Capital Management		3.0
5.	BAM 225	Project	5.0	
6.	ACC 212	Cost Accounting II	4.0	
7.	GNS 202	Communication in English II	2.0	
8.	GNS 220	Chemistry	2.0	
Total Credit Units				25.0

Dip I ACC - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	OTM 101-102	Technical English I		4.0
2.	BFN 111	Elements of Banking I	2.0	
3.	GNS 111	Citizenship Education	2.0	
4.	BAM 112	Business Mathematics	3.0	
5.	BAM 113	Principles of Law	3.0	
6.	BAM 211	Principles of Management I	3.0	
7.	BFN 112	Principles of Economics I	3.0	
8.	ACC 111	Principles of Accounts I	4.0	
9.	BFN 116	Information Communications Technology I		4.0
10.	AGR 101	Introduction to Agriculture	2.0	
Total Credit Hours				30.0

Dip I ACC - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	GNS 121	Citizenship Education	2.0	
2.	OTM 201-202	Technical English II		4.0
3.	BAM 126	Introduction to Entrepreneurship		3.0
4.	BAM 122	Business Mathematics II	3.0	
5.	BFN 121	Elements of Banking II	2.0	
6.	BAM 214	Business Law	3.0	
7.	BAM 221	Principles of Management II	3.0	
8.	BFN 122	Principles of Economics II	3.0	
9.	ACC 121	Principles of Accounts II	4.0	
10.	BFN 126	Information Communications Technology II		4.0
Total Credit Units				31.0

Dip II ACC - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	ACC 214	Taxation I	3.0	
2.	BFN 213	Business Research Methods	3.0	
3.	BAM 212	Business Statistics I	3.0	
4.	ACC 213	Auditing I	3.0	
5.	ACC 212	Cost Accounting I	4.0	
6.	ACC 211	Financial Accounting I	4.0	
7.	BAM 216	Practice of Entrepreneurship	3.0	
8.	BAM 424	Company Law	3.0	
9.	FIT 111	Basic Fisheries	2.0	
Total Credit Units				28.0

Dip II ACC - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	BAM 222	Business Statistics II	3.0	
2.	BFN 211	Business Finance	3.0	
3.	ACC 223	Auditing II	3.0	
4.	ACC 222	Cost Accounting II	4.0	
5.	ACC 224	Taxation II	3.0	
6.	ACC 221	Financial Accounting II	4.0	
7.	ACC 226	Public Sector Accounting	2.0	
8.	ACC 229	Project	6.0	
Total Credit Units				28.0

DEPARTMENT OF COOPERATIVE ECONOMICS AND MANAGEMENT

Dip I CEM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	DCS 112	Business Mathematics	3.0	
2.	DCS 113	Introduction to Business	2.0	
3.	DCS 114	Principles of Law	2.0	
4.	DCS 115	Principles of Economics	2.0	
5.	DCS 116	Principles of Accounting I	3.0	
6.	DCS 117	Element of Cooperation	2.0	
7.	DCS 118	General Agriculture	2.0	
8.	DCS 119	Computer Appreciation	2.0	
9.	DCS 121	Introduction to Sociology	2.0	
10.	GNS 101	Use of English I	2.0	
11.	GNS 127	Citizenship Education	2.0	
Total Credit Units				24.0

Dip I CEM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	DCS 122	Business Mathematics II	2.0	
2.	DCS 123	Introduction to Economics II	2.0	
3.	DCS 124	Principles of Accounting II	3.0	
4.	DCS 126	Principles of Cooperative	2.0	
5.	DCS 125	Principles of Management I	2.0	
6.	DCS 127	Cooperative Legislation I	3.0	
7.	GNS 102	Communication in English	2.0	
8.	GNS 128	Citizenship Education II	2.0	
9.	GNS 132	General Biology	2.0	
10.	GNS 323	Introduction to Psychology	2.0	

Total Credit Units 22.0

Dip II CEM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	DCS 212	Principles of Management II	2.0	
2.	DCS 213	Cooperative Field Work	2.0	
3.	DCS 214	Auditing	3.0	
4.	DCS 215	Cooperative Legislation II	2.0	
5.	DCS 216	Cooperative Extension	2.0	
6.	DCS 217	Cooperative Economics	2.0	
7.	DCS 218	Research Methodology	2.0	
8.	DCS 219	Business Statistics	2.0	
9.	DCS 220	Entrepreneurship Development	3.0	
10.	GNS 201	Use of English II	2.0	
11.	ITF 111	SIWES	4.0	
Total Credit Units				26.0

Dip II CEM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	GNS 202	Communication in English II	2.0	
2.	DCS 221	Nigerian & International Cooperation	2.0	
3.	DCS 222	Principles of Marketing	2.0	
4.	DCS 223	Cost Accounting	2.0	
5.	DCS 224	Agricultural Cooperatives	3.0	
6.	DCS 225	Cooperative Economics II	2.0	
7.	DCS 226	Business Finance	2.0	
8.	DCS 227	Introduction to Development Economics	2.0	
9.	DCS 228	Rural Development	2.0	
10.	DDC 229	Project	4.0	
Total Credit Units				23.0

DEPARTMENT OF HOME AND RURAL ECONOMICS

ND I HRE - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGR 101	Introduction to Agriculture	3.0	
2.	BCH 111	General & Physical Chemistry	3.0	
3.	COM 111	Introduction to Computing	3.0	
4.	GMP 111	General Morning Practicals	1.0	
5.	GNS 101	Use of English I	2.0	
6.	HMT 111	Food & Beverage Production	2.0	
7.	HRE 111	Introduction to Home Economics	1.0	
8.	HRE 112	Home Gardening	2.0	
9.	HRE 113	Introduction to Clothing	2.0	
10.	HRE 122	Marriage & Family Relations	1.0	
11.	NUD 111	Introduction to Human Nutrition	2.0	
12.	SEC 111	Beginning Typewriting	4.0	
13.	STA 111	Introduction to Statistics	2.0	
Total Credit Units				28.0

ND I HRE - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGT 124	Rural Sociology	2.0	
2.	AGT 222	Poultry Production	2.0	

3.	CCO 12	Hair Dressing	2.0
4.	GMP 112	General Morning Practicals	1.0
5.	HMT 112	Food Beverage Production	3.0
6.	HRE 121	Handicrafts	3.0
7.	HRE 123	Home Management & Household Equipment	4.0
8.	HRE 124	Clothing	3.0
9.	SEC 112	Typewriting (35 wpm)	4.0
Total Credit Units			24.0

ND II HRE - First Semester

S/No	Course Code	Course Title	Credit Units
1.	AGT 230	Agricultural Extension	2.0
2.	CCO 14	Hair Dressing II	2.0
3.	CCP 13	Bakery & Confectionaries	2.0
4.	COM 123	Computer Application Packages	3.0
5.	GMP 211	General Morning Practicals	1.0
6.	EED 126	Introduction to Entrepreneurship	1.0
7.	GNS 201	Use of English II	3.0
8.	HCM 225	Restaurant Management	3.0
9.	HMT 233	Food & Beverage Production	4.0
10.	HRE 211	Personal & Community Health	1.0
11.	HRE 212	Handicrafts	2.0
12.	HRE 213	Clothing	3.0
13.	HRE 214	Laundry	2.0
14.	HRE 221	Child Care & Development	1.0
15.	ITF 111	SIWES	4.0
Total Credit Units			34.0

ND II HRE - Second Semester

S/No	Course Code	Course Title	Credit Units
1.	CCO 15	Hair Dressing	2.0
2.	FST 215	Principles of Food Preservation	2.0
3.	GMP 212	General Morning Practicals	1.0
4.	HCM 122	Food Microbiology	3.0
5.	HCM 235	Food Costing & Control	2.0
6.	HTM 235	Food & Beverage Production	4.0
7.	HRE 222	Home Improvement & Beautification	2.0
8.	HRE 223	Textiles Studies I	3.0
9.	HRE 225	Clothing III	2.0
10.	HRE 226	Home Management Practicum	4.0
11.	HRE 236	Handicrafts II	3.0
12.	HRE 237	Project	4.0
Total Credit Units			32.0

P-HND HRE - First Semester

S/No	Course Code	Course Title	Credit Units
1.	AGT 230	Agricultural Extension	2.0
2.	CCO 14	Hair Dressing II	2.0
3.	CCP 13	Bakery & Confectionaries	2.0
4.	COM 123	Computer Application Packages	3.0
5.	GMP 211	General Morning Practicals	1.0

6.	EED 126	Intro. to Entrepreneurship	1.0	
7.	GNS 201	Use of English II	3.0	
8.	HCM 225	Restaurant Management	3.0	
	9.	HMT 233 Food & Beverage Production		4.0
1.	HRE 211	Personal & Community Health	1.0	
2.	HRE 212	Handicrafts	2.0	
3.	HRE 213	Clothing	3.0	
4.	HRE 214	Laundry	2.0	
5.	HRE 221	Child Care & Development	1.0	
		Total Credit Units		30.0

P-HND HRE - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	CCO 15		Hair Dressing	2.0
2.	FST 215		Principles of Food Preservation	2.0
3.	GMP 212		General Morning Practicals	1.0
4.	HCM 122		Food Microbiology	3.0
5.	HCM 235		Food Costing & Control	2.0
6.	HTM 235		Food & Beverage Production	4.0
7.	HRE 222		Home Improvement & Beautification	2.0
8.	HRE 223		Textiles Studies I	3.0
9.	HRE 225		Clothing III	2.0
10.	HRE 226		Home Management Practicum	4.0
11.	HRE 236		Handicrafts II	3.0
12.	HRE 237		Project	4.0
			Total Credit Units	32.0

HND I HRE - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 302		Extension Methods	2.0
2.	ANH 314		Human Physiology	2.0
3.	COM 311		Computer Operating System I	2.0
4.	CPT 434		Horticulture	2.0
	5.	GMP 311	General Morning Practicals	1.0
	6.	GNS 301	Communication in English III	2.0
	7.	HRE 301	Human Nutrition	4.0
	8.	HRE 305	Community Health	1.0
	9.	HRE 311	Advanced Handicrafts Techniques I	3.0
	10.	HRE 312	Child Development	2.0
	11.	HRE 313	Housing	2.0
	12.	HRE 314	Clothing Theories	2.0
	13.	STA 303	Statistics	2.0
			Total Credit Units	27.0

HND I HRE - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AEM 314		Extension Methods	3.0
2.	GNS 302		Communication in English III	2.0
3.	GNS 311		Research Methodology	2.0
4.	GMP 312		General Morning Practicals	1.0
5.	HRE 321		Advanced Handicrafts	3.0
6.	HRE 322		Human Development	2.0
7.	HRE 323		Pattern Drafting & Adoption	3.0

8.	HRE 324	Fabric Construction	3.0
9.	HRE 325	Home Management	2.0
10.	HRE 326	Consumer Education	2.0
11.	HRE 327	Home Mechanics	2.0
12.	NUD 311	Human Nutrition II	3.0
Total Credit Units			28.0

HND II HRE - First Semester

S/No	Course Code	Course Title	Credit Units
1.	AEM 401	Audio-Visual Aids	2.0
2.	EED 413	Entrepreneurship Development	2.0
3.	APT 314	Livestock Farm Practice	2.0
4.	GMP 411	General Morning Practicals	1.0
5.	HRE 401	Food & Nutrition	4.0
6.	HRE 404	Home Management Practicals	3.0
7.	HRE 411	Advanced Handicrafts Techniques II	3.0
8.	HRE 412	Advanced Clothing Construction	3.0
9.	HRE 414	Fabric Design & Construction	3.0
Total Credit Units			23.0

HND II HRE - Second Semester

S/No	Course Code	Course Title	Credit Units
6.	AEM 402	Leadership Development & Supervision	2.0
7.	AEM 447	Seminar	1.0
8.	COM 321	Operating Systems	3.0
9.	GMP 412	General Morning Practicals	1.0
10.	HMT 332	Food & Beverage Services	3.0
11.	HMT 431	Food Production Management	4.0
12.	HRE 421	Advanced Handicrafts Technology	3.0
13.	HRE 422	Clothing Extension Services	3.0
14.	HRE 425	Research	6.0
Total Credit Units			26.0

DEPARTMENT OF AGRICULTURAL BUSINESS MANAGEMENT

Dip I ABM - First Semester

S/No	Course Code	Course Title	Credit Units
1.	ABM 111	Principles of Accounts I	2.0
2.	AGR 101	Introduction to Agriculture	3.0
3.	AGT 111	Principles of Crop Production	2.0
4.	AGT 112	Elements of Agric Economics	2.0
5.	AGT 113	Farm Practice I	2.0
6.	BAM 111	Introduction to Business	3.0
7.	BAM 112	Business Mathematics I	3.0
8.	BAM 113	Principles of Law	2.0
9.	COM 101	Introduction to Computer	2.0
10.	GNS 101	Use of English	2.0
11.	GNS 111	Citizenship Education I	2.0
12.	MKT 111	Principles of Marketing	3.0
13.	GMP 111	General Morning Practicals	1.0
Total Credit Hours			29.0

Dip I ABM - Second Semester

	S/No	Course Code	Course Title	Credit Units
14.	ABM 122	Principles of Accounts II	2.0	
15.	ABM 123	Intro. to Agric. Bus. Mgt.	3.0	
16.	EED 216	Intro. to Entrepreneurship	2.0	
17.	AGT 121	Annual Crops	2.0	
18.	AGT 122	Crop Protection	2.0	
19.	AHP 211	Sheep and Goat Production	2.0	
20.	AHP 212	Swine Production	2.0	
21.	AGT 124	Rural Sociology	2.0	
22.	BAM 121	Introduction to Business II	2.0	
23.	MAT 121	Business Mathematics	3.0	
24.	COM 123	Comp. Application Packages	3.0	
25.	GNS 121	Citizenship Education I	1.0	
26.	GMP 112	General Morning Practicals	1.0	
		Total		27.0

Dip II ABM - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	ABM 211	Farm Planning	2.0	
2.	ABM 212	Research Methods	2.0	
3.	ABM 213	Agricultural Marketing	2.0	
4.	AGT 212	Agro-Climatology	2.0	
5.	AGT 213	Farm Practice II	2.0	
6.	AGT 214	Tree Crops	2.0	
7.	AGT 231	Statistics and Field Experimentation		2.0
8.	BAM 214	Business Law	2.0	
9.	DCS 217	Cooperative Economics I	2.0	
10.	FIT 111	Basic Fisheries Technology		2.0
11.	GNS 201	Use of English II	2.0	
12.	GMP 211	General Morning Practicals	1.0	
13.	ITF 211	SIWES		4.0
		Total Credit Units		27.0

Dip II ABM - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	ABM 211	Principles of Agricultural Economics		2.0
2.	AET 225	Crop Processing & Storage	3.0	
3.	ABM 222	Intro. to Agricultural Finance	2.0	
4.	AET 222	Farm Machinery & Mech.	3.0	
5.	BAM 222	Business Statistics II	3.0	
6.	AGT 221	Animal Nutrition	2.0	
7.	AGT 222	Poultry Production	2.0	
8.	AGT 226	Horticulture	2.0	
9.	AGT229	Farm Management	1.0	
10.	EED 226	Practice of Entrepreneurship	2.0	
11.	GMP 212	General Morning Practicals	1.0	
		Total Credit Hours		23.0

SCHOOL OF FORESTRY AND FISHERIES TECHNOLOGY

DEPARTMENT OF FISHERIES TECHNOLOGY

ND I FIT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	STB 111	Cell Biology	3.0	

2.	MTH 101	General Mathematics	2.0	
3.	BPH 121	Optics, Waves, Electricity & Magnetism		3.0
4.	PTD 111	Technical Drawing	3.0	
5.	AGR 101	Introduction to Agriculture	3.0	
6.	CME 122	Basic Workshop Practice	2.0	
7.	GNS 101	Use of English	2.0	
8.	FIT 101	Fish Farm Practice		1.0
9.	FIT 111	Basic Fisheries Technology		3.0
		Total Credit Units		22.0

ND I FIT - Second Semester

S/No	Course Code	Course Title		Credit Units
1.	BCH 121	Organic & Inorganic Chemistry	3.0	
2.	EED 126	Practice of Entrepreneurship	2.0	
3.	FIT 102	Fish Farm Practice		1.0
4.	FIT 122	Biology of Fibres	3.0	
5.	FIT 123	Basic Aquaculture		3.0
6.	FIT 124	Fishing Gear & Craft Technology		3.0
7.	FIT 125	Introduction to Pond Construction		2.0
8.	GNS 111	Citizenship Education	2.0	
9.	GNS 224	Physical Geography		2.0
1.	TSL 101	Basic Principles of Land Surveying I		3.0
		Total Credit Units		24.0

ND II FIT - First Semester

S/No	Course Code	Course Title		Credit Units
1.	EED 216	Practice of Entrepreneurship	2.0	
2.	FIT 201	Fish Farm Practice		1.0
3.	FIT 211	Fish Farm Engineering		3.0
4.	FIT 212	Fish Processing & Storage Technology	3.0	
5.	FIT 213	Elementary Navigation, Seamanship & Fishing		3.0
6.	FIT 214	Fishing Gear & Craft Technology	3.0	
7.	FIT 215	Aquatic Ecology	2.0	
8.	FIT 216	Practical Fishing I	2.0	
9.	FIT 217	Pond Construction	2.0	
10.	ITF 122	SIWES		4.0
11.	AGT 231	Stat. & Field Experimentation	2.0	
12.	GNS 201	Use of English II	2.0	
		Total Credit Units		29.0

ND II FIT - Second Semester

S/No	Course Code	Course Title		Credit Units
1.	FIT 202	Fish Farm Practice		1.0
2.	FIT 221	Pond Management		3.0
3.	FIT 222	Fisheries Statistics & Management		2.0
4.	FIT 223	Practical Fishing		2.0
5.	FIT 224	Fish Farm & Personnel Management		2.0
6.	FIT 225	Sustainable Livelihood & Responsible Fishing		2.0

7.	FIT 226	Project/Seminar	6.0
8.	TSL 102	Basic Principles of Land Surveying II	3.0
Total Credit Units			21.0

HND I FIT - First Semester

S/No	Course Code	Course Title	Credit Units
2.	AEM 313	Resource Economics	2.0
3.	AGR 302	Field Experimentation & Data Analysis	3.0
4.	CPT 313	Agro-Climatology	3.0
5.	FIT 301	Fish Farm Practice	1.0
6.	FIT 311	Ichthyology	2.0
7.	FIT 312	Genetics & Fish Breeding	2.0
8.	GNS 302	Communication in English	2.0
9.	STB 211	Introductory Microbiology	3.0
10.	STC 222	Introductory Biochemistry	3.0
Total Credit Units			21.0

HND I FIT - Second Semester Courses

S/No	Course Code	Course Title	Credit Units
7.	FIT 302	Fish Farm Practice	1.0
8.	FIT 321	Fish Nutrition	3.0
9.	FIT 322	Oceanography	2.0
10.	FIT 323	Fish Farm Engineering Management I	2.0
11.	FIT 324	Fishing Gear & Craft Technology 3	3.0
12.	FIT 325	Inboard and Outboard Engine Management	3.0
6.	FIT 325	Inboard and Outboard Engine Management	3.0
7.	FIT 326	Hydrobiology	2.0
8.	FIT 327	Ornamental Fishery & Aquarium Technology	2.0
1.	FIT 328	Fish Pond Construction	2.0
Total Credit Units			20.0

HND II FIT - First Semester Courses

S/No	Course Code	Course Title	Credit Units
1.	AEM 435	Agricultural Marketing	2.0
2.	FST 413	Food Legislation, Factory Laws & Safety	1.0
3.	EED 413	Entrepreneurship Development	2.0
4.	FIT 401	Fish Farm Practice	1.0
5.	FIT 431	Fish Diseases	3.0
6.	FIT 432	Fish Processing Technology	3.0
7.	FIT 433	Nautical Knowledge & Seamanship	3.0
8.	FIT 434	Fisheries Management	3.0
9.	FIT 435	Fish Farm Engineering & Management	3.0
10.	FIT 436	Integrated Fish Farming	2.0
11.	FIT 437	Pond Construction II	3.0
Total Credit Units			26.0

HND II FIT - Second Semester Courses

S/No	Course Code	Course Title	Credit Units
2.	AGR 401	Research Methodology	3.0
3.	AGR 402	Agricultural Personnel Management	2.0
4.	AEM 446	Rural Sociology	2.0
5.	FIT 402	Fish Farm Practice	1.0
6.	FIT 441	Practical Fishing	3.0
7.	FIT 446	Seminar	2.0
8.	FIT 446	Project	6.0
9.	FST 413	Food Legislation, Factory Laws & Safety	1.0
Total Credit Units			20.0

DEPARTMENT OF FORESTRY TECHNOLOGY

ND I FOT - First Semester

S/No	Course Code	Course Title	Credit Units
1.	AGR 101	Introduction to Agriculture	3.0
2.	BCH 111	General & Physical Chemistry	3.0
3.	FOT 111	Geography	1.0
4.	FOT 121	Forest Botany	3.0
5.	FOT 122	Forest Working Technique	3.0
6.	GMP 111	General Morning Practicals	1.0
7.	GNS 101	Use of English I	2.0
8.	MTH 111	Logic & Linear Algebra	2.0
9.	BPH 111	General Properties of Heat, Matter & Energy	3.0
10.	STA 111	Introduction to Statistics	2.0
11.	STB 111	Cell Biology	3.0
12.	WPT 112	Wood Anatomy	1.0
13.	WPT 121	Introduction to Pulp & Paper Production	1.0
Total Credit Units			28.0

ND I FOT - Second Semester

S/No	Course Code	Course Title	Credit Units
1.	AGT 124	Rural Sociology	2.0
2.	AGT 212	Agro-Climatology	1.0
3.	AGT 226	Horticulture	2.0
4.	BCH 121	Organic & Inorganic Chemistry	3.0
5.	EED 126	Introduction to Entrepreneurship	2.0
6.	FOT 101	Introduction to Forestry	2.0
7.	GMP 112	General Morning Practicals	1.0
8.	STB 112	Morphology & Physiology of Living Things	3.0
9.	STB 121	Plant & Animal Taxonomy	3.0
10.	TSL 101	Basic Principles of Land Surveying I	3.0
11.	WPT 111	Introduction to Timber Economics	1.0
12.	WPT 122	Intro. to Wood Tech. I	1.0
Total Credit Units			24.0

ND II FOT - First Semester

S/No	Course Code	Course Title	Credit Units
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1.	AGT 231	Statistics & Field Experimentation	2.0	
2.	CME 122	Basic Workshop Practice	2.0	
3.	FOT 211	Silviculture I	2.0	
4.	FOT 212	Forest Mensuration		3.0
5.	FOT 213	Forest Policy, Law & Administration	2.0	
1.	FOT 214	Wildlife Conservation	2.0	
2.	GMP 211	General Morning Practicals	1.0	
3.	GNS 201	Use of English II	2.0	
4.	ITF 111	SIWES	4.0	
5.	PTD 111	Technical Drawing	3.0	
6.	TSL 102	Prin. of Land Surveying II	3.0	
7.	WPT 214	Forest Engineering & Timber Harvest	2.0	
		Total Credit Units		28.0

ND II FOT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	AGT 230	Agricultural Extension	2.0	
2.	EED 216	Practice of Entrepreneurship II	2.0	
3.	FOT 221	Forest Management	2.0	
4.	FOT 222	Forest Utilization	2.0	
5.	FOT 223	Forest Protection	2.0	
6.	FOT 224	Silviculture II	2.0	
7.	FOT 225	Project	4.0	
8.	GMP 212	General Morning Practicals	1.0	
9.	WPT 215	Workshop Practice I	2.0	
10.	WPT 216	Timber Seasoning	2.0	
11.	WPT 223	Tech. of Wood Products II	2.0	
12.	WPT 224	Bio-Deterioration of Wood & its Control		2.0
		Total Credit Units		25.0

DEPARTMENT OF HORTICULTURE & LANDSCAPE TECHNOLOGY

Dip I HLT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	HLT 111	Horticultural Crops	4.0	
2.	HLT 112	Prin. of Landscape Architect.	3.0	
3.	HLT 113	Graphic Presentation I	2.0	
4.	ABE 101	Introduction to Agriculture & Bio-Environmental Engineering	3.0	
5.	AGT 111	Prin. of Crop Production	4.0	
6.	AGT 112	Elements of Agric. Economics	2.0	
7.	AGT 113	Introduction to Soil Science	4.0	
8.	COM 001	Computer Applications	3.0	
9.	GNS 111	Citizenship Education I	2.0	
10.	GNS 101	Communication in English I	2.0	
11.	GMP 111	General Morning Practicals	1.0	
		Total Credit Units		29.0

Dip I HLT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	HLT 121	Introduction to Pomology	4.0	
2.	HLT 122	Intro. to Veg. Crops Prod.	4.0	

3.	HLT 124	Nursery Mgt. Techniques	4.0
4.	HLT 124	Graphics Presentation II	2.0
5.	AGT 122	Crop Protection	3.0
6.	GNS 202	Communication in English II	2.0
7.	AGT 128	Post-Harvest Tech. & Biology	4.0
8.	SUG 101	Basic Principles in Surveying	4.0
9.	COM 121	Computer Applications II	3.0
10.	GNS 12	1 Citizenship Education II	2.
11.	GMP 112	General Morning Practicals	1.0
		12. SIWES	
		Total Credit Units	33.0

Dip II HLT - First Semester

	S/No	Course Code	Course Title	Credit Units
1.	HLT 211		Horticultural Seed Production	3.0
2.	HLT 212		Floriculture/Garden Design & Development	3.0
3.	AGT 127		Prin. of Irrig. & Drainage	3.0
4.	AGT 212		Agro-Climatology	3.0
5.	AGT 215		Soil Fertility & Crop Nutrition	4.0
6.	AGT 216		Farm Soil Management	3.0
7.	AGT 231		Stats. & Field Experiment'n.	3.0
8.	BAM 116		Intro. to Entrepreneurship	2.0
9.	MEC 112		Basic Workshop Practice	3.0
10.	GMP 211		General Morning Practicals	1.0
			Total Credit Units	29.0

Dip II HLT - Second Semester

	S/No	Course Code	Course Title	Credit Units
1.	HLT 221		Landscape Planning & Design	3.0
2.	HLT 222		Horticultural Farming Systems	3.0
3.	HLT 223		Intro. to Plant Taxonomy	3.0
4.	HLT 224		Introduction to Beverages and Medicinal Plants	3.0
5.	AGT 223		Farm Power & Mechanization	4.0
6.	AGT 224		Genetics & Breeding	2.0
7.	AGT 229		Farm Management	2.0
8.	AGT 230		Agric. Extension & Rural Soc.	3.0
9.	BAM 216		Practice of Entrepreneurship	3.0
10.	GMP 212		General Morning Practicals	1.0
			Total Credit Units	30.0

SECTION 14

14.0 EXAMINATION REGULATIONS

14.1 PREAMBLE

Akperan Orshi College of Agriculture Yandev is a centre of **'Learn by Doing'**; as such a high standard and academic excellence is the focus of her manpower development. The examination regulations outlined below are therefore aimed at meeting the above objectives to ensure an orderly, fair, consistent and accurate assessment of the students.

14.2 EXAMINATION GUIDELINES

1. Essays, objectives and practical types of examinations shall be administered as appropriate.
2. In order to be admitted for an examination, a student must not only have been registered for the relevant course units but must also satisfy the college attendance requirement of 75% of the total attendance and must have fully paid all his/her school rates.
3. The student who has satisfied paragraph (b) above may be admitted into the examination hall on presentation of his/her student's ID card.
4. The right of a student to appear at and sit for the college examination may be withdrawn by the Academic Board (AB) of the college if found wanting.
5. A student may only be exempted from an examination on presentation of:
 - i) A written application accompanied by a medical report/certificate from a recognized Government Hospital or College Clinic.
 - ii) In emergency or accident cases, students are expected to present medical reports from recognized Government Hospital that treated them.
1. Any student that is duly exempted from an examination as determined by the Academic Board (AB) may be allowed to carry-over such course(s) to be written as a first attempt.
2. Any student who absents himself/herself from any college examination without reasonable cause shall render himself/herself liable to repeat the year in the case of ND and HND programmes, and a withdrawal from the college in the case of Remedial Science programme.
3. Students shall be seated in examination halls according to their examination numbers.
4. No candidate shall be admitted into the examination hall after thirty (30) minutes of the commencement of the examination.
5. No student shall leave his/her seat before thirty (30) minutes from the commencement of the examination, nor leave the examination hall ten (10) minutes to the end of the examination.
6. At the end of every examination, all candidates shall leave their answer scripts on their desks and quietly leave the examination hall.
7. All candidates shall sign attendance register for the examination hall five (5) minutes before examination starts and must stop writing when told to do so.
8. A candidate who leaves the examination hall while exam is in progress shall not be readmitted into the hall that he/she was under the supervision of the invigilator or his representative.
9. All rough work shall be done on the answer sheet provided. No extra sheet shall be brought in or taken out by a candidate.
10. Any answer script without matric/registration number shall not be marked.
11. Candidates shall display their ID cards on the desk during examinations.
12. The college reserves the right to punish any student who contravenes any of the above rules.

14.4 EXAMINATION RESULTS

The Academic Board sits and considers all results presented by the various departments. The Board ratifies these results, directs the Registrar to publish

the list of both successful and unsuccessful candidates in each examination. It is entirely the responsibility of the student to check for his/her result as displayed on the official notice boards of the College. Statements of result shall be issued to graduating students. The list of expelled students shall be displayed and sent to other higher institutions for their record.

SECTION 15

15.0 GRADING EXAMINATION SCORES

15.1 GRADING SYSTEM (Certificate & Diploma)

Courses taken in each semester are graded on the Grade Point Average (G.P.A) rather than the percentage scores. The percentage scores are converted to Grade Points. The four-point grading system is the one in use in this College.

15.2 GRADE POINT (GP)

The grade point is the numerical grade equivalent to the actual marks obtained in a course.

15.3 GRADE POINT AVERAGE (G.P.A)

This refers to the average of weighted grade points carried in the course taken during the semester. The Grade Point Average is the summation of the grade points obtained in each course unit divided by the total number of credit hours assigned to the total number of courses for that semester.

15.4 GRADUATING POINT AVERAGE (GRPA)

This is the up-to-date mean of the grade point averages obtained by the student in a programme of study. It indicates the overall performance at any point in the training programme. It is the average of the GPA's of the first three semesters plus the GPA of the fourth semester divided by 4.

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SECTION 16

16.0 ACADEMIC STANDING

16.1 WITHDRAWAL

1. A student who absents himself/herself from the whole examination without genuine reason is deemed to have voluntarily withdrawn.
2. A student is withdrawn if at any semester his GPA is less than 1.00.
3. He/she stands withdrawn if as from the second semester his/her GPA is less than 1.5 and CGPA also is less than 1.5.
4. If at any semester a student fails more than 75% of the total credit hours for the semester, he will be advised to withdraw.

16.2 PROBATION

A student that fails more than 50% but less than 75% of courses taken in a semester is advised to go for one year academic probation.

16.3 CARRY-OVER

A student who fails one or more courses below 50% of courses taken in a semester carries them over to the next academic session.

16.4 LAPSE

A student who fails to clear all the courses taken during his/her 2-year programme and is unable to clear them 4 semesters afterwards loses the whole academic programme.

16.5 REVIEW OF EXAMINATION RESULT

- i. A student may petition the Academic Board through the Registrar, if he/she feels that he/she has not been fairly assessed. Such petitions must be lodged within one month after the release of the semester result.
- ii. Such petition must be accompanied by a fee prescribed by the Academic Board.
- iii. For the review of the answer script for the aggrieved student, the Registrar shall immediately arrange for the re-assessment of the answer script and report to the Academic Board within one month after the petition letter has been received. Diploma papers shall be sent to external examiners, while non-Diploma/Certificate papers will be given to two internal examiners. In either case, the reviewers shall not have participated in the original marking (or external examining) of the answer script.
- iv. If the petition turns out to be a false allegation, the student forfeits the fee and gets rusticated. If however, it is substantiated, the student shall have a refund of the fee paid, while the Academic Board shall take appropriate action against the staff.

16.6 GRADUATION/NEW GRADING SYSTEM (POLYTECHNIC)

A student is graduated from the college on clearing all the courses of study in the programme within the stipulated time frame. Below is the classification of results.

Marked range	Letter Grade	Weighting
75% above	A	4.00
70% - 74%	AB	3.50
66% - 69%	B	3.25
60% - 64%	BC	3.00
55% - 59%	C	2.75
50% - 54%	CD	2.50
45% - 49%	D	2.25
40% - 44%	E	2.00
Below 40%	F	0.00

CGPA Class of Diploma

3.50 and above	Distinction
3.0 - 3.49	Upper Credit
2.50 - 2.99	Lower Credit
2.00 - 2.49	Pass

16.6.1 Requisite for issuance of statements of results and original certificates

A graduating student must be properly:

- i. Cleared from both the school and academic department of study
- ii. Must be cleared from both the Student Affairs and Security Divisions of Rectorry.
- iii. Must be cleared from the Bursary Department before the Academic Registry can issue Statement of Result.

16.6.2 The graduate can obtain the original certificate of the college during or after convocation ceremony for that set.

16.5.3 The statement of Results/Certificates issued under this provision remains the property of the College. The college therefore reserves the right to effect correction or withdrawal on any certificate awarded by it, if it establishes at any time that it was NOT properly awarded.

SECTION 17

17.0 EXAMINATION MISCONDUCT

Any student/candidate who contravenes any section or any provision of the academic regulations, or commits any offence which, in the opinion of the

Academic Board is prejudicial to the good conduct of examination is guilty of examination misconduct. The following constitute **examination malpractice**:

1. Writing before official commencement of paper.
2. Writing beyond official termination of examination.
3. Failure to sign in or out during examination.
4. Being caught with unauthorised materials.
5. Writing on question paper.
6. Walking about unauthorized and/or self relocation.
7. Disobedience to invigilator e.g. refusal to countersign exhibit and summons, **non-compliance with instructions** and directives etc.
8. Presentation of false document.
9. Use of Abusive language/man-handling the invigilator.
10. Giving false information.
11. Refusal to give evidence on request.
12. Failure to appear before School Examination Committee after summon had been duly served.
13. Smuggling in or out of the examination hall, blank answer booklets, continuation sheets or question papers.
14. Giving and receiving assistance through copying.
15. Copying from or referring to notebooks or other relevant materials.
16. Bringing in unauthorized materials relevant to the examination.
17. Destruction of exhibit.
18. Physical assault on staff or threat to life of witness.
19. Forging any document relevant to the examination.
20. Involvement in leakage of examination question.
21. Having previous records of misconduct up to two times.
22. Being in possession of dangerous weapon within the precinct of the examination.
23. Removal of answer scripts from the venue of the examination.
24. Bringing in official answer scripts other than those given by the invigilators.
25. Use of programmed calculators, computers and mobile (GSM) phones in the examination hall.
26. Exchange of question papers with fellow student in the hall.
27. Exchange of answer booklets with any other candidate in the hall.
28. Being found in possession of another candidate's answer booklet or question paper.
29. Collaborating with any candidate by way of conversation, discussion, exchange of views.
30. Exchanging notices, drawing aids, calculators, erasers, rulers etc.
31. Causing disturbance in and around the venue of examination.
32. Chewing, eating, smoking or drinking in the hall except when permitted on medical grounds.
33. Writing or doing rough work on question papers instead of in the answer booklet.
 34. Being found with printed notes, visual aids, gadgets and books containing tables, sketches, working aids, formulas, except by permission of the examiner.
 35. Leaving the examination hall with permission and without being under supervision throughout the period of absence.
 36. Impersonation with regards to both the impersonator and the collaborator.

17.1 OFFENCES OR IRREGULARITIES RELATING TO STAFF

Any staff (academic or non-academic) found to be involved in any of the following shall be guilty of examination misconduct:

1. Giving irregular assistance to student through foreknowledge of the examination questions or surreptitious aid in the examination process.
2. Selective apprehension of examination offenders.

3. Leaving examination hall unmanned.
4. Stopping examination before the stated time.
5. Sending a candidate out of the examination hall for any length of time.
6. Deliberate under/over assessment of student's work.
7. Loss of students' script(s).
8. Any falsification of student's examination results in an academic record.
9. Soliciting for mark(s) for student(s) with subject lecturer(s).
10. Staff using student(s) to collate or grade student(s) examination results/scripts.
11. Any act that in the opinion of the Academic Board is prejudicial to the good conduct of examinations.

17.2 PENALTIES FOR EXAMINATION IRREGULARITIES/OFFENCES

All proven cases of examination misconduct, as ratified by the Academic Board, shall attract penalties commensurate with the gravity of offence committed as here-under presented.

17.3 RELATING TO STUDENTS

1. Letter of Warning

8, 9, 30 & 31

2. Cancellation of paper

1-7, 29, 32, 33, 35.

3. Repeat one semester

10-11, 27.

4. Expulsion

13-28, 34, 36.

5. A candidate who refuses to appear to defend himself/herself before examination committee after summon has been duly served shows that he/she accepts guilt. Therefore, the appropriate penalty for the primary offence shall be melted out to him.

6. If an impersonator is a non-student of the College, a criminal prosecution shall be instituted against him/her.

17.4 PENALTIES RELATING TO STAFF

1. Staff involved in offences 1, 3, 4, 6, 7, 8 and 9 will be dismissed.
2. Staff involved in 2, 4, 5 and 10 will be placed on half salary for three (3) months. (interdiction).
3. A repeat of offences 2, 4, 5 and 10 in subsequent examinations will lead to dismissal of the staff.

17.5 PROCEDURE OF INVESTIGATING EXAMINATION MISCONDUCT CASES

- a) Students caught/suspected of involvement in any form of misconduct must be properly investigated by a special committee set by the Academic Board (Exam Misconduct Committee). This notice will reach the concerned student 24 hours immediately by the committee on getting the report from the College Examination Officer.
- b) The notice to the student concerned must state the offence against him/her, the venue of the investigating committee where he/she should appear, and the time for his/her appearance.
- c) The student concerned must be afforded full opportunity to defend the allegation leveled against him/her.
- d) The decision of the investigating committee is not final as it is subject to approval by the Academic Board.

17.6 PETITIONS ON DECISIONS OF THE ACADEMIC BOARD

Students disciplined for examination misconduct may petition the Academic Board if they feel they have not been given a fair hearing. The Board may accept the petition, and if it feels it has merit may appoint a new body to re-investigate the case and make a presentation to the Academic Board for review of its earlier decision. Appeal must be made within 30 days of the receipt of the letter

conveying the Board's decision and upon payment of a non-refundable fee prescribed by the Board. The decision of the Academic Board after the review will be final.

SECTION 18: EXAMINATION OFFICERS AND THEIR DUTIES

18.1 APPOINTMENT OF EXTERNAL EXAMINER

- a) Every Department offering candidates for Diploma in any year shall be allowed External Examiner(s) who shall be appointed by the Academic Board on the recommendation of the Head of Department.
- b) The External Examiner must have a high academic standing not below the rank of a Senior Lecturer or equivalent except for special cases.
- c) An External Examiner shall be appointed to serve for a period of three Academic sessions, after which he shall not be eligible for reappointment until a further three academic sessions have lapsed.

18.2 FUNCTIONS OF EXTERNAL EXAMINERS

- a) To moderate and certify draft examination questions in order to ensure the maintenance of standards.
- b) To review marked scripts in the subjects for which he/she is an examiner
- c) To examine students in practicals etc as may be required
- d) To attend if necessary, meetings of the Departmental Examiners
- e) To submit in writing to the Rector, copy the Dean and Head of Department, the report on:
 - i. Standard of examination
 - ii. Standard of marking by the Internal Examiners
 - iii. The standard of project
 - iv. Any other relevant issue.

18.3 OFFICERS TO CONDUCT EXAMINATION

College Examination Officer

The College has a College Examination Officer with an assistant. He is appointed by the Rector.

His duty is to coordinate all examination matters within the college. He ensures the smooth conduct of the exams by:

- i. Preparing examination timetable
- ii. Ordering for and controlling examination materials
- iii. Arranging for the preparation of question papers
- iv. Providing security for question papers and materials as well as scripts
- v. Appointing invigilators for each examination.

Departmental Examination Officer

He/she shall be appointed by the HOD.

Duties

His/her duties shall include:

- a) Overseeing the conduct of all examination(s) in the department including the arrangement of rooms for examinations, draft examination time-table, appoint invigilator(s) for each examination.
- b) Any other duties as may be assigned to him by the Assistant Chief Examiner.

Internal Examiners

Internal examiners shall be the course lecturers and other members of the Academic Staff of the Department.

Duties

The duties of the course lecturer shall be to:

- a) Set the required number of questions, prepare model answers and marking-scheme and submit same to the Assistant Chief Examiner as and when demanded
- b) Preserve the secrecy of examination questions
- c) Mark answer scripts and submit answer booklets or answer sheets to the Head of Department
- d) Conduct oral tests, practicals; project work or other tests or evaluate the course work as required by examination regulations
- e) Collect the answer scripts from the Head of Department for marking
- f) Record and submit score sheets to the Assistant Chief Examiner or his representative.

Departmental Examination Committee

The Departmental Examination Committee shall comprise of:

- a) The HOD as Chairman
- b) All Academic Staff of the Department as members
- c) Departmental Examination Supervisor as Secretary.

Duties

The duties of the Departmental Examination Committee shall be to:

- a) Moderate the examination questions by the Chairman
- b) Moderate the submitted marks to ensure fair play and standard
- c) Assist in the conduct of the examination
- d) Make recommendations on the results of the examination to the School Examination Board.

Security of Examination Papers

- a) All question papers must be submitted to the Assistant Chief Examiner (HOD) at least two weeks before the commencement of the semester examinations
- b) All officers involved in the conduct of examinations shall ensure the security of all examination question papers and the confidentiality of all marked scripts/sheets and results
- c) Scripts of any examination shall be considered live for at least two years after the conclusion of such examination and may be disposed of thereafter.
- d) At all times, the preparation of examination, draft question papers shall be passed by hand only between person directly concerned and in sealed envelopes and marked 'confidential'
- e) Examination question papers to be printed/typed/photocopied etc, shall be done in strict secured conditions
- f) Sealed packets of examination papers shall be appropriately labeled to indicate the department, subject title of the paper, year and date, time of examination number of copies/candidates
- g) When examination papers have been printed or duplicated the Assistant Chief Examiner concerned shall keep custody of the original draft question papers
- h) After the examinations have been held, the Assistant Chief Examiner concerned shall send 5 copies of each question paper to the College Library and keep two copies
- i) Scripts of serviced courses shall remain in the servicing department.

SECTION 19

19.0 GENERAL: SECRET CULT MEMBERSHIP AND HOSTEL RULES

Secret cult means any organization, association, group or body whose membership, meetings and other activities are kept secret and which promotes causes or engages in act of violence, intimidation or harm in whatever manner against the public or any other member of the public.

1. a) Carrying out of secret cult activities in any manner in the college is prohibited and proscribed.

- b) Any student who is a member of secret cult whether or not the person is in possession or control of a dangerous weapon commits an offence and shall be expelled from the college and handed over to the police for prosecution (on conviction he/she will go to jail for 10 years without an option of fine).
- c) Notwithstanding anything to the contrary, any society, club, association, group or body of persons which acts or operates in a manner similar to a secret cult shall be deemed to be a secret cult group. All societies, clubs, associations etc must be duly registered with the Student Affairs Division and be supervised by the SUG.

2. Any person who knowingly:

- a) Harbours another student who is a secret cult member or a person in control of any dangerous weapon, or
 - b) Allows or permits a secret cult meeting or activity to be held in any part of the college premises shall be expelled and handed over to the police for prosecution and on conviction is sent to jail for 3 years without an option of fine.
3. a) Any member of a secret cult who voluntarily renounces his/her membership of the secret cult through the college management and the police shall be made to swear an affidavit submitted to the Attorney General of the State. Such a student will be free from expulsion and prosecution by the police.
- b) The college management shall expel any student who is convicted of an offence as a secret cult member even if such is committed outside the college.

4. Any student who has in his possession or is in custody of the insignia, documents or other properties belonging to a secret cult, wears or marked with any sign/symbol of a secret cult, or undergoes any rites/takes any oath of a secret cult shall be presumed, unless the contrary is proved to be a member of that secret cult.

19.1 HOSTEL ACCOMMODATION

1. Students shall not attend lectures and other public gatherings in shorts and slippers.
2. Visitors, guests and male students are not allowed into the girls hostels. Visitors wishing to meet with any student in the hostel shall first of all see the porter or portress.
3. Male and female hostels are strictly out of bound to students of opposite sex.
4. Students leaving the hostel for a period of two (2) or more days shall seek for permission from the Dean, Student Affairs through the porter or portress.
5. The gate into the female hostel shall be locked on all days from 12:00 midnight to 6:00 am.
6. Students proceeding on vacation shall hand in all keys and other properties of the college to the porter or portress. The college shall not be responsible for loss of any personal belongings left in the hostel.
7. Students who fail to hand in keys shall be evicted or subjected to other disciplinary action the college deems appropriate.
8. Lost keys by students shall be replaced by them through the Director of Works/Maintenance.
9. All students shall vacate the hostels at the end of every semester. If for any special reason an exception is made to this rule, a written application shall be made to the Rector through the Dean of Student Affairs with

recommendation from the Student's Head of Department. This is a privilege and not a right.

SECTION 20

20.0 AMENDMENTS

The regulations contained in this document are subject to amendments from time to time at the discretion of the College authority.