

THE FEDERAL POLYTECHNIC, DAMATURU



VISION STATEMENT

A technological institution that produces highly-trained middle-level technical manpower with entrepreneurial skills for self-reliance.

MISSION STATEMENT

To impart skills for self-reliance and technological development.

2025

THE POLYTECHNIC ADDRESS AND BANKERS

ADDRESS:

The Federal Polytechnic,
P.M.B. 1006,
Damaturu,
Yobe State.

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E-mail: fedpodam@fedpodam.edu.ng

WEBSITE: www.fedpodam.edu.ng

BANKERS:

- I. Central Bank of Nigeria,
Damaturu branch.
- II. First Bank of Nigeria Plc.,
Gashua Road,
Damaturu.
- III. UBA Plc.,
Gujba Road,
Damaturu.
- IV. FCMB,
Maiduguri Road,
Damaturu.
- V. Guaranty Trust Bank,
Potiskum Road,
Damaturu.

MEMBERS OF THE SEVENTH GOVERNING COUNCIL OF THE POLYTECHNIC

S/N	NAME	POSITION
1	Rt. Hon. Ibrahim Balarabe Abdullahi	Chairman
2	Dr. Ibrahim Bello Bashir, FNES, FOSHA, MISPO (The Rector)	Member
3	Hon. Mustapha Shehu Zirami	Member
4	Prof. Ebenezer O. Akinnawo	Member
5	Chidera Obioha Adaobi	Member
6	Kalthumi Muazu S. (FME Rep.)	Member
7	Prof. Mohammed Bello Kawuwa (Rep. State Government	Member
8	Dr. Ibrahim Babale Gashua (Deputy Rector Admin)	Member
9	Engr. Dr. Shettima Umara Ali (Dep. Rector Academic)	Member
10	Dr. Lawan Cheri (Rep. Academic Board)	Member
11	Dr. Sani Mohammed (Rep. Academic Board)	Member
12	Dr. Muhiddeen Sheriff (Rep. Congregation)	Member
13	Dr. Abdulfatah Odua (Rep. Congregation)	Member
14	Dr. Dauda Mohammed Atiyaye (Rep. Alumni)	Member
15	Yunusa Abdullahi (Rep. Congregation)	Member
16	Mohammed T. Nasir (Rep. Community)	Member
17	Muazu Aliyu Iliyasu (Registrar)	Secretary

PRINCIPAL OFFICERS OF THE POLYTECHNIC

S/N	OFFICE	NAME/QUALIFICATION
1	Rector	Dr. Ibrahim Bello Bashir
2	Deputy Rector Admin	Dr. Ibrahim Babale Gashua
3	Deputy Rector Academics	Engr. Dr. Shettima Umara Ali
4	Registrar	Muazu Iliyasu Aliyu
5	Ag. Bursar	Ismail Mohammed
6	Polytechnic Librarian	Mahdi Abubakar

LIST OF ACADEMIC BOARD MEMBERS

S/N	NAME	QUALIFICATION	STATUS
1	Dr. Ibrahim Bello Bashir Rector	B.Sc. M.Sc. PhD	Chairman
2	Dr. Ibrahim Babale Gashua Deputy Rector Administration	B.Sc., M.Sc., Ph.D.	Member
3	Dr. Shettima U Ali Deputy Rector Academics	B.Eng'g, M.Eng'g, PhD	Member
4	Abubakar Mahdi Polytechnic Librarian	BALLS, MALLS.	Member
5	Dr. Hafsat Ahmed Abubakar Dean Student Affairs	B.Sc. M.Sc. Ph.D.	Member
6	Dr. Yahya Kawu Usman Director Academic Planning	B.Sc., M.Sc., PhD	Member
7	Dr. Yakubu S. Mingyi Director, Policy & Transparency Department	B.Sc., M.Sc., PhD	Member
8	Dr. Lawan Cheri Dean, School of Management Sciences	B.Sc., PGDE, M.Sc. Ph.D.	Member
9	Bukar Yusuf Dean, School of Remedial and General Studies	B.Sc., M.Sc.	Member
10	Dr. Isa Muhammad Zumo Dean, School of Environmental Studies	B.Sc., M.Sc., Ph.D.	Member
11	Engr Hussaini Abatcha Dean, School of Engineering Technology	B.Eng'g, M.Eng'g	Member
12	Dr. Ahmed Buba Tarajo Dean School of Science and Tech.	B.Sc., M.Sc. Ph.D.	Member
13	Dr. Mohammed Abubakar Shuwama Director, ODFeL	B.Sc., M.Sc. Ph.D.	Member
14	Dr. Akinsola Ruben Omotayo Director, Collaboration & Linkages	B.Sc., M.Sc. Ph.D.	Member
15	Dr. Sani Mohammed Director (Consultancy Services)	B.Sc., M.Sc. Ph.D.	Member
16	Engr. Ibrahim Harram Ag. Director ICT	B.Sc. B.Engr.	Member
17	Dr. Muhiddeen Sheriff Director SIWES	B.Sc., M.Sc. Ph.D.	Member
18	Dr. Zainab Ibrahim Ciroma Director, Career Development Centre	B.A. MA., Ph.D.	Member
19	Awwal Ayuba Darki Director, Entrepreneurship Development Center	HND, M.Sc.	Member

20	Ibrahim Ishaku Director Vocational Skills Development Center	B.Sc., M.Sc.	Member
21	Dr. Yunusa M. Kaigama Director, Quality Assurance	B.Sc., M.Sc., Ph.D.	Member
22	Mohammed Alhaji Nuhu HOD Accountancy Department	B.Sc., M.Sc.	Member
23	Mairo Ali Wudiri HOD Agric. Technology Department	B.Sc.	Member
24	Ndubuisi Ifedero Nicolas HOD Banking and Finance Department	B.Sc., MSc	Member
25	Usman Disa HOD Mass Communication	B.Sc. M.Sc.	Member
26	Babagana Kachalla HOD Business Admin. & Management Department	B.Sc., M.Sc.	Member
27	Engr. Abubakar Aji HOD Civil Engineering Department	B.Eng'g, M.Sc.	Member
28	Engr. Ibrahim Muhammad Harram HOD Computer Engineering Department	B. Eng'g, M.Sc.	Member
29	David T. Oladipo HOD Computer Science Department	B.Sc., M.Sc.	Member
30	ESV. Babagana Bukar HOD Estate Management Department	B.Tech., M.Tech.	Member
31	Dr. Zainab Ibrahim Ciroma HOD General Studies Department	B.Sc., M.Sc. Ph.D.	Member
32	Dr. Abdulfatah Odua Ag. HOD Marketing Department	B.Sc., M.Sc. Ph.D.	Member
33	Engr Shuaibu Audu Yaro HOD Mechanical Engineering Department	B.Sc., M.Sc.	Member
34	Saleh Umar HOD Office Technology and Management Department	B.Sc., M.Sc.	Member
35	Aishatu Musa Yusuf HOD Public Administration Department	B.Sc., M.Sc.	Member
36	Ibrahim Adamu HOD Applied Biology	B.Sc., M.Sc.,	Member
37	Mohammed Sani Galadima HOD Statistics Department	B.Sc., M.Sc.	Member

38	Surv. Bulama Abatcha HOD Survey and Geo Informatics Department	B.Tech., MTech	Member
39	Adamu Ahmed Goje HOD Applied Physics	B.Sc., M.Sc.	Member
40	Ladi Lawan HOD Applied Chemistry	B.Sc.	Member
41	Abubakar Shehu Adamu Academic Staff Representative I	B.Sc., M.Sc.	Member
42	Surv. Umar Barde Academic Staff Representative II	HND	Member
43	Dr. Abubakar El Ishaq Chief Lecturer	B.Sc., M.Sc., PhD	Member
44	Bello Usman Chief Lecturer	B.Sc., M.Sc.,	Member
45	Engr. Jibrin Umar Chief Lecturer	HND, PGD, M.Sc.	Member
46	Mustapha Ali Chief Lecturer	B.Sc., M.Sc.,	Member
47	Dr. Kolawole A. Oyeniya Chief Lecturer	B.Sc., M.Sc., Ph.D.	Member
48	Dr. Abee M. Abideen Chief Lecturer	B.Sc., M.Sc., Ph.D.	Member
49	Akinsola Folashade Joan (Mrs.) Chief Lecturer	B.Sc., M.Sc.,	Member
50	Adamu Bakari Chief Lecturer	B.Sc., M.Sc.,	Member
51	Isa Mohammed Damagum Chief Lecturer	B.Sc., M.Sc.,	Member
52	Abdulkarim Umar Chief Lecturer	B.Sc., M.Sc.	Member
53	Adeyemi John Chief Lecturer	B.Sc., M.Sc.,	Member
54	Lawan Bello Chief Lecturer	B.Sc., M.Sc.,	Member
55	Umar Hassan Chief Lecturer	B.Sc., M.Sc.,	Member
56	Victor Iboyi Chief Lecturer	B.Sc., M.Sc.,	Member
57	Barr. Mohammed Saidu Also Chief Lecturer	LLB, MLL	Member
58	Muazu Iliyasu Aliyu Registrar	B.Tech, MBA	Secretary

THE POLYTECHNIC MANAGEMENT COMMITTEE

	NAME	OFFICE
1	Dr. Ibrahim Bello Bashir	Rector
2	Dr. Ibrahim Babale Gashua	Deputy Rector Admin.
3	Dr. Shettima U Ali	Deputy Rector Academic
4	Abubakar Mahdi	Polytechnic Librarian
5	Ismail Muhammad	Bursar
6	Dr. Hafsat Ahmed Abubakar	Dean Student Affairs
7	Dr. Yahya Kawu Usman	Director Academic Planning
8	Dr. Yakubu S. Mingyi	Director Policy & Transparency Division
9	Dr. Lawan Cheri	Dean School of Management Studies
10	Bukar Yusuf	Dean School of Remedial and General Studies
11	Dr. Isa Zumo	Dean, School of Environmental Studies
12	Engr Hussaini Abatcha	Dean School of Engineering
13	Dr. Ahmed Buba Tarajo	Dean School of Science and Tech.
14	Dr. Mohammed Abubakar Shuwama	Director, ODFeL
15	Dr. Akinsola Ruben Omotayo	Director, Collaboration & Linkages
16	Dr. Sani Mohammed	Director (Consultancy Services)
17	Engr. Ibrahim Harram	Director ICT
18	Dr. Muhiddeen Sheriff	Director SIWES
19	Dr. Zainab Ibrahim Ciroma	Director, Career Development Centre
20	Awwal Ayuba Darki	Director, Entrepreneurship Development Center
21	Ibrahim Ishaku	Director Vocational Skills Development Center
22	Dr. Yunusa M. Kaigama	Director Quality Assurance
23	Muhammad Hassan Gora	Director Special Duties
24	Habu Lamba Fika	Head of Medical Services
25	Engr. Abba Adam	Ag. Director of Works
26	Audu Alhaji Musa	Director of Procurement
27	Adamu Sakwa	Director Physical Planning
28	Yunusa A. Abdullahi	Director Audit
39	Muazu Aliyu Iliyasu	Registrar / Secretary

LIST OF HEADS OF DEPARTMENTS

S/NO	NAME	DEPARTMENT
1	Mohammed Alhaji Nuhu	HOD Accountancy Department
2	Mairo Ali Wudiri	HOD Agric. Technology Department
3	Ndubuisi Ifedero Nicolas	HOD Banking and Finance Department
4	Usman Disa	HOD Mass Communication
5	Babagana Kachalla	HOD Business Admin. & Management Department
6	Engr. Abubakar Aji	HOD Civil Engineering Department
7	Engr. Ibrahim Muhammad Harram	HOD Computer Engineering Department
8	David T. Oladipo	HOD Computer Science Department
9	Engr. Hamza Abbas	HOD Electrical/Electronic Engineering Technology Department
10	ESV. Babagana Bukar	HOD Estate Management Department
11	Dr. Zainab Ibrahim Ciroma	HOD General Studies Department
12	Dr. Abdulfatah Odua	HOD Marketing Department
13	Engr Shuaibu Audu Yaro	HOD Mechanical Engineering Department
14	Saleh Umar	HOD Office Technology and Management Department
15	Aishatu Musa Yusuf	HOD Public Administration Department
16	Ibrahim Adamu	HOD Applied Biology Department
17	Mohammed Sani Galadima	HOD Statistics Department
18	Surv. Bulama Abatcha	HOD Survey and Geo Informatics Department
19	Adamu Ahmed Goje	HOD Applied Physics Department
20	Ladi Lawan	HOD Applied Chemistry Department

19	Dikko Bakari	HOD Quantity Survey Department
21	Tpl. Murtala Lawal Ubale	HOD Urban and regional planning
22	Engr. Musa Ahmed Jatto	HOD Renewable Energy
23	Abdulwahab Etudaye	HOD Architectural Technology Department
24	Bldr. Haruna Bungwon Dutse	HOD Building Technology Department
25	Ibrahim Abdulsalam	HOD Animal Health & Production Technology Department
26	Ishaku Iliyasu	HOD Cartography & Geo-informatics

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FOREWORD

I have the honour and privilege, on behalf of the Governing Council, the Management and the Academic Board to welcome you to the Federal Polytechnic Damaturu. I wish to also congratulate you for gaining admission into this great institution, hoping that the knowledge and skills you are going to acquire here shall be useful to you as a person, the Country and humanity at large.

This 2023 edition of the hand book is the twelfth edition of the Federal Polytechnic Damaturu Students' Information Handbook to be published since inception of the Institution in 1994. The review of the last edition becomes necessary to accommodate developments within the Institution and incorporate new Government Policies as they affect the Education sub-sector over the period.

For you to be successful as a student and have a happy stay in this institution, it is important that you should be well informed about the Polytechnic, its rules and regulations, your rights and what the Institution expects of you. The Students' Information Handbook provides you with detailed information on all these and it is expected that you will go through it thoroughly and get acquainted with its contents.

For harmonious and peaceful coexistence, the Polytechnic expects that students of the Polytechnic should have good interpersonal relationship with one another and be accommodative. These will help in creating a peaceful Academic Atmosphere which the Institution is noted for. I urge you to be law abiding and avoid acts capable of undermining Academic Discipline and Order in the Polytechnic.

Once again welcome to the Federal Polytechnic Damaturu and have a fruitful stay.

Dr. Ibrahim Bello Bashir FNES, FOSHA, MISPO
RECTOR

THE NATIONAL ANTHEM

Stanza 1

Nigeria, we hail thee,
Our own dear native land,
Though tribe and tongue may differ,
In brotherhood, we stand,
Nigerians all, and proud to serve
Our sovereign Motherland.

Stanza 2

Our flag shall be a symbol
That truth and justice reign,
In peace or battle honour'd,
And this we count as gain,
To hand on to our children
A banner without stain.

Stanza 3

O God of all creation,
Grant this our one request,
Help us to build a nation
Where no man is oppressed,
And so with peace and plenty
Nigeria may be blessed.

THE 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.

CHAPTER ONE

BRIEF ON THE POLYTECHNIC

1.1 Introduction

Immediately after the creation of Yobe State the nascent Yobe State Government appreciated the need to improve the condition and quality of education, particularly technical education, in the state. In consonance with this thinking, a decision was taken towards the end of 1992 to establish Yobe State Polytechnic in Damaturu the State Capital.

While necessary facilities and personnel were being put in place for the take-off of the State Polytechnic, the Federal Government notified the State Government of its decision to establish a Federal Polytechnic in Damaturu. Accordingly, the Federal Polytechnic Damaturu was established in May 1993 by virtue of the Federal Polytechnics (Amendment No. 2) Decree of 1993.

With the appointment of the pioneer Rector for the Polytechnic, Yobe State Government handed over the site of the former Government College Damaturu and the adjacent phase II of the Yobe State Government Secretariat to the Federal Ministry of Education for the sitting of the Polytechnic. The Institution took off with 6 Academic Departments which have gradually expanded over the years to 5 Academic Schools that are comprised of 23 Academic Departments today.

1.2 Constitution of a Governing Council and Execution of Projects

In order to facilitate speedy execution of projects for early take-off of the Polytechnic, the then Honorable Minister of Education constituted a Special Task Force on the take-off of the Polytechnic on 20th, April, 1994 “to function in a way Similar to the Governing Council of a Polytechnic in the appointment of Staff and award of contracts”. The Task Force comprised of officials from the Federal Ministry of Education, the National Board for Technical Education, the Polytechnic and Yobe State Ministry of Education.

In accordance with its mandate, the Task Force commenced work immediately to provide the essential facilities necessary for the take-off of the Institution. These include among others: restructuring and renovation of classrooms, Offices and residential quarters to upgrade them to a standard befitting a Federal Polytechnic. Similarly, offices and household furniture and equipment as well as academic facilities for Classroom, Laboratories and the Library were provided. In addition, a 500 KVA Generator was provided. However, it was not until 2001 that the first

Governing Council was appointed for the Institution under the Chairmanship of a seasoned administrator and two time Secretary to the Government of Plateau State Late Chief John N. Kum. Mni.

1.3 Staffing

Interview for the recruitment of the first set of Senior Staff was conducted on 15th, September, 1994 by the Task Force at the National Board for Technical Education (NBTE); during which a total of 63 Senior Academic and Non Academic Staff were recruited. In addition, a total of 312 Junior Staff were recruited over the same period to give supporting service to the various Divisions and Units of the Polytechnic.

At the moment, Staff recruitment exercise is only handled by the Management Committee of the Institution, the Junior Staff Appointment and Promotion Committee (JSAPC) and the Senior Staff Appointment and Promotion Committee (SSAPC) of the Council.

1.4 Student Admission

On 30th May 1994, the Task Force considered and approved eight Academic Programs for the take-off of the Polytechnic as and when resources permitted. Accordingly, Academic Departments were constituted and Lecturers/Instructors recruited for these Departments in consonance with the academic programs approved by the task force. After a thorough screening and admission exercise, the Polytechnic received its Pioneer Students on 25th, September, 1995. Lectures commenced on 2nd, October, 1995 with 223 students offering Preliminary National Diploma courses in Business studies, Secretarial studies, Financial Studies, Science Laboratory Technology, Electrical/Electronic Engineering Technology and Statistics.

Within the same period, the Polytechnic also admitted its pioneer National Diploma Students through the Joint Admission and Matriculation Board (JAMB)

Currently the Polytechnic has a total of 23 Academic Departments which are: Accountancy Department, Agric. Technology Department, Banking and Finance Department, Basic Science Department, Business Administration and Management Department, Civil Engineering Department, Computer Engineering Department, Computer Science Department, Electrical Electronics Engineering Technology Department, Estate Management Department, General Studies Department, Marketing Department, Mechanical Engineering Department, Office Technology and Management Department, Public Administration Department, Science Laboratory Technology Department, Statistics Department, Survey and Geo Informatics

Department ,Quantity Survey Department, Urban and Regional Department, Building Technology Department, Renewable Energy Department.

1.5 PHILOSOPHY AND CARDINAL PRINCIPLES OF THE POLYTECHNIC

THE Federal Polytechnic Damaturu, was established by virtue of the Federal Polytechnic (Amendment No. 2) of 1993 which amends the Federal Polytechnic Decree No. 33 of 1979.

The Decree spells out the cardinal objectives of the Polytechnic thus:

- (a) To provide full time or part time courses of instruction and training:
 - (i) In technology, applied science, commerce and management, and
 - (ii) In such other fields of applied learning relevant to the needs of the development of Nigeria in the areas of industrial and agricultural production and distribution for research in the development and adoption of techniques as the council may from time to time determine.
- (b) To arrange for conferences, seminars, and study groups relative to the fields of learning specified in paragraph (a) of this subsection; and
- (c) To perform such other functions as in the opinion of the council may serve to promote the objectives of the Polytechnic.

1.6 ORGANIZATION OF THE POLYTECHNIC ADMINISTRATION

- (i) **THE RECTOR** is the Chief Executive and Accounting Officer of the Polytechnic. He has power to exercise general authority over the staff and the students of the Polytechnic and is responsible for the discipline of both students and members of staff of the Polytechnic.
- (ii) **THE DEPUTY RECTORS** are responsible to the Rector in the day-to-day running of the institution. They oversee the academic planning of the Institution and deputize whenever the Rector is away.
- (iii) **THE REGISTRAR** is the Chief Administrative Officer of the Institution and is responsible to the Rector for the general administration of the Polytechnic.
- (iv) **THE BURSAR** is the Chief Financial Officer of the Polytechnic and is responsible to the Rector for all the financial operations of the Institution and for the administration of the finances of the Polytechnic.

(v) **THE POLYTECHNIC LIBRARIAN** is responsible to the Rector for the administration of the Polytechnic Library. He is responsible for the coordination of Library services in the Departments and the Research Units of the Polytechnic.

(vi) **THE DIRECTOR PHYSICAL PLANNING AND PROCUREMENT**

(vii) **THE DIRECTOR OF WORKS AND MAINTENANCE** is responsible to the Rector for the general overseeing and maintenance of the buildings, roads, vehicles, water and power supplies, etc. and for all the Polytechnics capital works.

(viii) **DIRECTOR OF ACADEMIC PLANNING** is responsible to the Rector for some specified academic administration of the Institution.

(ix) **DIRECTOR PHYSICAL PLANNING AND PROCUREMENT**

He is answerable to the rector, he works together to ensure that the polytechnic academic department needs and interest be translated in to a sound plan, master plan and strategic development. He is also responsible for preparation and procurement processes, preparation of tender document, develop terms of contract and acquisition for supplies and services as well as sales of assets, appraises design submitted by consultants and monitors the execution of projects, undertaking space utilization studies, link with external agencies (MDS), ministries and NGOs for project monitoring and evaluation, maintain a data bank of project execution and financial implications and any other duties assign by the rector.

(x) **DIRECTOR ICT**

He is responsible to the Rector on general issues bordering information communication and technology (ICT)i.e. website ,portal and general maintainers

(xi) **DIRECTOR QUALITY ASSURANCE**

He is answerable to the Rector, responsible for maintaining and ensuring that quality in all aspect is respected and observed

(xii) **DIRECTOR OPEN DISTANCE AND FLEXIBLE LEARNING**

Is responsible to the Rector for coordinating of all activities related distance and E-learning programs of the institution.

(xiii) DIRECTOR VOCATIONAL EDUCATION TRAINING AND SKILL DEVELOPMENT

Is responsible to Rector for general skills acquisition development and training of craftsmen .Vocational Education and skills Development (VESD) is a directorate that was established to implement the Nigerian skills Qualifications Framework (NSQF) Under NBTE as a regulatory body. The framework is structured within the National skills Qualifications (NSQs) operate

(xiv) DIRECTOR ENTREPRENEUR

Is answerable to the Rector and he responsible for general training of students on skills acquisition for self-reliance.

(xv) INDUSTRIAL PLACEMENT AND LIAISON UNIT

The SIWES Directorate is primarily responsible for organizing the Students' Industrial Work Experience Scheme (SIWES) which is a regular and integral part of academic work for all students pursuing the National Diploma Courses in Engineering Technology, Environmental Management and other Science-related Courses. SIWES is designed to take place outside the Institution thereby integrating the students in to productive work while pursuing their various academic programmes

(xvi) DEAN STUDENTS' AFFAIRS is responsible to the Rector for the day-to-day running of Student Affairs Division.

(xvii) DIRECTOR OF VESD

Is responsible to Rector for the implementation of the National Skills Qualification Framework.

(xi) THE DIRECTOR RESEARCH AND DEVELOPMENT

Is responsible to the rector for coordinating the research and development activities of the institution.

(xii) **DEANS OF SCHOOLS** are responsible to the Rector for day-to-day running of the Academic Departments within the Schools.

(xiii) **HEADS OF DEPARTMENTS** are responsible to the Rector through the Deans of Schools for the day-to-day running of the Academic Departments.

(xiv) **THE HEAD OF MEDICAL SERVICES** is responsible to the Rector for the provision of Health Services to the entire Polytechnic community.

(xviii) **STUDENTS' AFFAIRS DIVISION**

The Students' Affairs Division is responsible to the Rector for coordinating policies relating to students' non-academic affairs and welfare in the Polytechnic, including regulations governing students' conduct, the Students' Union and other students' activities such as: games, Students' Associations and provision of hostel accommodation.

(xix) **ACADEMIC AFFAIRS DIVISION**

The Academic Affairs Division which is under the supervision of the Registrar is primarily responsible for processing of students' admissions, coordination of examinations and keeping of students' academic records. It is also charged with the responsibility of issuing academic transcripts of students' records as may be requested by authorized bodies.

(xx) **STUDENTS' ACCOUNT UNIT**

The Students' Account Unit is responsible to the Bursar for collection of registration fees. It also assists in the disbursement of scholarships as well as handles other financial matters affecting students on behalf of their sponsors.

1.8 MEMBERSHIP AND FUNCTIONS OF THE POLYTECHNIC ACADEMIC BOARD

1.8.1 Membership

- a) The Rector;
- b) The Deputy Rectors;
- c) The Polytechnic Librarian;
- d) All Deans of Schools;
- e) Dean Students Affairs;
- f) Director Consultancy Services Unit;

- g) Director Academic Planning;
- h) Director Quality Assurance;
- i) Director ICT
- j) Director SIWES
- k) All Heads of Academic Departments;
- l) Not more than two members of Academic Staff representatives, other than Heads of Department who may be appointed by the Academic Board, and
- m) The Registrar

1.8.2 FUNCTIONS

The Academic Board is responsible for:

- (a) The direction and management of academic matters of the Polytechnic including the regulation of admission of students, the award of certificates and diplomas, scholarships, prizes and other academic distinction.
- (b) The making to the Council, periodic reports on such academic matters the Board may deem fit or as the Council may from time to time direct, and
- (c) The discharge of any other functions which the Council may delegate to it.

1.9 THE ACADEMIC STRUCTURE AND FUNCTIONS OF THE POLYTECHNIC

- (i) The Polytechnic runs the School System in consonance with the practice in most Federal Polytechnics. Each School comprises of two or more Academic Departments and is headed by a Deans to be elected or appointed in accordance with the provisions polytechnic Act. Each Department is headed by a Head of Department to be elected or by the Rector in-accordance with the provision of polytechnic Act.
- (ii) The Polytechnic runs five Schools as indicated below:

SCHOOL OF GENERAL STUDIES

- (a) Department of General Studies
- (b) Department of Basic Science

SCHOOL OF MANAGEMENT STUDIES

- (a) Department of Business Administration and Management
- (b) Department of Accountancy
- (c) Department of Banking and Finance
- (d) Department of Office Technology and Management
- (e) Department of Marketing
- (f) Department of Public Administration

SCHOOL OF ENGINEERING TECHNOLOGY

1. Department of Electrical/Electronic Engineering Technology
2. Department of Civil Engineering Technology
3. Department of Mechanical Engineering Technology
4. Department of Computer Engineering Technology
5. Department of Renewable Energy

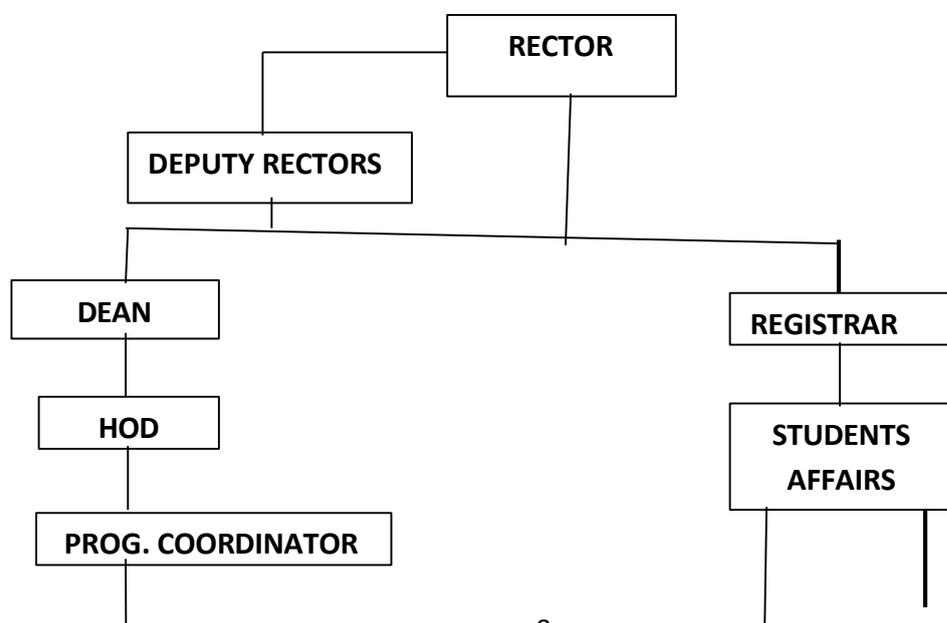
SCHOOL OF ENVIRONMENTAL STUDIES

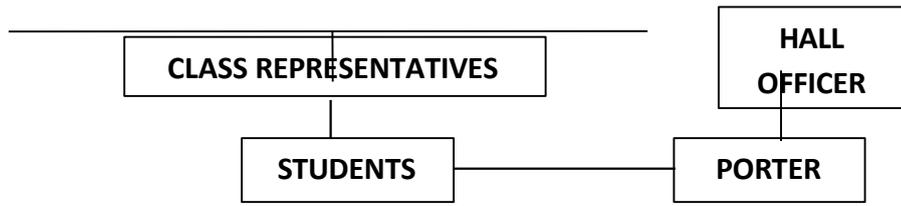
- (a) Department of Survey and Geo-Informatics
- (b) Department of Estate Management
- (c) Department of Building Technology
- (d) Architecture Technology
- (e) Department of Quantity Survey
- (F) Department of Urban and Regional Planning

SCHOOL OF SCIENCE AND TECHNOLOGY

- (a) Department of Applied Chemistry
- (b) Department of Applied Physics
- (c) Department of Applied Biology
- (d) Department of Computer Science
- (e) Department of Statistics
- (f) Department of Agricultural Technology

1.9 THE APPROVED CHANNEL OF COMMUNICATION FOR STUDENTS





CHAPTER TWO

2.0 ACADEMIC PROGRAMMES

2.1 NATIONAL DIPLOMA PROGRAMMES

a. Philosophy and Objectives

The goals and objectives of the National Diploma Programmes are to produce Technicians or Technologists in the Science and Technology discipline/field or similar manpower in business and management occupations. The curriculum for each programme reflects the requirement of the relevant industries and employers; and is adequate in content to prepare students at the appropriate level in particular fields to acquire skills, sound theoretical background and competence to fulfill the requirements for specific job activities.

b. Available Programmes as at 2024/2025 Session

- i. National Diploma (Accountancy)
- ii. National Diploma (Office Technology and Management)
- iii. National Diploma (Banking and Finance)
- iv. National Diploma (Business Administration and Management)
- v. National Diploma (Estate Management)
- vi. National Diploma (Survey and Geo-informatics)
- vii. National Diploma (Computer Science)
- viii. National Diploma (Civil Engineering Technology)
- ix. National Diploma (Mechanical Engineering Technology)
- x. National Diploma (Computer Engineering Technology)
- xi. National Diploma (Marketing)
- xii. National Diploma (Public Administration)
- xiii. National Diploma (Electrical/Electronic Engineering Technology)
- xiv. National Diploma (Agricultural Technology)
- xv. National Diploma (Science Laboratory Technology)
- xvi. National Diploma (Statistics)
- xvii. National Diploma (Building Technology)
- xviii. National Diploma (Architecture Technology)
- xix. National Diploma (Quantity Survey)
- xx. National Diploma (Renewable Energy)
- xxi. National Diploma (Urban and Regional Planning)
- xxii. National Diploma (Mass Communication)

2.2 HIGHER NATIONAL DIPLOMA PROGRAMME

a. Philosophy and Objectives

The goals and objectives of the Higher National Diploma program are to produce senior cadres of Technicians/Technologist and Instructors in the science and

technology discipline/field or similar manpower in the Business Management occupation.

a. Available Programmes as at 2024/2025 session

- (i) Higher National Diploma (Business Administration and Management)
- (ii) Higher National Diploma (Accountancy)
- (iii) Higher National Diploma (Banking and Finance)
- (iv) Higher National Diploma (Office Technology and Management)
- (v) Higher National Diploma (Statistics)
- (vi) Higher National Diploma (Computer Science)
- (vii) Higher National Diploma (Estate Management)
- (viii) Higher National Diploma (Survey and Geo-informatics)
- (ix) Higher National Diploma (Environmental Biology)
- (x) Higher National Diploma (Chemistry and Biochemistry)
- (xi) Higher National Diploma (Physics Electronics)
- (xii) Higher National Diploma (Electrical/Electronic Engineering Technology)
- (xiii) Higher National Diploma (Civil Engineering Technology)
- (xiv) Higher National Diploma (Mechanical Engineering)

2.3 MINIMUM ENTRY REQUIREMENTS FOR ACADEMIC PROGRAMMES

2.3.1 National Diploma programmes

The following are the general requirements approved for admission into Polytechnic's National Diploma (ND) Programmes:

The candidate must write the Unified Tertiary Matriculation Examination (UTME) in subjects relevant to the proposed Course of study and attain an acceptable score in the examination for entry into the Course of his/her choice in addition to having obtained any of the following academic qualifications:

- (i) Senior Secondary School Certificate Examination (SSCE), General Certificate of Education (GCE' O level) and National Examinations Council (NECO); with credit passes in five subjects relevant to the programme, including Mathematics and English, at not more than two sittings; Engineering, Computer Science and Survey and Geo-informatics Courses emphasize on credit passes in Mathematics and Physics in addition to three other relevant subjects.
- (ii) National Business and Technical Examination Board (NABTEB) with at least five credit passes in academic subjects including Mathematics and English Language

2.3.2 Higher National Diploma Programme

The pre-requisite requirement for admission into Higher National Diploma (HND) is the passing of an ND program at least at lower credit level and minimum of one year

post-qualification industrial experience. Candidates with ND certificate at “pass” may be considered for admission after a minimum period of two years post qualification experience. In addition to the above, a candidate must have fulfilled all the requirements for a National Diploma (ND) programme.

Any other Departmental requirement can be obtained from the Polytechnic website.

2.4 FEDPODAM CONSULTS PROGRAMMES

The Polytechnic offers some part time programmes under the consultancy services unit of the Institution which is a Limited Liability Company (FEDPODAM CONSULTS).

(a) The courses offered are as follows:

- i. PRE-HND Accounting
- ii. PRE-HND Business Administration and Management
- iii. PRE-HND Computer Science
- iv. PRE-HND Environmental Biology
- v. PRE-HND Office Technology and Management
- vi. Advanced Diploma in Public Administration
- vii. Higher Diploma in Public Administration
- viii. Higher Diploma in Public Health
- ix. HND Accounting (Evening Programme)
- x. HND Business Administration and Management (Evening Programme)
- xi. HND Computer Science (Evening Programme)
- xii. HND Environmental Biology (Evening Programme)
- xiii. HND Office Technology and Management (Evening Programme)
- xiv. Diploma in Environmental Management
- xv. Diploma in Accountancy
- xvi. Diploma in Banking and Finance
- xvii. Diploma in Business Management
- xviii. Diploma in Public Health Management
- xix. Diploma in Computer Science
- xx. Diploma in Law
- xxi. Diploma in Marketing
- xxii. Diploma in Social Development
- xxiii. Diploma in Office Technology and Management
- xxiv. Diploma in Public Administration
- xxv. Diploma in Mass Communication
- xxvi. Diploma in Library Science
- xxvii. Diploma in Taxation
- xxviii. Diploma in Peace and Conflict Resolution
- xxix. Diploma in Humanitarian Studies
- xxx. Diploma Pharmaceutical Technology

- xxxi. Diploma Information Technology Management
- xxxii. Certificate in Accounting
- xxxiii. Certificate in Public Administration
 - (i) Certificate in Public Accounts and Audit
 - (ii) Certificate in Computer Science
 - (iii) Certificate in Science Laboratory Technology

(b) Entry Requirement

Candidates are admitted for the above courses on the basis of their paper qualifications and work experience.

CHAPTER THREE

3.0 STUDENTS' REGISTRATION, MATRICULATION AND ATTENDANCE

3.1 Personal and Academic Data

- (i) All returning and new students must register with the Academic Affairs Office at the beginning of the session. In addition, all students are expected to register with:
 - (a) The Medical and Health Service Unit;
 - (b) The Students Affairs Unit and
 - (c) The Library.
- (ii) In the case of new students, the following documents shall be required at the Academic Affairs Office to obtain registration permit.
 - a) Letter of offer of admission by the Polytechnic or the Joint Admissions and Matriculation Board;
 - b) Original copies of credentials;
 - c) Recent passport size photograph (4 copies);
 - d) Birth certificate/Age declaration certificate;
 - e) Medical certificate of fitness and
 - f) Indigene letter.
- (iii) The Academic Affairs Office shall ensure that:
 - a) All the credentials presented by every new candidate are genuine;
 - b) Original copies of credentials of the candidate must agree with the photocopy sent with the application form;
 - c) The candidate meets the general entry requirements specified in the handbook and
 - d) Each student signs an undertaking of good conduct (form GD),
- (iv) If the candidate is found registerable he/she will be given a permit by the Academic Affairs Division after which the candidate will proceed for the online registration.

3.1.1 Course Registration

- (i) Each new or continuing student is required to register for all the courses prescribed for his/her program of studies at the beginning of the session as provided for by the NBTE guide syllabi; however, no student should be allowed to register for more than the maximum credit hours per semester as prescribed by the NBTE curriculum for each program.
- (ii) All the courses in the polytechnic are weighted by means of contact hours which are converted into credits. This is necessary in determining the total weight in instruction a student carries over a period so as to qualify for the award of a National Diploma or Higher National Diploma.

- (iii) Fresh students shall not be allowed to register after matriculation, while returning students shall not (except with the express permission of the Academic Board) be allowed to register three weeks after the re-opening the Polytechnic. Late registration attracts a fee of ₦5,000.00 only.
- (iv) Any student who fails to register at the beginning of any session for the appropriate course (s) shall not be allowed to sit for the exams.
- (v) Any student who must have spent two consecutive academic sessions but has not exhausted his studentship years and failed to register for a session shall be allowed to register. However, he/she must pay full registration fees for the missed year(s).

3.1.2 Refunds of Registration Fees

Where a student withdraws from the Polytechnic voluntarily, there shall be no refund of registration fee after payment. If the application is dated four (4) weeks after permit.

3.1.3 Electronic Registration Procedure

Students are required to register through the Federal Polytechnic Damaturu Portal by following the six (6) steps listed below.

STEP 1 Access the portal at: www.fedpodam.edu.ng and click apply;

STEP 2 Provide your login details: use your JAMB number. Or your PHONE number as your user name, and the password is: app

STEP 3 Profiles: click my profile and fill all the necessary information;

STEP 4 Registration Payment: Click pay registration fee and choose payment option, either bank or with debit card;

STEP 5 Generation of Registration Number:

- If payment was made at bank branch you have to repeat steps 1 & 2 for you to get your registration number;
- If the payment was made with debit card the registration number will be given automatically.

STEP 6 Courses Registration:

- Log in with your registration number as your user name and the password is: reg.
- Change your password;
- Courses will be registered for you automatically by the Federal Polytechnic Damaturu's portal.

Print your acceptance letter, medical report and three copies of courses registration slip after approval and submit to the following:

- Head of Department;
- Dean of School and
- Academic Secretary.

3.2 MATRICULATION

- (i) All Candidates entering into the National Diploma and Higher National Diploma Programmes of the Polytechnic will be required to matriculate at a formal ceremony (presided over by the Rector) which normally takes place after registration.
- (ii) At the ceremony, the Dean of each School presents students from his/her School for matriculation while the oath commissioner (normally a Judge or a Magistrate) shall administer the matriculation oath. The students are made to solemnly undertake and swear to observe and respect the provisions of the Polytechnic laws and regulations as contained in this information hand book.
- (iii) All matriculated students must sign both the matriculations Oath form and the matriculation Register immediately after the ceremony in order to validate the Oath.

3.3 CLASS ATTENDANCE

- i. A minimum attendance of 75% shall be attained in a course for a candidate to be qualified to sit for the examination on the course. The attendance is calculated on the basis of the contact hours of all the component of the course work which includes practicals, workshop, exercise, tutorials etc. during a semester.
- ii. The Head of Department shall present (at least two weeks before the commencement of the semester examinations) the list of candidates who failed to attain the minimum attendance requirement to the school Board for consideration and approval before the publication of the list by the School Office, at least three days to the examination.
- iii. Failure to meet up with the minimum attendance requirement shall result in carrying over the course(s).

3.4 POLICY ON STUDENTS' TRANSFER, CHANGE OF COURSE AND DEFERMENT.

3.4.1 Institutional Transfer

- i. Transfer to or from other Institutions awarding the National Diploma Programmes recognized by the NBTE can only be entertained by the Academic Board of the Polytechnic.
- ii. The candidate seeking the transfer shall apply to the Registrar of his/her Institution stating the grounds for the application. The Registrar shall then write to the Institution in to which the transfer is being sought to determine availability of vacancy therein, and the acceptability of the candidate based on the cumulative results or transcripts forwarded. Once approved the student's entire academic records shall be sent or brought from the Institution as the case may be.
- iii. Before a transferred candidate is accepted by the Federal Polytechnic Damaturu, it must be certified that he/she is of good behavior both in character and learning in his/her current Institution. In addition, parent, guardian or sponsor should write to the Rector supporting the transfer of his/her son, daughter, ward or client before the transfer could be affected.

3.4.2 CHANGE OF COURSE

- i. Change of course should only be allowed with the express approval of the Academic Board.
- ii. A student who fails a course and is to repeat in one Department should be allowed to transfer to another Department for his final trial.
- iii. Change of course shall only be allowed in National Diploma I level on application and subsequent recommendation by the candidate's Head of Department to the Academic Board.
- iv. Change of course can only be approved by the Academic Board when the receiving Head of Department indicates the availability of vacancy in the enrolment quota of the Department and on certification that the student has met the minimum entry requirement of the new Department.
- v. All changes of course should be conducted once in a year (that is at the beginning of a new academic session) and completed within a period of two weeks.
- vi. On approval of any change of course the Academic Affairs office shall supervise the adjustments of the candidates' academic records.

3.4.3 DEFERMENT OF ADMISSION

Application for deferment of admission shall only be entertained after satisfying the following;

3.4.4 Registration for the programme

3.4.5 Written application to academic secretary

3.4.6 Given genuine reason for the deferment

3.4.7 Application must be submitted not later than four weeks from the beginning of the semester.

3.4.8 The deferment shall only be for one session .

3.4.9 The application must be approved by the Academic Board.

CHAPTER FOUR

4.0 ACADEMIC POLICY AND REGULATIONS

4.1 Course Credit System

- i. The Academic policy of the Federal Polytechnic Damaturu, is based on the existing standards of National Board for Technical Education (NBTE) which aims at achieving uniformity in all the Polytechnics in the country. The form of curriculum organization whereby, the work/syllabi in a particular program of studies are divided into courses in prescribed sections of teaching and study, each of which is separately examined and assessed is in practice.
- ii. The course credit system seeks to avoid package repetition of instructional components earlier assessed as passed and which may on the other hand improve performance in the instructional component earlier assessed as failed. This will provide specification in the workload by enabling more precise specification of the different required components and the optional courses of various instructional programmes.

4.2 Definition of Basic Terms

- i. **“Session”** means academic year as determined by the Academic Board which shall normally be of two semesters.
- ii. **“Semester”** means period of about 18 weeks including 15 contact weeks.
- iii. **“Contact Hours”** is defined as the period of classroom, laboratory, workshop or field work interaction between a tutor and students for academic instruction or supervision.
- iv. **“One Credit”** is defined as one hour of lecture or tutorial per week or semester or two-three hours of field, Laboratory studio or workshop practical per week per semester.
- v. **“Compulsory Courses”** are courses that must be taken and passed in a particular programme of study.
- vi. **“Elective Courses”** are optional courses that once chosen would have to be passed.
- vii. **“Examination”** means a formal written, spoken or practical test.
- viii. **“Grade Point (GP)”** is derived from the actual percentage raw score. Given a raw score: the score is converted in to a letter grade and a grade point.
- ix. **“Grade Point Average”** is the ratio of the total grade points (GP) to the total number of semester hours. Credit points are calculated by multiplying the course grade point by the credit hour value of the course.

- x. **“Cumulative Grade Point Average (CGPA)”** The average of the grade point averages obtained by a student in two semesters of a session is referred to as the student’s cumulative grade point average.
- xi.

4.3 EXAMINATION EVALUATION AND GRADING PROCEDURE

4.3.1 Evaluations Procedure

- i. The overall assessment of the student’s performance in each course offered in the semester shall be based on a semester examination written at the end of the semester, together with the continuous assessment of the course work. Course work is defined as the sum total of laboratory/workshop/studio/field work/class test/project work (where applicable) and all assignments during the semester.
- ii. There shall be relative weighting of 60% for the semester examination and 40% for the course work distributed as follows:

- Assignments (minimum of 2)	10%
- Class Test (minimum of 2)	30%
- Semester Examination	<u>60%</u>
Total	100%
- iii. Other courses involving laboratory Practical workshops practice shall have a relative weighting of 60% for the semester examinations and 40% for the course work distributed as follows:

- Assignments (minimum of 2)	05%
- Class Test (minimum of 2)	15%
- Laboratory Practical/Workshop Practice	20%
- Semester Examination	<u>60%</u>
Total	100%

Note that there could be a difference in the weighting in Engineering Programmes as may be stipulated in the Curriculum.

- i. Each class test must be conducted under the same condition as in semester examination with the students given at least two days’ notice.
- ii. All tests and assignments must be completed at least one week before the commencement of the examination.

4.3.2 Examination Grading System

National Diploma (ND) and Higher National Diploma (HND) programmes

- i. Students shall have their performance graded according to the scores they earned which shall be converted into points as follows:

SCORES	GRADES	POINTS
75 & Above	A	4.00
70-74	AB	3.50
65-69	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

- ii. Each student is expected to obtain a minimum stipulated GPA of the following at the end of each semester and session respectively in his/her course of study.

1 st Semester	=1.75
2 nd Semester	= 2.00 First Academic Session
3 rd Semester	= 1.75 Second Academic Session
4 th Semester	= 2.00

- iii. A student who fails to obtain the minimum stipulate GPA of 1.75 at the end of the first semester of an academic session shall be placed on probation, and he/she shall be so informed in writing by the Exams and Records Office through the Head of Department.

(a) A student who fails to obtain the minimum stipulated CGPA of 1.75 at the end of an academic session shall be required to repeat the session and take all the courses thereof.

(b) A student who obtained a CGPA ≥ 1.75 but with carryover of more than four courses shall be required to repeat the session.

(c) A student who obtains a CGPA below 1.50 at the end of the session shall be required to withdraw.

- (d) A student repeating a session or course(s) shall fulfill all registration formalities as may be specified from time to time.
- (e) A student who obtains a score below 40% or a grade below E in any course shall automatically carry it over to the next commensurate semester without any option for RESIT examination.
- (f) A student who repeats an academic session and still falls below the minimum required Cumulative Grade Point Average (CGPA) of 1.75 at the end of the session shall be required to withdraw from the Polytechnic. Such a student shall not be re-admitted in to the Polytechnic unless after he/she must have spent at least one academic session away, and after he/she has applied for and got admission in to the Polytechnic.

4.4 CLASSIFICATION OF NATIONAL DIPLOMA AND HIGHER NATIONAL DIPLOMA CERTIFICATES

- i. All the National Diploma and Higher National Diploma students who satisfy all the requirements for the award of National Diploma or Higher National Diploma Certificate of the Polytechnic, shall be adjudged by the Academic Board to have completed their respective Programmes and shall have their Certificates (depending on their respective performances) thus:

AVERAGE (GGPA)	CLASS OF DIPLOMA
3.50 - 4.00	Distinction
3.00 - 3.49	Upper Credit
2.50 - 2.99	Lower Credit
2.00 - 2.49	Pass

4.5 METHODS FOR AND ILLUSTRATION OF COMPUTATION OF STUDENTS OVERALL PERFORMANCE

i. Grade Point (GP)

Grade point is obtained by multiplying the credit hours assigned to a particular course by points obtained in the examination of the course. For example, if property law carries 4 credits and a student obtains 80% which is given the grade A and which is 4 points, his grade point for property law will be 4 x 4 = 16.

ii. Grade Point Average(GPA)

The overall performance of each student shall be determined by means of grade point average obtained by awarding credit points in respect of each course on the basis of semester hours of the course multiplied by the numerical value of the grade obtained. The grade point average is then the total number of credit points divided by the total number of semester hours. For example, if a Student Scores A(75%), BC(60%), B(65%), C(55%), and E(40%) in five subjects which carry 3, 2, 1, 3, and 3, credit hours respectively his/her grade point average will be worked out as follows:

Scores Grade	Credit Hours	Points	Total Points
A	3	4.00	12.00
BC	2	3.00	6.00
C	1	2.75	2.75
D	3	2.25	6.75
E	3	2.00	6.00
	12		33.50

$$\text{GPA} = \frac{33.50}{12} = \underline{\underline{2.79}}$$

If the credit hour attached to the subject were to change higher/lower, the student grade point will move higher or lower. This emphasizes the need for a student to work hard and score highly in all, but particularly in the courses with the higher credit hours, since this will step up his/her grade point average, while a low score in the highest credit subjects will cause a sharp drop in his/her grade point average.

iii. Cumulative Grade Point Average(CGPA)

The average of the grade point averages obtained by a student in two semesters of a session is referred to as the student's cumulative grade point average. For example, if a student scores for two semesters were as follows:

1st SEMESTER

Subject	Scores Grade	Credit Hours	Points	Total Points
English	A	4	4.00	16.00
Mathematics	AB	4	3.50	14.00
Sociology	C	2	2.75	5.50
Law	CD	4	2.50	10.00
Graphics	BC	<u>4</u>	3.00	<u>12.00</u>
Total		18		57.50

$$\text{GPA} = \frac{57.50}{18} = \underline{\underline{3.19}}$$

2nd SEMESTER

Subject	Scores Grade	Credit Hours	Points	Total Points
English	A	4	4.00	16.00
Mathematics	AB	4	3.50	14.00
Sociology	C	6	2.75	16.50
Law	CD	4	2.50	10.00
Graphics	BC	<u>4</u>	3.00	<u>12.00</u>
		22		68.50

Total

$$\text{GPA} = \frac{68.50}{22} = \underline{\underline{3.11}}$$

Cumulative Grade Point Average = $(1^{\text{st}}$ semester GPA + 2^{nd} semester GPA)/2

$$= \frac{3.19+3.11}{2} = \frac{6.30}{2} = \underline{\underline{3.15}}$$

iv. Graduating Grade Point Average (GGPA)

The final or fourth semester examination of the National or Higher National Diploma is regarded as the National Diploma or Higher National Diploma examination. The examinations are externally moderated; A 40% weight is attached to the final semester National Diploma (or Higher National Diploma) examination. The 3 initial

semesters are granted 20% weight each. Therefore, the GGPA is calculated as shown by the example below:

1 st Semester		2 nd Semester		3 rd Semester		4 th Semester		GGPA	Remarks
GPA	20%	GPA	20%	GPA	20%	GPA	40%		
2.93	0.586	2.50	0.500	2.50	0.500	3.09	1.236	2.82	Lower Credit

$$\text{GGPA} = 0.586 + 0.500 + 0.500 + 1.236 = 2.82$$

This places the Student's Diploma in the lower credit class.

4.6 RULES AND REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS IN THE POLYTECHNIC

4.6.1 General Guidelines.

- (i) Examination means any activity required by the Academic Board of the Polytechnic in the evaluation of students in a programme of study to which these rules and regulations apply.
- (ii) In order to be admitted to any examination, a student must have been registered for the course to be examined and must have fulfilled all the Polytechnic's requirements concerning registration fee or any other rules and regulations as may be issued by the Academic Board. He/she must have also fulfilled all Departmental requirements regarding attendance, satisfactory completion of any course work, practical's or assignments, project and any other relevant requirement.
- (iii) The standards necessary to satisfy examination requirements shall be determined from time to time by the Academic Board of the Polytechnic.
- (iv) Any student who is absent from an examination without a reason acceptable to the Academic Board shall be deemed to have failed in that particular examination. Misreading of the examination time table shall not be accepted as a satisfactory explanation for the absence.
- (v) Any candidate who on account of illness is absent from a semester examination will be permitted by the Academic Board to present himself for each examination at a future date provided that:
 - (a) The illness has been reported to the registrar through the candidates Head of Department before the conduct of the examination(s);

- (b) The candidate has been examined by the appropriate Polytechnic medical or nursing officer before the examination(s) and a medical report submitted to the registrar for subsequent consideration by academic board or
- (c) An evidence of hospitalization signed by an appropriate medical officer is submitted to the Registrar through the candidates Head of Department for consideration by the Academic Board.

4.7 Responsibilities of Supervisors and Invigilators

4.7.1 Schedule of Duties of Supervisors

- i. He/she should sign and collect the answer booklets and other materials from the Coordinating Examinations Officer (CEO) of his School at least 30 minutes before the starting of the examination;
- ii. He/she shall endorse all the answer booklets before giving them out to the students;
- iii. He/she shall dictate all the examination preambles such as searching the candidates, seating arrangement, numbering of seat etc;
- iv. He/she shall visit and supervise all the rooms in which the examinations which He/she is supervising are taking place;
- v. He/she shall be responsible for writing the report of any examination malpractice and, or any unruly behaviour to the chairman of Exams and Time Table Committee (ETTC);
- vi. He/she shall notify ETTC any absenteeism on the part of the invigilators for immediate remedial action;
- vii. He/she shall assemble the students' answer scripts after the exams, and immediately submit same to the Head of Department of the course or to the DEO where the former cannot be easily reached and
- viii. He/she shall write a report on the exam(s) which shall include the number of students that wrote each paper etc. and submit to the ETTC.

4.7.2 Schedule of Duties of an Invigilator

- (i) He/she shall be present at the venue of the exams at least 30 minutes before the examination;
- (ii) He/she shall enforce all examination preambles initiated by the Supervisor (e.g. Numbering of seats, searching and seating arrangement) before the commencement of the exams;
- (iii) He/she shall bring to the notice of the supervisor all cases of examination malpractice in written form;

- (iv) He/she shall ensure that no candidate leaves the hall to the lavatory unescorted;
- (v) He/she shall be moving around the exam hall occasionally for close monitoring of the entire students in the hall;
- (vi) He/she should avoid engaging in any other activities that can distract his/her attention from the students e.g. reading, marking, unnecessary phone calls etc. in the exam hall;
- (vii) He/she should ensure that disqualified student do not write the examination;
- (viii) Cases of impersonation and other related abnormalities shall be handed-over to the security office for appropriate action and
- (ix) He/she shall be responsible in carrying out any other assignment as may be directed by the supervisor.

4.7.3 EXAMINATION INSTRUCTIONS TO STUDENTS

The following instruction shall form the “Code of Conduct” for all students before, during and after the examination or class test conducted in the Polytechnic. The infringement of any of these instructions shall be construed as an examination malpractice and the offender shall be appropriately punished by the Academic Board.

- I. A candidate shall be in the examination venue at least 30 minutes before the scheduled time of the examination and shall be seated at the appropriate numbered seat;
- II. A candidate may be admitted up to 30 minutes after the commencement of the examination but shall not be allowed extra time. After this time, he/she shall not be allowed in for the examination;
- III. A candidate must sign the attendance form at the commencement of the examination and countersign the form when submitting his script to the invigilator before leaving the hall;
- IV. Candidates must handover their scripts to the invigilator when leaving the examination room;
- V. A student shall bring his/her examination card and/or identity card to each examination and display it at a prominent position on his desk;
- VI. During an examination, no student shall speak to any other student except were essential to the invigilator only. Any form of noise or disturbance is an offence;

- VII. No book, printed paper, written document or unauthorized aid may be taken into the examination room by any student except as may be stated in the instructions contained in the examination paper;
- VIII. The use of scrap paper is not permitted. All rough works must be done in the answer booklet, not on the question paper and should be crossed neatly through or in supplementary answer books which must be submitted to the Invigilator;
- IX. No candidate is allowed to carry any hand bag, brief case, GSM Handset or any electronic device that can store or receive information etc. in to the examination room;
- X. A student must not, during an examination, directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his paper. Similarly, a student must not accept assistance from any other student or use any other student's paper;
- XI. A student shall write his number (not his name) distinctly at the top of the cover of every answer booklet and on each page of the booklet;
- XII. At the end of the time allotted each student shall stop writing when instructed to do so and gather his script together ready for collection by the invigilator and
- XIII. Except for the printed question paper, a student shall not remove from the examination room or mutilate any paper or other material supplied.

4.7.4 GUIDELINES ON THE DUTIES/LIMITATIONS OF SECURITY PERSONNEL ASSIGNED FOR EXAMINATION DUTY

- i. The Chief Security Officer shall provide the list of security personnel to be assigned for an examination to the ETTC Chairman;
- ii. The assigned security personnel shall undergo a briefing session by the ETTC a week before the examination;
- iii. They should be properly kitted and put on identification tags to be provided by the ETTC;
- iv. They should be at their duty post 30 minutes before the commencement of the examination;
- v. They should search the students before allowing them in to the Examination venue;
- vi. They are to accompany any student that wants to ease his/her self;

- vii. In the event of an Examination malpractice, the security officer/personnel may obtain photocopy of any exhibit from the examination supervisor for their own records;
- viii. They should remain outside the examination halls/theatres;
- ix. They should not stand in for any invigilator. Where necessary, the invigilator should call the attention of his/her colleague;
- x. They should not handle examination materials or help in bringing additional materials from the exams officer;
- xi. They should check student identification/control card and
- xii. They should only call the attention of invigilators/supervisors for any suspicion or alleged malpractice.

4.8 EXAMINATION OFFENCES AND PENALTIES

- a. Examination offence is construed as irregularities, violations of or infringements on examination rules and regulations (as may be defined by the Academic Board) before during or after the conduct of examination.
- b. The invigilator is required to make a written report on each case of examination malpractice, offence or irregularity immediately after the examination to the supervisor to endorse by filling the appropriate form. Thereafter, the supervisor shall forward the form to the Chairman Exams and Time Table Committee on the same day; who shall in turn forward the report together with his observation to the Rector within 24 hours.
- c. The examination number of the student involved, the course involved and a detailed description of the irregularity as well as all the evidence(s) on the incident shall be included in the report to be submitted to the Rector.
- d. It is necessary to receive an on-the-spot written statement from the offending student(s) by the invigilator which he/she must countersign. In the event that the student refuses to write the required statement, the invigilator shall write his report observing such,
- e. On the strength and/or merit of the report he received from the ETTC Chairman, the Rector may refer the case to the Students' Disciplinary Committee of the Academic Board for investigation and appropriate recommendations to the Board.
- f. The Academic Board may study discuss and take appropriate decision on the Reports of the Students' Disciplinary Committee using the following guidance:

SN	OFFENCE	PENALTY
1	Taking written script into the examination hall for which there is no evidence of being used.	Suspension for one session
2	Gaining access to or having pre-knowledge of any set of examination questions before the examination period.	Suspension for one session
3	Using any inscription on desk, ruler, palm, paper, etc. that are relevant to the examination in question.	Withdrawal
4	Giving or receiving any aid to or from a student to facilitate cheating in answering any set of examination questions during an examination.	Withdrawal
5	Any student, ex-student or outsider caught impersonating during an examination shall be handed over to the police for prosecution and if found guilty, the student who is currently studying in the institution shall be expelled from the polytechnic and certificate of ex-student be withdrawn.	Withdrawal
6	Obstructing an invigilator or threatening other examination official while performing his/her duties and for causing harm physically.	Withdrawal
7	Refusal to be searched for clearance from suspicion of malpractice and or refusing to sign examination malpractice report or to make statement	Withdrawal
8	Destroying evidence exhibits by chewing or other means.	Withdrawal
9	Found with any mobile phone (GSM), headphone (ear piece) or similar device in examination hall.	Cancellation of paper
10	Found with any mobile phone (GSM) or similar device with stored	Suspension for one session

	information relevant to the examination being taken.	
11	Established evidence of plagiarism discovered by an examiner during marking	Carryover of the course
12	Taking any examination after having been barred due to non-eligibility	Cancellation of paper
13	Writing on question paper during examination	Cancellation of paper
14	Irresponsible conduct of students after their final examination.	Repeat Semester
15	Involvement in examination offence that has a penalty of suspension, for the second time.	Withdrawal
16	A student leaving the examination hall with his/her answer booklet.	Cancellation of paper.
17	Any other examination offence detected during examination but not indicated in the foregoing offences.	Academic Board to decide
18	Taking bath outside the bathroom/toilet	One(1) semester suspension
19	Organizing or participating in Marker Day	Suspension for one (1)semester
20	Nursing mother/pregnant student resident in hostel	One(1) semester suspension
21	Vandalization of polytechnic property	Two(2) semesters suspension and of repairs
22	Wearing tattered jeans both male and female	One (1) semester suspension
23	Wearing of micro/mini dress, crop / jumps tops	One(1) semester suspension
24	Wearing of shoulder/backless clothes	One (1) semester suspension
24	Wearing of transparent wears	One (1) semester suspension
25	Wearing of bum shorts	One (1) semester suspension
26	Wearing of ankle chain by female	One(1) semester suspension
27	Wearing of long eye lashes by female	One (1) semester suspension
28	Wearing of gown/blouse that exposes the navel or breast by female	One(1) semester suspension
29	Wearing of bath room slippers to the classroom	One (1) semester suspension
30	Sagging/Ass down for both male and female	One (1) semester suspension

31	Engaging in intimate open embrace (hugging/kissing)	One(1)semester suspension
32	Having multi- colored braid hair for female	One(1) semester suspension
33	Openly sitting on each other's lap by opposite sex	One (1)semester suspension
34	Male having hair braid	Two (2) semester suspension
35	Having coloured hair styling	One(1) semester suspension
36	Spangled hair style for male	Two (2) semester suspension
37	Wearing of earring for male/cowries for female	One (1)semester suspension
38	Tattoo/piecing of body parts for lip plug/die ,mouth plate ,nose ring and eyelet	One (1)semester suspension
40	Defacing polytechnic wall/building	One (1) semester suspension and repairs
41	Defrauding student/staff/polytechnic	Dismissal
42	Engaging in immoral act	Dismissal
43	Physical fight causing injury or death	Dismissal
44	Theft/Robbery	Dismissal
45	Driving of car with tinted glass	One (1) semester suspension
46	Engaging in reckless Driving	One(1) semester suspension
47	Using and or possessing intoxicating substance	Two(2)semester suspension
48	Driving car with loud music	One (1) semester suspension
49	Keep of pet(s) in the hostels	One (1) semester suspension
50	Improper dress	One (1) semester suspension

- g. Any student that is suspended as a result of involvement in examination
- h. Malpractice must bring a letter from his/her parents, after the suspension period, promising that such a student will never commit the offence again.
- i. If a student is suspended for one session, his/her current semester would be cancelled and he/she would stay away for the next semester, after which he/she would come and repeat the semester in which he/she committed the offence and continue.
- i. Any student that is withdrawn for examination malpractice can only be re-admitted after two years.
- j. The extent of involvement of any staff in any act of examination offence shall be investigated, and an appropriate disciplinary action taken in accordance with the provisions of section 8.6 of the National Board for Technical Education Staff Manual for the Federal Polytechnics.

4.9 NOTIFICATION OF EXAMINATION RESULTS TO CANDIDATES

- i. After the Academic Board has approved the examination results, the Registrar shall collect and notify all students concerned of the results within one week. This is normally done through publication on the appropriate Notice Boards. The Semester results will also be published online for students to download and print from anywhere.
- ii. Final statement of result shall be signed by the Registrar or by the Academic Secretary on his/her behalf.
- iii. Transcription of academic records may only be issued on payment of prescribed fee to the Bursary Department, and can only be released or sent to the requesting Institution.

4.10 STUDENTS' COMPLAINTS ON EXAMINATION

- (i) Any student dissatisfied with any aspect of the conduct of any examination or with the mark awarded to him in any examination(s) assignment(s) may complain to the registrar through his/her Head of Department and Dean of School.
- (ii) Where the complaint involves re-marking of the candidate's script, the sum of ₦5,000 will be charged as re-marking fee per script.
The Academic Board shall have the prerogative to take a final decision on the re-marked script after deliberation.

4.11 STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

- i. The compulsory Students Industrial Work Experience Scheme(SIWES) is to:
 - a. Give the participating students the chance, before the completion of the National Diploma Program, to apply the knowledge acquired in the class in real work situations;
 - b. Assess the students' interest in and suitability for the occupation they have chosen and
 - c. Let the students have first-hand experience on work methods and conditions that cannot be gained in the class room and expose students to production machineries that are not usually available in schools.
- ii. At the end of second semester of National Diploma I, every student is expected to undergo 4 months industrial attachment in line with regulations governing students' industrial work experience scheme as may be issued from time to time by the Academic Board.
- iii. The industrial training Liaison committee of the Polytechnic is responsible for seeking placements in industrial establishment etc. for every student.
- iv. Its mandatory for every student on attachment to:

- a) Be punctual and regular at his/her place of attachment. When traveling out, he/she should seek permission from the industry-based supervisor;
- b) Record all training activities in a standard log-book which he/she should always bring to the place of work; and
- c) Complete the end of the program evaluation form and write a comprehensive report of his/her experiences during the period of attachment;
- d) supervisor will be sent to supervise the students at least once, at a convenient time which would not be made known to the students;
- e) SIWES shall be assessed on the bases of the student's log-book, supervisor's score, and the student's written report. The relative weighting shall be as follows:

a. Industrial based supervisor's report	40%
b. Polytechnic based supervisor's report	20%
c. Log-book record	20%
d. <u>Defense of report</u>	<u>20%</u>
Total	100%

4.12 ENTREPRENEURSHIP EDUCATION

The Federal Government directed that entrepreneurship education be incorporated in all programmes offered in our tertiary institutions of learning as a mandatory course.

a. The Objectives of Entrepreneurship Education

- To provide graduates with necessary skills that will make them to be creative and innovative in identifying novel business opportunities;
- To provide small and medium size companies with the opportunity to recruit graduates who possess relevant skills to manage business enterprises;
- To provide graduates with enough training in risk management due to uncertain business environment;
- To stimulate industrial and economic growth of rural and less developed areas and
- To offer functional education for youths that will enable them to be self-employed and self-reliant.

b. The Role of Students.

It is mandatory for every student offering ND or HND in the Polytechnic to:

- i. Register with the Polytechnic's Centre for Entrepreneurship Development;
- ii. Choose any trade that he/she wants to be trained on;
- iii. Attend the skills acquisition workshop as scheduled by the Centre;
- iv. Abide by workshop rules and regulations as well as the safety precautions.

c. Available Trades at the Centre

The trades that are available at the Centre are: Tailoring, Embroidery and Design, Knitting, Catering/Bakery, Block molding, Cosmetics, Welding and Fabrication, Fish Farming, Vegetable Farming, Animal Fattening, Poultry Farming, Printing Technology, Computer Installation and Maintenance, Computer Programming, Automotive Repair, Interlocking tiles and Beads Making.

d. Grading for the Course

The entrepreneurship education course is graded as follows:

I. Practicals	70%
II. Theory	30%.
Total	100%

4.13 STUDENTS' FINAL YEAR PROJECT

- I. As part of requirements for the award of the National Diploma or the Higher National Diploma Certificate, every Student in ND II and HND II level will undertake a research project under the supervision of a lecturer/instructor in his/her Department.
- II. All completed projects, which shall be submitted in four copies, shall be typed in A4-size paper and in double line spacing. All the projects must be submitted in hard cover and within the stipulated time period.
- III. A repeating student who had earlier submitted a project work (and the project has satisfied the departments requirement) shall be exempted.

4.14 OTHER GENERAL ACADEMIC REGULATIONS

- a) Workshops are organized at departmental levels.
- b) Tutorials are at the discretion of the course lecturer
- c) Practical works are mandatory in all courses requiring such. Attendance is compulsory for all the students that are required to undertake practical work.

CHAPTER FIVE

5.0 RULES AND REGULATIONS GOVERNING STUDENTS' CONDUCT

Introduction

The Federal Polytechnic Damaturu like any other Institution of higher learning has some established rules and regulations governing the conduct of students at all times. The polytechnic, therefore expects students to strictly adhere to such rules and regulations in order to create the right atmosphere for mutual interaction and accordingly, the following rules and regulations are provided by the polytechnic authority to guide students conduct on the campus. Every student who is found to have violated any of the rules shall be appropriately disciplined.

- i. **Noise Making:** Noise of whatever form within the vicinity of the administrative blocks, the lecture blocks/rooms, library and other designated areas should be completely avoided or kept to a minimum. Sound producing appliance(s) should not be used beyond 10:00 pm and must not be played in such a manner as to generate disturbance or cause annoyance to others. However, the approved music for practical studio is allowed.
- ii. **Smoking:** Smoking is forbidden in all indoor areas within the Polytechnic. Smokers who wish to smoke **MUST** ensure that cigarettes are properly extinguished and cigarettes butts dropped in waste bins/cans. Smokers are however reminded that smoking is dangerous to health.
- iii. **Students' Identity Card:** Students are advised to always carry their identity cards. The students' identity card will be issued to every registered student covering the duration of a student's proposed course of study. This card is not **TRANSFERABLE**. An acquisition of identity card is subject to the cost stipulated by the Polytechnic. Loss of this card must be reported to the student affairs officer immediately.
- iv. **Breach of peace:** Students are advised to eschew acts capable of causing disturbance or breach of peace; like incitement, rioting, fighting etc.
- v. **Posting of bills:** Posting of bills, advertisement, notices etc. on walls and structures is not allowed. Such bills, advertisements, notices etc. should be pasted on Bulletin Boards provided at strategic places on the campus.
- vi. **Drunkenness and drug abuse:** The sale, purchase and consumption of alcoholic beverages; drug abuse and misuse are not allowed on the campus. Students are therefore advised to eschew the patronage of all alcoholic drinks and hard drugs.
- vii. **Taxis on campus:** Taxi is not allowed to enter the Polytechnic except with a special permission from the Chief Security Officer or any of his authorized assistants.

- viii. **Registration of personal vehicle/belongings:** Cars, motorcycles and other means of transport/mattresses etc. shall be registered with the security and hall officer respectively at the beginning of every semester.
- ix. **Secret Cults/Societies:** The formation of membership, sponsorship and patronage of secret cults/societies are prohibited. All clubs/societies MUST be duly registered by the Students' Affairs Officer .Note that annual renewal of registration is mandatory with a fixed amount to be determined by the Management.
- x. **Receiving and entertaining male/female visitors in female/male hostels:** female students are not allowed to receive male visitors in their rooms at any time for any reason and male students are equally not allowed to receive female visitors in their rooms. Any defaulter will be disciplined accordingly
- xi. **Possession of dangerous weapons:** Any student found in possession of dangerous weapon(s) shall be duly penalized.
- xii. **Theft pilfering or destruction of Polytechnic property:** Theft regardless of the magnitude is a statutory offence and is therefore punishable. In the same vein, the polytechnic regards as a serious offence all acts of destructive behavior. Students are therefore expected to make judicious use of all Polytechnic properties. Students shall be surcharged for damage based on prevailing cost of item(s) damaged.
- xiii. **Forgery, scanning and photocopying of unauthorized official documents:** Any student caught forging, scanning and/or photocopying an unauthorized official document will be suspended for a period of one session or withdrawn, depending upon the gravity of such practice.

PENALTIES

All major offences such as breach of peace, rioting, illegal demonstration, fighting, incitement, stealing, transfer of identity card or impersonation, secret cult activities, involvement in fire incidence leading to destruction of properties, drunkenness and drug addiction, possession of or sale of drug or alcohol, possession and/or use of dangerous weapons, harboring of female in male hostel and vice versa, sexual harassment of staff or student etc. will attract outright expulsion and handing over to the law enforcement agents where required; while other offences such as cooking in the room, tempering with electrical fitting, insulting fellow students, blocking toilet system with hard materials, posting of bills in unauthorized locations, using candles in the hostel etc. will be decided on the basis of the gravity of the offence: ranging from ejection and/or rustication to outright expulsion. Where properties are destroyed, students would be made to pay for the damages.

- xiv. **Decent Dressing:** Students are expected to dress decently on campus as indecent dressing is prohibited. Female students are forbidden from putting on transparent clothes spaghetti tops, wicket straps, mono-straps and mini dress with slit above the knees, tight trousers and $\frac{3}{4}$ trousers, outfit with obscene subliminal messages and all clothes that reveal sensitive parts of the body such as burst, chest, belly and buttocks. Male students are forbidden from wearing sleeveless T-shirts, shirts not properly buttoned up, short knickers/boxers head ties, and clothes carrying obscene and subliminal messages. Braiding, perming, plaiting of hair and dreadlocks are forbidden.
- xv. Students are not allowed to take class room furniture outside for any purpose. Any student who violates this rule would be suspended for a month from academic activities.
- xvi. Students should avail themselves of the available channel of communication. And in case of seeking redress should first of all do so through the appropriate offices exhaustively; as students seeking redress outside the polytechnic risk being expelled.
- xvii. **Appearance before investigative committee:** Any student who fails to appear before an investigative committee when invited shall be deemed to have accepted responsibility for the offence he/she is being investigated for and therefore shall be served the maximum penalty for the offence. Any student invited as a witness but refused to appear and testify shall be viewed as being insubordinate to the Polytechnic Authority and may be suspended from the Institution for period of not less than one month by the Academic Board.
- xviii. **Exhibits:** Any exhibit used by a student to commit an offence shall be seized from the student and shall not be given back to the student even when he/she has been withdrawn or expelled on the account of the offence.
- xix. **Exit from the Polytechnic:** Students that have reasons to travel out of the Polytechnic when the Polytechnic is in session shall apply and fill exit form at the Student Affairs Office through their Heads of Departments. Where the student would be out for more than one week, the student shall apply to the Registrar and obtain approval.

5.2 WELFARE AND DISCIPLINE OF STUDENTS

The Polytechnic is committed to the welfare of all students as well as to enforcement of discipline in all aspect of students' conduct. In order to achieve these objectives, three committees have been set up by the appropriate authorities of the Polytechnic to determine and advice on all aspects of student welfare and discipline. These committees are:

5.2.1 STUDENTS WELFARE COMMITTEE

In accordance with the decree establishing the Polytechnic, there shall be a Committee known as student welfare committee and its membership and terms of reference are as follows:

a. Membership

- i. A chairman who shall be the Dean Students' Affairs;
- ii. Two (2) members of the academic staff of the Polytechnic;
- iii. Three (3) non-academic staff representing Bursary Department, Works Department and Security Unit respectively;
- iv. Two (2) students representatives of the Polytechnic and
- v. Student's Affairs Officer as a member/Secretary.

b. Terms of reference

- i. To consider any matter which relates to the welfare of students
- ii. To consider any matter referred to it by the Management of the Polytechnic.
- iii. Any matter which students wish to refer to the Council shall be referred to the committee on student affairs in the first instance. No decision of the committee shall have effect unless it is confirmed by the Council.

5.2.2 STUDENTS DISCIPLINARY COMMITTEE

Functions of the committee among other matters are:

- (i) To investigate all reported cases of examination malpractice in the Polytechnic and make recommendations to the Academic Board;
- (ii) To investigate reported cases of alleged theft and any other misconduct on the campus by any students of the Polytechnic and recommend appropriate disciplinary action to be taken by the Board;
- (iii) Deliberate on the outcome of police or court cases involving student of the Polytechnic with a view to recommending any other disciplinary action to be taken by the Academic Board in line with existing rules and regulations of the Polytechnic;
- (iv) Advise the Academic Board on measures that will enhance discipline among students and
- (v) Perform any other function or duties assigned to it by the Academic Board or the Polytechnic Management Committee.

5.3 STUDENTS WELFARE AND DISCIPLINARY COMMITTEE

The committee which comprises mainly of Council members and headed by one is constituted by the Governing Council of the Polytechnic

- i) It considers reports on students' welfare and disciplinary matters presented to Council and advises the Council accordingly and
- ii) It performs other functions assigned to it by the Council on student welfare and disciplinary matters.

5.4 REGULATIONS GOVERNING HOSTEL ACCOMMODATION

INTRODUCTION

- a) Hostel accommodation is available within the Polytechnic campus; however, the provision of such accommodation is a privilege, not a right. The Polytechnic is therefore not bound to provide accommodation to every student, but the limited hostel accommodation available will be provided for student on first come, first served basis.
- b) Other criteria for hostel room allocation are at the discretion of the Polytechnic Management.
- c) In making the hostel part of the Polytechnic community life, all resident students are required to exercise maximum self-control in their relationship with other students, hostels officials and guest/visitors. Strict adherence to rules and regulations governing the hostel is expected of all students. Any breach of such rules will lead to eviction from the hostel.
- d) The under listed rules and regulations are therefore provided to guide every student who has been determined as eligible for a bed in the students' Hall of residence
 - i. Student wishing to reside in the hostels shall apply and pay to the Polytechnic the stipulated accommodation fee within one week of resumption of the school;
 - ii. On no account should a student allocated accommodation, transfer or sublet such accommodation to other students who have no accommodation. If this is done the sublet student shall forfeit his/her accommodation and the fee paid, while the benefactor of such transfer or sublet shall be evicted accordingly. However, if a student wishes to relinquish his/her allocation, he/she must channel his desire in writing to the Student Affairs Officer and his/her accommodation fee will be refunded in full or in part depending on the date the notification of such desire was received by the appropriate authority;
 - iii. The Polytechnic hostel rooms are designed to specification in terms of the number of occupants, health considerations as well as facilities. It is therefore prohibited for a resident to harbor another student who is not the legitimate room-mate, otherwise the genuine

resident risk forfeiture of his/her accommodation privilege. Therefore, squatting is not allowed so as to maintain proper health standard and comfort in the hostel room;

- iv. Students are not allowed to accommodate guests/visitors;
- v. Hostel accommodation is only for a duration of ONE academic year/session;
- vi. It is mandatory that students should return their room keys, and every other Polytechnic property, in their possession to the hall supervisor at the end of each session. Inspection of rooms and Polytechnic property should be carried out before students are cleared;
- vii. To prevent possible fire disaster, cooking in hostel rooms/corridors is prohibited. However, cooking can be carried out in designated places in the hostel. The use of electric stove/cooker and fire wood are prohibited;
- viii. The use of candles in the hostel is prohibited; only torch/flashlight and other battery powered devices are allowed: any fire outbreak shall be fully investigated and culprit(s) will be panelized in accordance with established rules and regulations;
- ix. Under no circumstances are students allowed to bring or keep pets in hostel premises;
- x. Students are expected to provide their own meals. However, cafeteria/bukateria services are provided in the campus where students could feed on the basis of pay as you eat;
- xi. To avoid risks of electric shocks, burns, electricity blackout and other damages, students are advised to desist from acts of illegal electric connection and tampering with or alteration of electric fittings or installation in any part of the hostel;
- xii. All lights and electrical appliances/gadgets must be SWITCHED OFF when not in use and when leaving the hostel;
- xiii. All electrical gadgets/appliances such as television sets, video recorders, radio cassettes players etc. must be duly registered with the Student Affairs Officer otherwise it will be confiscated;
- xiv. Resident students may be allowed to stay in hostel during short break but all students must vacate the hostels a day after the official closing for long vacations. Otherwise, they will be evicted by security;
- xv. The Polytechnic should not be held responsible for loss of belonging left behind during holiday;
- xvi. Urinating, taking bath or defecating in areas other than those designated for such purposes is prohibited and shall attract expulsion from the hostel and forfeiture of accommodation fee;

- xvii. The use of hard paper and other non-flushable materials in toilet is prohibited. Genuine toilet/tissue papers must be used. Otherwise a student may be expelled from the hostel;
- xviii. Any defect or malfunction of electrical, plumbing or any other fixture must be reported to the hall officer immediately;
- xix. Pregnant women and nursing mothers will not be accommodated in the hostel; however, all student with special needs will be accommodated if they so desire;
- xx. Cleanliness, they say, is next to godliness; all students must therefore ensure that their rooms are kept clean at all times. Otherwise they risk losing their accommodation;
- xxi. Illegal electrical wiring, construction and room demarcations are serious offences. Therefore, students are strongly advice against these;
- xxii. Students and visitors are not allowed entry in to opposite sexes' hostels;
- xxiii. Where a resident student intends to travel out of town, he/she shall collect and fill the appropriate EXIT form from the Student Affairs Officer. The Polytechnic will not be responsible for the whereabouts of any resident student who leaves the hostel without obtaining an exit permit;

Violation of any hostel rules attracts PENALTIES ranging from expulsion from hostel for a semester or session to the entire duration of programme. Students will also pay for all damages.

5.5 GENERAL WELFARE FACILITIES

5.5.1 Sport and Recreation Facilities

- i. The Polytechnic Management is doing everything possible to put in place basic sporting facilities for use by both staff and students so as to keep sound mind and sound bodies.
- ii. In this regard, the Polytechnic has established a Sports Unit in the Students Affairs Division of the Registry Department to oversee the procurement and efficient management of sporting facilities, furthermore, the Sports Committee and Sports Office are responsible for organizing, administering, coaching and coordinating sporting activities within the campus. The committee shall also liaise with other sister institution, state sports council and the national sport commission on sport matters.
- iii. Students are advised to note that willful damage to sporting equipment and tools shall attract surcharge and cases of misconduct during sporting activities shall be appropriately disciplined.

- iv. Students are further advised to note that apart from maintaining a sound body which is a facility for advanced thinking and rigorous academic pursuit, students may have the added advantage of wearing the colors of the Polytechnic in sport contest and win laurels for the Polytechnic and for themselves.
- v. The Federal Polytechnic, Damaturu is a member of the Nigerian Polytechnics Games Association (NIPOGA) which is a forum under which all students in polytechnics and colleges of Technology within the country are brought together for healthy sport competitions.

5.5.2 Polytechnic Health Services

- i. The Polytechnic Clinic which is situated centrally on the campus is currently headed by a Chief Nursing Officer and assisted by some Senior Nursing Personnel as well as auxiliary health officers.
- ii. Newly registered students are advised to present his/her admission letter and registration receipts to the record officer on his/her first visit to the clinic so that his or her name will be registered with the Clinic and a card issued to him/her. This card should be presented to the clinic before he/she is allowed to consult the medical personnel; except in the case of an emergency where the card number will be mentioned to enable the student receive medical attention.
- iii. Students who require serious medical attention shall be referred either to the State Specialist Hospital, Teaching Hospital or any other Specialist Medical Centre, depending on the seriousness of the case. Students are advised to contact the porter or the hall attendant on duty in any hall of residence for any emergency case so as to assist him/her as appropriate.
- iv. Students are advised to note that the Polytechnic does not take responsibility for eye glasses and dental appliances.

5.5.3 Students Catering Service

- i. In accordance with Federal Government policy of feeding of students in Tertiary Institutions, the Polytechnic Authority has arranged for independent catering service for students.
- ii. Currently, there are Cafeteria and Kiosks on the Campus to cater for students feeding and other basic needs which are sold on the basis of “pay before service”

5.5.4 Scholarship and Bursaries

The Polytechnic as an Institution does not directly deal with student scholarship and bursaries. The Student Unions of the various states normally liaise with their respective Scholarship Boards on matters related to Scholarship and bursaries. However, students benefiting from government bursary awards are normally assisted by the Bursary

Department for processing. Also, the Students Affairs office can assist students with their scholarship problems by communicating with the various Scholarship Boards in the country on behalf of the Student of the Polytechnic. In addition, the Student Affairs office may assist students on Federal Bursaries and merit awards.

5.5.5 Banking Facilities

- i. The polytechnic does not currently have a banking facility on the campus. However, there are many commercial banks around the Polytechnic which offer a variety of banking services.
- ii. Students with substantial amount of money are therefore advised to deposit such monies with any of the commercial banks in their own interest. The polytechnic will not be responsible for any loss of money or any other valuable goods by students in the hall of residence or anywhere else.
- iii. The Students Affairs Office will however assist student to open bank account in any of the commercial banks.

5.5.6 Bus Service

- i. Despite the inadequacy of buses, the polytechnic would judiciously regulate the use of the available students' buses for students' welfare and comfort as and when circumstances permit.
- ii. If found practicable, the bus may also be allowed to run some routes in the town to alleviate transportation problems at subsidized rate for both staff and students
- iii. Clubs and societies may be allowed to hire the bus by arrangement with the Students Affairs Office.

CHAPTER SIX

6.0 STUDENTS ORGANIZATION

6.1 Students' Union

Introduction

Students' representatives as embodied in the executive council of the students' union serve as a link between the Polytechnic Authority and the students for the purpose of promoting the general welfare of student and for the internal organization of the collective affairs of students. Membership of the Students Union is however, optional, and the leadership of the union is only for responsible students who can make constructive contribution towards the development of the Polytechnic.

There are guidelines regulating the activities the Students' Union which are as follows:

- i. The activities of the Union are guided by the Students Union constitution which must be approved by the Polytechnic Authority
- ii. The Students' Union Government (SUG) provides for different levels of participation by students. These are:
 - a. The Executive Council (Exco);
 - b. The Student's Representative's Assembly (SRA) and
 - c. The Judiciary Commission (JC).

The SRA is made up of representatives of each Hostel of residence or School or Department as the Management may deem fit. The assembly shall have a Speaker and Deputy Speaker, elected by assembly members from among the Representatives.

- iii. Only matriculated students in the Polytechnic are eligible to contest for Students' Union executive posts which are:
 - a) President
 - b) Vice President
 - c) Secretary General
 - d) Assistant Secretary General
 - e) Treasurer
 - f) Financial Secretary
 - g) Public Relations Officer
 - h) Welfare Officer
 - i) Assistant Welfare Office
 - j) Director of Schools
 - k) Director of Sports and
 - l) Auditor

The posts of the President, Secretary General, Speaker and the Chief Judge shall be contested for by only students with a GPA of 2.5 and above. Other posts can be contested for by any student with a GPA of 2.2 and above with not more than 2 carryovers.

The Polytechnic Authority has the right to freeze the account of the Students' Union if acts of financial impropriety are alleged and to defreeze it when proper investigation into the alleged financial impropriety has been conducted and rectified.

The Students' Union is neither a trade union nor is it a part of any trade union, therefore, the Students' Union should not get involved in any trade unionism.

The constitution of the Students' Union as well as any amendments therein shall be approved by the Academic Board or the Management through the Student Welfare Committee before adoption.

Payment of registration fee or union dues for the operation of the Students' Union is voluntary. No student shall therefore be exhorted to pay any fees or dues by any Union or Association in the Polytechnic.

Decision taken by the Executive Council of the Students' Union or the Students' Representative Assembly of the Students' Union should only be communicated to the Congress through circulars or notice pasted on the Students' Union notice boards. Students' rallies are therefore forbidden on the campus, and whenever rally or a congress is held the Executive Council and the SRA shall be directly held responsible for the breach of the law. PENALTY ranges from rustication to expulsion depending on the gravity of the offence.

6.2 Procedures for SUG Elections

The following procedure shall be followed during a transition from one administration to another for the smooth transfer of power:

- i. Aspiring candidates for any post shall be presented by the Electoral Committee to the Student Affairs Officer for screening;
- ii. At the end of the tenure of the SUG, the Polytechnic Management shall appoint an Electoral Committee who shall also serve as Caretaker Committee.
- iii. The tenure of the Electoral Committee shall last until the newly elected members are sworn into power.

6.3 Demonstrations

- i. All demonstrations shall be peaceful. The demonstrators and organizers shall give the Polytechnic Authorities not less than 72 hours' notice stating clearly, reasons for the proposed demonstration. Demonstration in the Polytechnic can only be allowed after exhausting all laid down avenues for resolution through the appropriate channels of communication.
- ii. Before embarking on any demonstration for whatever reasons, the Unions' Executive Council shall note and fulfill the following conditions:

- a) Demonstrations can only take place with a prior written approval by the Rector;
- b) No demonstration is allowed in the staff quarters, administrative blocks and academic/lecture areas;
- c) Demonstration should not endanger the safety of any person, destroy or damage any property;
- d) The Union Executive Council must seek the permission of the Commissioner of Police before embarking on any form of demonstration outside the Polytechnic and
- e) Demonstrators should not force anybody to join or deny anybody the right to opt out of the demonstrations.

Otherwise where there is a breach of items (a)-(e) above, PENALTY ranges from rustication to outright expulsion. And where properties are damaged such students will be surcharged the cost of items damaged.

6.4 Code of Conduct for S.U.G

- i. The SUG shall be held responsible for any action of the congress.
- ii. The SUG officials must obtain permission from the management before making any public statement, publication or presentation on the Polytechnic.
- iii. The approved channel of communication must be respected by any union official on all correspondences or dealings with the Polytechnic.
- iv. The Union officials and all other fellow students are always expected to be good ambassadors of the Polytechnic wherever they may find themselves. They should never engage in any activity that will tarnish the image of the Institution.
- v. Approved method of approach/communication should always be observed to achieve desired objectives, which basically involve report and dialogue.

6.5 ASSOCIATIONS, CLUBS AND SOCIETIES

- i. Formations of Associations, Clubs or Societies by students if they so wish is allowed by the Polytechnic after the payment of a fee of N5,000 payable to the Polytechnic Bursary.
- ii. Only Associations, Clubs or Societies which are registered by the Polytechnic Authority are allowed to operate in the Polytechnic.
- iii. For an Association, Clubs or Society to be registered, it must apply to the Registrar through the Student Affairs Officer for registration. Such an application must be accompanied by a draft constitution or by law, aims and objectives, two names and particulars of patrons of the association, clubs or

societies who must be senior staff of the Polytechnic. Evidence of acceptance by the patrons must also accompany the application.

- iv. The constitution of any Association, Clubs or Society is subject to the approval of the Registrar who shall act on the advice of the Students Affairs Officer. The Registrar also has the right to delete and or amend any part of any Association's, club's or society's constitution or by law on the advice of the Students Affairs Officer.
- v. The Polytechnic Authority has the right to ban any Association, Club or Society whose activities are found to be detrimental to the interest of the Polytechnic or contrary to its aims and objectives.
- vi. All registered Associations, Clubs or Societies are to re-apply for registration by filing a re-registration form provided by the Student Affairs Officer of the Polytechnic at the beginning of every session.
- vii. Mode and time of election or appointment of officials should be communicated to the Student Affairs Officer in advance. Registered Associations, Clubs or Societies are to forward the names and particulars of their officials to the Student Affairs Officer immediately they are elected or appointed.
- viii. Each Association, Club or Societies must have an account with a commercial bank within Damaturu in to which all monies received must be deposited. Also, a patron of the Association, Club or Society must be a signatory to the account. The particulars to the accounts must be available to the student's affairs officer.
- ix. Membership of Association, Club or Society must not be restricted to one particular sex.
- x. No group of students shall hold meeting(s) anywhere on campus except under the umbrella of a registered body. Under no circumstances should a meeting be held in a hostel room except at the designated places.
- xi. No Association, Club or Society shall be affiliated to any particular organization or trade union in the country.
- xii. Provocative language against any individual or group by Union or Association is prohibited.
- xiii. Any group wishing to hold any function (apart from normal meetings) shall notify the Students Affairs Officer at least one week before the date of the event. No single student is allowed to hold social function except registered Clubs and Associations.
- xiv. Whenever it becomes necessary for Associations, Clubs or Societies to invite non-members of the Polytechnic community to an event or a gathering that might require such an invitee(s) making speech, a copy of such speech shall be forwarded to the Student Affairs Officer for vetting.
- xv. All social functions or activities by Associations, Clubs or Societies are not allowed within the last week before the commencement of examination

- xvi. The Polytechnic management has the right to investigate and take disciplinary action against any member of an association involved in misconduct.
- xvii. If the Polytechnic auditorium or the lecture rooms are to be used for any functions (except routine meetings) the permission of the Registrar must be sought and the appropriate non-refundable fee paid to the Bursary before permission shall be granted
- xviii. The Polytechnic may withdraw the registration of any Club, Society or Association as and when it deems necessary.
- xix. **Indebtedness to Students Association:** Any student that is financially indebted to a registered Student Association or is in custody of the Association's property, shall not be issued result until he/she has cleared with the association through the Student Affairs Officer

6.6 STUDENTS PUBLICATION

6.6.1 Introduction

In its bid to adhere to the principles of a democratic community, the Federal Polytechnic, Damaturu encourages publications by registered student bodies. However, the permission of the Rector must be obtained through the Registrar for any students' publications, or a brief written for the Press, Radio or Television on matters connected with the Polytechnic.

The following regulations shall govern all students' publications:

- i. Only duly registered press clubs or Organizations shall engage in publications, and such publications are only for internal circulation;
- ii. All students' publications must carry the name of the organization responsible for the publication in addition to the names and addresses of the editor and members of the editorial board;
- iii. Any student organization which publishes, sells distributes printed or otherwise reproduced materials on the campus is responsible for the material including any mater arising there from i.e. libel etc.;
- iv. All students' publications must state clearly on the editorial page that the opinions expressed are not those of the Polytechnic or its students body as a whole;
- v. Every article must bear the names of the author(s);
- vi. The following types of publications are prohibited in the Polytechnic and shall be subject to disciplinary action if violated:
 - a) Obscene publications;
 - b) Publications which incite students to violence and
 - c) Publications that are libelous or slanderous.

PENALTY will range from rustication to expulsion, depending on the gravity of the offence.

CHAPTER SEVEN

7.0 Regulations Governing the Use of the Polytechnic Library

7.1 Opening Hours

The opening hour of the Polytechnic Central Library varies according to the working days and public holidays which are as follows:

(a) Semester Period

Monday-Saturday	-	8:00 am-9:00 pm
Sundays	-	5:00 pm - 9:00 pm
Public Holidays	-	Closed

(b) Vacation

Monday- Saturday	-	8:00 am - 5:00 pm
Sundays and Public Holidays		Closed

7.2 MEMBERSHIP

The use of the Polytechnic's Library is allowed for registered users only. Users of the Library are categorized as follows:

- i. Full time and part time senior teaching and research staff of the Polytechnic;
- ii. Members of the Polytechnic's Governing Council;
- iii. Registered full time and part-time students of the Polytechnic;
- iv. Polytechnic employees other than those mentioned above.
- v. Non-members of the Polytechnic and/or any other interested person must apply formally to the Polytechnic Librarian. Such person/persons shall be required to pay registration fee of ₦5,000 per academic session.

7.3 BORROWING/E-LIBRARY

i. General

- a. No Library materials may be removed from the Library without proper documentation in the manner prescribed by the Polytechnic Librarian. The Staff in charge of the exit is authorized to examine materials being taken out of the Library, and readers must present items for inspection;
- b. The Polytechnic Librarian may restrict or prohibit the borrowing of a Library material;
- c. Library users are at all times responsible for the Library materials which have been issued in their names and this responsibilities end only when the materials have been returned to the Library and the issue report cancelled and
- d. Wives/husbands of senior polytechnic staff may use the identity card and tickets of their spouses (with their permission).

Open Accessed Collection

- a) Library users in categories i & ii and senior members of administrative staff in 7.2 above may borrow up to three (3) books while those in category iii may borrow up two (2) books. Junior members of administrative staff can borrow one (1) book. Those in category v do not have borrowing right but can only use the Library resources for reading and consultations.
- b) All books borrowed by Library users must be returned on or before the end of the loan period i.e. one month for category i & ii and senior members of administrative staff and two weeks for category iii.
- c) Returned books may be renewed provided they are not required by other Library users
- d) Unreturned books will be recalled at the discretion of the Polytechnic Librarian, if need be.

Short Term Loan Unit

Books are normally consulted in the Unit itself for two hour period; to be renewed for another one hour only. If not in need, books can be borrowed for overnight loan and must be returned at opening time the next day. Borrowers who have Lecture at 8:00 am may enter the Library before 8:00 am and leave the books on the short term loans control desk, so that they can return later to collect their identity cards.

Research and Bibliographic Services Division (RBSD)

Materials in the RBSD may not be borrowed except with the special permission of the Polytechnic Librarian.

Serials Division (SD)

- a) Periodicals may be borrowed by senior members of staff for overnight only and must be returned by 9:00 am, the following morning.
- b) Only users in categories i & ii of membership are allowed in to the back seats of the periodicals.

Electronic Library (E-Library)

- a) Browsing is free to members of staff and students of the Polytechnic;
- b) Others (members of the public) are to pay the sum of ₦5,000 per annum as Registration fee;
- c) Users who wish to print documents are to pay according to the existing rates;
- d) Phonographic sites are strongly prohibited. Any student found violating this rule will be barred from using the Library for one semester and

e) Other rules governing the use of the Library like prohibition of: discussion, seat reservation, eating, drinking, playing music etc. are applicable in the E-Library section.

7.4 PENALTIES OF VARIOUS LIBRARY OFFENCES

- i. Library user who fails to return any borrowed book in accordance with the regulations 7.3 (ii and iii) will be liable to a fine of ₦100 per day up to seven (7) days after the date due in respect of each open access volume not returned and thereafter the fine will be ₦50 per day. In case of closed access materials, the overdue fine shall be at the rate of ₦50 per hour after 9:00 am of the date due.
- ii. Failure to return a book that is recalled in accordance with regulation 7.3 (ii d) shall incur a fine of ₦50.00 per day from the date collected.
- iii. Staff members who take away library books on study/fellowship will be fined ₦100 per day on each book in addition to other overdue fines.
- iv. In the case of loss, damage or mutilated materials the fine for each item shall be four times the current cost. Replacement shall be made within a fortnight and a fine for processing will be paid as may be prescribed by the Polytechnic Librarian.
- v. Student borrowers who fail to return library materials will not be issued with clearance certificate enabling them to collect their certificate until they return the items and pay the fines.
- vi. Staff members who fail to return Library materials and who fail to pay their fine will have the amount involved deducted from their salaries by the Bursar as in regulation 7.4 (iv) above.
- vii. Students who steal or attempt to steal, damage or mutilate Library materials if found guilty shall:
 - a) Be suspended from the Polytechnic for one semester for attempting to commit the offence for the first time and for a full academic session where the offence is committed, with full payment of the book(s) and
 - b) Be withdrawn from the polytechnic if the offence is committed for the second time.
- viii. Student who impersonates for the purpose of borrowing Library facilities will be suspended from the Polytechnic for a semester.
- ix. A Library user found marking or have marked library material(s) or journal(s), furniture or structure(s) shall be barred from using the Library for

- one semester or more, depending on the value of the materials marked or damaged and extent of the damage.
- x. Fighting, assault or any form of abnormal behavior are prohibited in the Library and where they occur, such cases will be referred to the security in the first instance, and then to the Students Disciplinary Committee for action.
 - xi. All library users leaving the Polytechnic are required to obtain clearance from the Library to indicate that they are not in possession of any Library materials.
 - xii. All members of staff proceeding on leave/fellowship should obtain clearance from the Library; failure to comply will incur the normal penalty.
 - xiii. The cost of replacement is #500 per identity card, ₦100 per borrower's ticket and ₦200 for the loss of registration form/card.
 - xiv. The use of any materials obtained through the inter Library loan services is governed at all times by the regulations of the lending.
 - xv. Smoking, eating and drinking, making or answering phone calls, the use of headsets are prohibited in the Library; otherwise, user will be barred from using the Library for a semester.
 - xvi. Children and animals are not allowed in to the Library; otherwise, user will be barred for a semester.
 - xvii. The Library will not assume any responsibility for any property which is lost or damaged on the premises.
 - xviii. Umbrellas, bags and personal copies of magazines and newspapers shall not be taken in to the Library; otherwise, they will be confiscated.
 - xix. Users should not reserve seat in any part of the Library; otherwise, user will be barred for a semester.
 - xx. Users should leave all consulted books and journals on the table and should not attempt to re-shelve them.
 - xxi. Any staff member found stealing; damaging or mutilating Library material will, in addition to the Library penalty, have the normal administrative disciplinary action taken against him/her for the offence.
 - xxii. These regulations are subject to revision from time to time by the authority.