

DALEWARES ANTHEM

Dalewares Dalewares Dalewares forever more-or- more
God is our great foundation
We proclaimed His victory
So proud of Our Innovation
Our greatness's well
Assured
Dalewares Dalewares Dalewares
Forever more
Dalewares Dalewares Dalewares forever more-or- more
Building block of gree-at Nations

You raised my inspira-a-tion
You have steered this sleeping giant
To tread where others fell
Dalewares Dalewares Dalewares forever more
Dalewares Dalewares Dalewares forever more-or- more

You taught me how to conquer

Dalewares Dalewares Dalewares forever more
Dalewares Dalewares Dalewares forever more-ooooor-

WELCOME



Dalewares Institute of Technology is driven by the belief that development- national or international - is based on knowledge creation and management. And academic institutions have always been key agents in political, social, economic and technological development.

Since the advent of the Internet, the spread and management of knowledge have taken on a new meaning and globalization is very much the result thereof. Economic development, a major event in globalization, requires the participation of all of us – rich and poor, young and old, educated and uneducated. Thus, our pre-occupation with the upliftment and integration of all in our society by means of education and training, science and technology, research and development.

This explains why we have embarked on a path to continuously modernize the institution by making vast investments in the development of staff, curriculum, systems and infrastructure. The development, diversification and benchmarking of curricula against international standards – which entails new and higher qualifications – reflect the Polytechnic's commitment to national development.

Indeed the state-of-the-art environment and new and innovative ways of teaching and learning, research and service speak to our goal to be a leading Institution. In a nutshell, this Institution is your gateway to opportunities all over the world in this millennium.

To all, I say: this is your time; seize the moment and make the best investment of your lifetime.

Mr. Segun O. Babalola

Rector

It is my belief that you will look upon your career development at the Dalewares Institute of Technology as gateway that will enrich you with knowledge and lead to your career destination in life. As staff of Dalewares Institute of Technology our goal is to work with students to create an educational environment into which you will continue to grow academically, socially and professional. This handbook contains the expected norm for each student. It is expected of each student to read the handbook carefully and fully understand these rules, policies and regulations. In addition, this student handbook is a reference guide for all the students of the Dalewares Institute of Technology that will guide them throughout their academic experience. The final interpretation of all rules, policies and regulations shall be vested in the Institution Council.

Ultimately, the academic journey is your own. However the Office of the Dean of Students will help you to reach your academic potential. We look forward to working with you and welcome you to the Dalewares Institute of Technology.



Dean of Student's

DALEWARES MISSION AND VISION

Dalewares Institute of Technology contributes to Nigerian Development by providing tertiary, technological, career-oriented education at internationally recognized standards. The main objective of our curricula is thus the practice, promotion and transfer of technology.

The instruction programmes are aimed at meeting the needs of industry, the driving force of the Nigerian economy. During the course of their study, technological knowledge, skills, values and attitudes are brought home to the students. The approach required for dealing successfully with the practice of the technological careers/industries/occupations involves excellence in the teaching of specific principles and approaches within a climate conducive to intellectual and social development, with greater emphasis on the application and ability to apply the practical outcomes of scientific principles in such a way that they may be of use to the particular technology/career/industry/occupation. With emphasis on the transfer of technology, the Polytechnic gives due regard to the professional human resource requirements of the country and those of the region and beyond. To this and other ends, the Institution strives to:

- ✍ Lead students to maturity to assume their economic and social responsibilities, including developing a sense of responsibility, a problem-solving approach, integrity and a humane attitude toward others
- ✍ Enable students both to acquire knowledge and to develop the skill of applying that knowledge in practical settings, prepare students for careers or professions by drawing on existing knowledge, technology and research results in close cooperation with those involved in particular careers or professions
- ✍ Be a center of higher learning and train high-level specialists in all areas necessary for national development, provide facilities appropriate to an academic institution of the highest quality available to all people likely to benefit from them regardless of race, color, gender, ethnic origin, religion, creed, social and economic status, and physical condition
- ✍ Promote the establishment of funding schemes in order to assist students who cannot afford course fees at the Dalewares Institute of Technology
- ✍ Safeguard and promote the principle of academic autonomy in order to provide the appropriate atmosphere and opportunities for scholars to pursue the development of their highest intellectual potential
- ✍ Serve as a repository for the preservation, development and articulation of Nigerian values and culture
- ✍ Undertake basic and applied research that will contribute to the social, economic, cultural and political development of Nigerian
- ✍ Encourage the advancement of science, technology and development serve both urban and rural communities, including providing extension services throughout the country to contribute to the improved function of the education system as a whole promote national

and international unity and understanding promote and defend a culture of excellence in the international community by encouraging criticism and engaging in regular self-evaluation and peer assessment

A significant part of the Polytechnic instructional programmes is, therefore, putting into practice the existing knowledge, technology, scientific results and the formulation of the practice of a particular segment of a career/industry. The fostering of technological thinking on the part of

Institution student is a continuing endeavor and therefore, their trademark.



Nigeria – State of the Country

It can be asserted that the economy of Nigeria is a youth economy as it is estimated that more than half of the Nigerian population are under the age of 30. No doubt, today's youth will become in a short decade tomorrow's parents, leaders and Labour force. However, the Nigerian youths are said to be confronted with poverty, unemployment, urbanization, lack of capacity and skills needed to move the economy forward. Poverty is very common. This is because the youth faces unemployment and lack of necessary productive skills to keep body and soul together. This reality leaves them without any meaningful means of sustainable livelihood.

The above employment economy will be undermined employment” (2004). How address the unemployment and depends on develop the

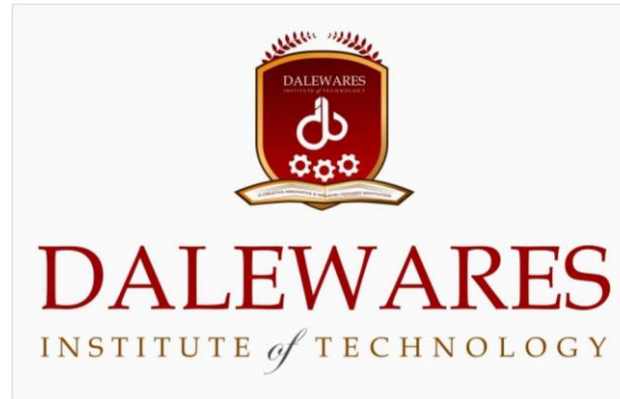


situation highlights is the life line of any “Human development definitely be grossly and impaired without (NEEDS document, soon Nigeria sets to problems of mass nt, low productivity, high poverty to a large extent how speedily it is able to millions of its labour

force into a knowledgeable and skilled people needed for the required change.

The current situation emphasizes the urgent need for a sustainable and effective skill acquisition and enterprise development strategy/programme in the country. The needs and importance of functional skill acquisition and enterprise centers can never be over-stressed as the objectives are focused towards the preparation of human and material resources for future industrial growth and self-employment.

DALEWARES LOGO AND COLORS



THE CREST

Borrowed from the Ancient Greek and Roman Emperors
Emblem of office and crown Symbolizes Kingship, Excellency, Authority, Professionalism and
Dominion

THE LETTER D

Represent the capital letter D in the
Dalewares. Symbolizes Diligence, Dexterity, and Dignity

THE GEAR WHEEL

Symbolizes career in applied sciences and importance of technology, innovation and
industries in Nation Building.

THE BOOK

Symbolizes the word, wisdom knowledge and faith.

CO-OPERATE COLORS

Yellow, Wine, and White

Further reinforce the themes of commitment and education GOLDEN YELLOW stands for the guiding light, faith, Glory, constancy, and wisdom. WINE stands for Energy and strength to keep moving. WHITE stands for purity, truth, hope, and transparency

BRIEF HISTORY OF THE COLLEGE

Dalewares Institute of Technology was founded in 1996 but at the initial stage the institute was called Dalewares Training Institute, the institute was focused on training people on Printing and Branding Technology. The typical aim of the training institute is to equip people with the necessary skills to make them self employed

Dalewares Training Institute was transformed to a bigger, broader and better institute in 2008 when it was given accreditation by National Board for Technical Education and approved by the Federal Ministry of Education ,to run innovative courses in some programmes namely Software Technology, Hard ware Engineering, Multimedia Technology and Networking and system Security. Some other programmes are NVC in Computer Studies, Printing and Branding technology

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The Objectives of the ND Banking and Finance Programme

The diplomats of the ND Banking and Finance should be able to:

Collect and integrate basic financial data for use in investment decisions.

Assist in the preparation of final accounts of companies and other financial organizations.

Assist in the preparation of short and long term budgets;

Collect and collate relevant financial information to aid superior officers/and management financial decisions.

Compute basic financial and statistical ratios.

Assist in the analysis and evaluation of investment proposals, price and market trends.

ENTRY REQUIREMENTS

NATIONAL DIPLOMA

Applicants with the following qualifications may be considered for admission into the National programmers by direct entry:

Senior Secondary Certificate or its equivalent (Teachers Grade II, W.A.S.C., GCE Ordinary Level). With four credit passes in English Language, Mathematics and any other two subjects from the following: Economics, Business Methods, Principles of Accounts, Literature in English, Commerce, History, Statistics, Geography, Government, Agric Science/Biology obtained at not more than two sitting; or

Four credit passes in relevant subjects as stated in (I) above obtained at the final examination of an NBTE recognized Preliminary ND Programme offered by the polytechnics and similar post-secondary technical institutions.

CURRICULUM STRUCTURE

The structure of the curriculum of all ND programmers consist of four main components. These are:

General Studies Courses

Foundation Courses

Professional Courses

Supervised Industrial Work Experience Scheme (SIWES)

The curriculum of each programme is structured into four semesters of classroom/workshop/Laboratory activities within the institution and three (3) to four (4) months supervised and Industrial Work Experience Scheme (SIWES) in the relevant industries. Each semester of institutional based activities shall be for seventeen (17) weeks duration distributed as follows: 15 weeks of teaching including practical, tests, quizzes etc. and 2 weeks shared for registration and examinations.

ACCREDITATION AND CONDITIONS FOR THE AWARD OF ND

Each programme offered either at the ND or HND levels shall be accredited by the NBTE before the diplomats can be awarded the National Diploma. Details about the process of accrediting a programme for the award of the ND are obtained from the Executive Secretary, National Board for Technical Education, Plot B” Bida Road, P.M.B. 2239. Kaduna, Nigeria, Tel (062) 237-609.

Institutions offering accredited programmes will award the National Diploma to candidates who have successfully completed the program’s course work, after passing the prescribed examinations, diploma project and the Supervised Industrial Work Experience Scheme (SIWES). Such candidates should have completed a minimum of between 72 and 80 semester credits units depending on the programme.

Diploma certificates shall be classified as follows:

Distinction GPA of 3.50 and above

Upper Credit GPA of 3.00 - 3.49 Lower Credit GPA of 2.50 - 2.99 Pass (P) GPA
of 2.00 - 2.49

Fail (F) GPA of low 2.00

Transcripts (s) showing all the courses taken and grade obtained by the students by the students shall be issued together with the certificate (s).

Note to Teachers teaching the Programme:

The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student who so wish to transfer the units already completed in an institution whose programmers are accredited to an institution of similar standard in designing the units, the principles of the module system by product have been adopted thus making each of the professional modules, when completed to provide the students with technician operative skills, which can be used for employment purposes.

As the success of the credit unit system depends on the articulation of programmers between the institutions and industry, the curriculum contents have been written in behavioral objectives, so that it can be quite clear to all, the expected behaviour of the students who have successfully completed some or all of the courses of the programme.

Note that there is a slight departure in the presentation of the performance based curriculum which required that the conditions under the performance are expected to be carried out and the criteria for the acceptable levels of performance are stated. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. The department's submission on the final curriculum may, however, be vetted by the Academic Board of the institution.

It is our aim to continue to see to it that a solid internal evaluation system exists in each institution. This is to say that a system for ensuring a minimum standard and quality of education in the programmers offered throughout the polytechnic system should exist.

The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

GUIDELINES ON SIWES PROGRAMME

For the smooth operation of the SIWES the following guidelines shall apply.

Responsibility for Placement of Students:

Institutions offering the ND programme shall arrange to place the students in industry. By April 30 of each year, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE who shall, authenticate the list and forward same to the Industrial Training Fund Jos.

The Placement Officer should discuss and agree with industry on the following:

A task inventory of what the student should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field.

The industry based supervisor of the students during the period, likewise the institution based supervisor should set and agree on the criteria for the evaluation of the students on the job performance.

The evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

Evaluation of Students during the SIWES

In the evaluation of the student, cognizance should be taken off the following items:

Punctuality

Attendance

General Attitude to Work

Respect of authority

Interest in the field/technical area

Technical competence as a potential technician in his field

GRADING OF SIWES

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students' work which has been agreed to by all polytechnics is adopted.

The Institution Based Supervisor

The Institution based supervisor should initial the log book during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry based supervisor.

Frequency of visit

Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

There is another visit six weeks after the first visit and a final visit in the last month of the attachment.

SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student had not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student had satisfied all other requirements but failed SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

National Board for Technical Education, Kaduna.

February 2004

LIST OF CORE ACADEMIC/TEACHING STAFFS

S/N	Name of Staff	Qualifications with Dates and area of Specification	Current rank with Date
1.	Dr. Orisanwo Israel Oladotun	PhD. Finance 2023 MSc Finance 2019 MBA 2008 BSc Banking & Finance 2004	Chief Lecturer/HOD
2.	Mr. Fidelis Chukwu Madu	MBA. Management and Finance (2000) University of Ado- Ekiti. BSc Management (1997) University of Nigeria (UNN) ANIM (2002) Graduate Member (2002) ICAN	Principal Lecturer
3.	MR ADELOYE LAWRENCE TAIWO	MSc Finance (2013) University of Education, Winneba, Ghana. BSc Accounting (2005) Ekiti State University. N.C.E Accounting Education (1995) Federal College Of Education Technical, Akoka, Yaba.	Principal lecturer
4.	Mr. Joseph Adeshina	M.Phil. Business Admin (2022) ABU Zaria. PGD. Accounting (2016) Nigeria College of Accountancy, Jos. MBA Finance (2015) ABU Zaria BSc. Accounting (2009) ABU. Advanced Studies Accounting, Economics and Management ACIBN (2019), CAN (2017), ACE (2017) ACILRM (2017), ANICA (2017)	Senior Lecturer
5.	Mr. T. O Adebayo	MBA Accounting & Finance (1995) University of Ibadan BSc. Banking and Finance (1992) Imo State University (IMSU) ACIA (2003), ANIMN (2004) ICAN IN VIEW	Senior Lecturer
6.	Kehi Charles Sunday	M.Sc. Operation Research 2017 B.Sc. B/Admin 2010	Senior Lecturer

7.	Mr. Akinbolu Olanrewaju Kazeem	BSc. Accounting (2013) Lagos State University (LASU) ACIBN (2006), ACA (2007)	Lecturer I
8.	Mr. Adelanwa Olatunji Samson	LLB. Law (in View) National Open University of Nigeria HND Banking & Finance (2003) Lagos State Poly OND Banking & Finance (1999) Fed. Poly Ilero Advanced Diploma Law (1997) ABU Zaria APDM (2010), ACIPM (2010)	Lecturer II
9.	Ms. Ojemola Jumoke Dayo	HND. Accountancy (2016) Yaba college of Technology ND. Accountancy (2010) Yaba College of Technology	Lecturer III

CURRICULUM TABLE

ND PROGRAMME IN BANKING & FINANCE

1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 112	Business Mathematics 1	2	1	3	3
ACC 111	Principles of Accounts 1	1	3	4	4
OTM 112	Technical English 1	2	2	4	4
BFN 112	Principles of Economics 1	2	1	3	3
BAM 113	Principles of Law	1	2	3	3
BAM 211	Principles of Management 1	1	1	2	2
BFN 115	Introduction to Insurance	1	1	2	2
GNS 111	Citizenship Education 1	2		2	2

BFN111	Elements of Banking 1	1	1	2	2
BAM 126	Introduction to Entrepreneurship	1	2	3	3
BNF 116	ICT 1	1	3	3	3
	TOTAL	15	17	32	32

2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 122	Business Mathematics 2	2	1	3	3
ACC121	Principles of Accounting 2	1	3	4	4
BFN122	Principles of Economics 2	2	1	3	3
BAM 221	Principles of Management 2	1	2	3	3
BFN 125	Principles & Practice of Insurance	1	1	2	2
BAM 214	Business Law	1	2	3	3
BFN121	Elements of Banking 2	1	1	2	2
BAM 111	Principles of Marketing	1	2	3	3
BNF 216	ICT 2	1	3	4	4
	Citizenship Education 2	2		2	2
	TOTAL	13	16	29	29

3RD SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
OTM 217	Technical English 2	2	2	4	4
ACC 211	Financial Accounting 1	1	3	4	4
BFN 211	Business Finance 1	1	1	2	2
BFN213	Business Research Methods	2	1	3	3
BFN216	Introduction Public Finance	2	1	3	3
BFN 212	Financial Institutions	1	1	2	2
BFN215	Banking Laws & Regulations	1	2	3	3
BAM 212	Business Statistics 1	2	1	3	4
BAM216	The Practice of Entrepreneurship	1	2	3	3
	TOTAL	13	14	27	27

4TH SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
ACC221	Financial Accounting II	1	3	4	4
BFN 221	Business Finance 2	1	1	2	2
BFN 226	Comparative Banking Systems	1	1	2	2
BFN 224	Banking Operations	2	1	3	3
BAM 222	Business Statistics 2	1	1	2	2

ACC 214	Taxation 1	2	2	3	3
BFN 223	Project		6	6	5
BFN 225	Career Development	2	2	4	4
	TOTAL	10	17	27	27

COURSE DESCRIPTION AND OBJECTIVES FOR THE SEMESTERS
SEMESTER 1

Course: BUSINESS MATHEMATICS

PROGRAMME: ND BUS ADMIN AND MANAGEMENT			
Course: BUSINESS MATHEMATICS	Code: BAM 112	Credit Hours:	3 hours
Semester: ONE	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67% 1 hours/week - 33 %

Course main Aim/Goal

The course is designed to enable the student apply the quantitative knowledge of business mathematics in solving simple business problems.

General Objectives:

- a. Understand the concepts of simple and compound interest, annuity, present value and discount
- b. Understand investment appraisal, the necessary test and their application to business
- c. Evaluate indices
- d. Understand the concepts of equations and inequalities and their applications in solving business problems.
- e. Understand vector algebra and its application to business
- f. Comprehend the basic idea of matrix and its application to business
- g. Understand the construction and interpretation of graphs and their application.

Course: PRINCIPLES OF ACCOUNTS I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY

Course: PRINCIPLES OF ACCOUNTS I	Code: ACC 111	Credit Hours:	60 hours 4.0
Semester: FIRST SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 25 % 3 hours/week - 75 %

Goal: This course is designed to expose the students to the principles of accounting and the application of same to different types of transactions.

GENERAL OBJECTIVES:

On completion of this module the students should be able to:

- 1.0 Know history, principles, role and conventions of accounting.
- 2.0 Understand principles of double entry.
- 3.0 Know capital and revenue items.
- 4.0 Know books of original entry.
- 5.0 Know the uses of ledger.
- 6.0 Know trial balance.
- 7.0 Know how errors are identified.
- 8.0 Know the uses of journal.
- 9.0 Understand bank reconciliation statements.
- 10.0 Know depreciation.
- 11.0 Understand accruals and prepayment.
- 12.0 Know final accounts.

Course: TECHNICAL ENGLISH I**PROGRAMME: ND Office Technology and Management**

Course: Technical English I	Code: OTM 112 (GNS 101-102)	Credit Hours:	4 hours
Semester: 1	Pre-requisite O/L Credit in English	Theoretical: Practical:	2 hours/week - 50% 2 hours/week - 50%

Course main Aim/Goal: This course is designed to enable the student acquire the necessary language and communication skills which will enable him/her to use the English Language in a business environment and to know the techniques of correspondence

General Objectives:

- 1.0 Develop appropriate study skills in English Language.
- 2.0 Know the nature of language and the basic rules of grammar.
- 3.0 Appreciate literary works in English.
- 4.0 Understand the concept of communication.
- 5.0 Know how to make oral and written presentations.
- 6.0 Know the rules of comprehension and interpretation

Course: PRINCIPLES OF ECONOMICS I**PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY**

Course: Principles of Economics 1	Code: BFN 112	Credit Hours:	45 hours
Semester: 1	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67% 1 hours/week - 33%

Goal: To provide students with basic principles and general nature of economics.

GENERAL OBJECTIVES:

On completion of this module the students should be able to:

- 1.0 Understand Economics as a Social Science concerned with human behaviour in the context of business management.
- 2.0 Know price theory.
- 3.0 Understand production theory and market situations.
- 4.0 Understand distribution theory and factor pricing.
- 5.0 Know Industrial Organisations.
- 6.0 Know population and trade Unionism.

Course: PRINCIPLES OF LAW I

PROGRAMME: ND BUSINESS ADMIN.

Course: PRINCIPLES OF LAW I	Code: BAM 113	Credit Hours:	3 hours 2
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33 % 2 hours/week - 67 %

Course main Aim/Goal

This course is designed to introduce the student to the general principles of Nigerian law as it affects business

General Objectives:

1. Know the composition of the Legal System in Nigeria
2. Know the rudiments of the Nigerian Constitutional Law concepts and the separation of powers in the constitution
3. Know the nature and sources of Nigerian Law
4. Know the law of the Person and of Association
5. Know the Law of Administration of Estates and Trusts
6. Understand the law of Property
7. Understand the rudiments of the Law of Contract.
8. Understand the Law of Tort in business.

Course: PRINCIPLES OF MANAGEMENT I**PROGRAMME: ND BANKING & FINANCE**

Course: PRINCIPLES OF MANAGEMENT I	Code: BAM 211	Credit Hours:	hours 2
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50 % 1 hours/week - 50 %

Course main Aim/Goal

To enable the student acquire background knowledge of the historical evolution of management thought and to introduce them to basic managerial principles and techniques.

General Objectives:

1. Know the nature and scope of management
2. Know the historical background of management
3. Understand the responsibilities of a manager
4. Understand the management function of Planning
5. Understand the management function of organizing
6. Understand the management function of coordinating
7. Understand the management function of controlling.

Course: INTRODUCTION TO INSURANCE**PROGRAMME: NATIONAL DIPLOMA BANKING AND FINANCE**

Course: INTRODUCTION TO INSURANCE	Code: BFN 115	Credit Hours:	2 hours
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50 % 1 hours/week - 50 %

Goal: The subject intended the students a knowledge of the nature and nitraton of Insurance as well as scientific legal and social environment in which they operate.

GENERAL OBJECTIVES:

On completion of this course, the student should be able to:

1. Understand the nature of magnitude of risk in life and business and the process of identifying and analyzing risk.
2. Understand the nature and scope of insurance.
3. Know the classes of insurance.
4. Understand the structure of insurance market and associate of insurance.
5. Understand compulsory Insurance.
6. Understand the nature of National insurance.
7. Know statutory regulations governing Insurance business.

Course: ELEMENTS OF BANKING I

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE

Course: Elements of Banking 1	Code: BFN 111	Credit Hours:	30 hours
Semester: 1	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%

Goal: To enable the students understand the basic concepts of money and credit and the practical aspects of Banking transactions. The students should be able to understand the evolution, structure of different types of Banking Institution and their roles in the working of the Nigerian financial systems.

GENERAL OBJECTIVES:

On completion of this module the students should be able to:

- 1.0 Understand the concepts of Money.
- 2.0 Know the evolution and the structure of the banking Institutions.
- 3.0 Understand Commercial banking, lending/borrowing principles.
- 4.0 Understand Bank services and methods of payments through banking systems.
- 5.0 Understand the roles of non-bank intermediaries.

Course: INTRODUCTION TO ENTREPRENEURSHIP

PROGRAMME: ND Office Technology and Management			
Course: INTRODUCTION TO ENTREPRENEURSHIP	Code: BAM 126	Credit Hours:	hours 3
Semester: 2	Pre-requisite:	Theoretical: 1	hours/week - 33 %
		Practical: 2	hours/week - 67 %
Course main Aim/Goal			
This course is designed to create general entrepreneurship awareness in the student with a view to inculcating in him the spirit of self-reliance.			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand the basic concept of entrepreneurship 2. Understand the roles of entrepreneurship in personal and national growth and development 3. Know how to set business goals 4. Know how to identify business opportunities 5. Know how to draw single business plans. 			

Course: ICT I

PROGRAMME: ND Office Technology and Management			
Course: ICT I	Code: BFN 116	Credit Unit:	4 hours
Semester: 1	Pre-requisite:	Theoretical: Practical:	1 hours/week - 3 hours/week -

Aim/Goal: This module is designed to enable students to understand the impact of information and communication technologies in the workplace, to identify the computer main components, to work efficiently on any windows environment using word processing packages and to apply key health and safety principles in the office.

General Objectives:

1. Introduce students to modern Information and Communication Technologies (ICT)
2. Identify the various operating systems available
3. Apply health and safety principles when operating computers at work
4. Identify and effectively operate an office computer package (MS Word processing application)

Semester 2

Course: BUSINESS AND MATHEMATICS II

PROGRAMME: HND IN BUSINESS ADMINISTRATION AND MANAGEMENT			
Course: Business and Mathematics 2	Code: BAM 122	Credit Hours:	3 hours 3 units
Semester: 2	Pre-requisite:	Theoretical: Practical	2 hours/week - 67% 1 hours/week - 33%

Course main Aim/Goal

The course is designed to provide the student with an in depth knowledge of Business Mathematics.

General Objectives:

1. Comprehend the basic concepts of differential calculus and their applications.
2. Understand the methods of integration.
3. Comprehend sets permutation, combination and their application in counting.
4. Understand binomial expansion and application in counting.
5. Understand the basic idea of probability and its application in business.
6. Understand linear programming, transportation models and their application to business

Course: BUSINESS FINANCE II

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: BUSINESS FINANCE II	Code: BFN 221	Credit Hours:	2 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%
Goal: To further develop the students' knowledge of the concepts and principles of Business Finance and their application to the business world			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Understand Financial Markets			
2.0 Know Stock Exchange			
3.0 Understand Financial analysis and Capital budgeting			
4.0 Understand measurement of risks and portfolio.			

Course: PRINCIPLES OF ACCOUNTS II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: PRINCIPLES OF ACCOUNTS II	Code: ACC 121	Credit Hours:	60 hours 4.0
Semester: SECOND SEMESTER	Pre-requisite: ACC 111	Theoretical: Practical:	1 hours/week - 25% 3 hours/week - 75%

Goal: This course is designed to enable the student understand the application of accounting principles to specific business transactions.

GENERAL OBJECTIVES:

On completion of this module the students should be able to:

- 1.0 Understand Control Accounts.
- 2.0 Know the different methods for the collection of data for Final Accounts from incomplete records.
- 3.0 Understand manufacturing accounts.
- 4.0 Understand the accounts of non-trading organization.
- 5.0 Understand Partnership Accounts.
- 6.0 Understand the preparation of simple Company's Final Accounts.

Course: PRINCIPLES OF ECONOMICS II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY

Course: PRINCIPLES OF ECONOMICS II	Code: BFN 122	Credit Hours:	45 hours
Semester: 2	Pre-requisite: BFN 112	Theoretical:	2 hours/week - 67%
		Practical:	1 hours/week - 33 %

Goal: The course is designed to introduce student to the principle economics and expose them to the functioning of a mixed economy and other economic systems.

GENERAL OBJECTIVES:

On completion of this course the student should be able to:

- 1.0 Understand money as a medium of exchange
- 2.0 Understand the Banking System and financial Institutions
- 3.0 Know the Central bank and monetary policy
- 4.0 Understand NATIONAL INCOME
- 5.0 Understand savings, consumption and investment in determining the size of the GNP
- 6.0 Understand the determination of simple multiplier
- 6.0 Understand income determination
- 7.0 Understand international trade and the theory of comparative advantage
- 8.0 Understand balance of payment
- 9.0 Understand problems of economic growth and development.
- 10.0 Understand problems of economic growth and development

Course: PRINCIPLE OF MANAGEMENT II

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT			
Course: PRINCIPLE OF MANAGEMENT II	Code: BAM 221	Credit Hours:	3 hours 2
Semester: Fourth	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33% 2 hours/week - 67%

Course main Aim/Goal

This course is designed to expose the student to basic practices such as management organisational structure, delegation, leadership, motivation and communication with special emphasis on business in Nigerian.

General Objectives:

1. Understand the principles of personnel management
2. Know structures of organisation
3. Understand the concept of delegation
4. Understand the concept of leadership
5. Understand the management functions of motivation
6. Understand the importance of effective communication in an organisation.

Course: PRINCIPLES & PRACTICE OF INSURANCE

PROGRAMME: NATIONAL DIPLOMA BANKING AND FINANCE

Course: PRINCIPLES & PRACTICE OF INSURANCE	Code: BFN 125	Credit Hours:	30 hours
Semester: 2	Pre-requisite: BFN 115	Theoretical:	1 hours/week -
		Practical:	50 %
			1 hours/week -
			50 %

Goal: To expose students to the basic principles of Insurance and their practical application to the main branches of insurance as financial products and reinsurance.

GENERAL OBJECTIVES:

On completion of this course, the student should be able to:

1. Understand the nature of insurance contract.
2. Understand the basic principles of insurance.
3. Know the structure and use of proposal form, slips, cover, cover notes, policies and certificates of insurance etc.
4. Understand the renewal and cancellation procedure.

5. Know the principles of underwriting and rating as applicable to the main classes of Insurance.
6. Understand the purpose of reinsurance.
7. Know the procedure of settling claims and how disputes are resolved.

Course: BUSINESS LAW

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT

Course: BUSINESS LAW	Code: BAM 214	Credit Hours:	3 hours
Year III Semester: I	Pre-requisite:	Theoretical: Practical:	1 hours/week - % 2 hours/week - %

Course main Aim/Goal:

This course is designed to enable the student understand the legal framework within which business is conducted.

General Objectives:

1. Understand the law of contract, sale of goods, etc.
2. Understand the law as it relates to supply of Labour, goods and services
3. Know the Law of Agency
4. Know the Law of Partnership
5. Know the Law of Insurance
6. Understand Negotiable instruments
7. Know the Law of Hire Purchase
8. Understand the Law of Common Carriage.

COURSE: ELEMENTS OF BANKING II

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: ELEMENT OF BANKING II	Code: : BFN 121	Credit Hours:	2 hours
Semester: TWO	Pre-requisite: BFN 111	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%
<p>Goal:</p> <p>To enable the students understand the basic functions and structures of Banking institutions</p> <p>GENERAL OBJECTIVES:</p> <p>On completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Understand the concept of money 2. Evolution and structure of Banking Institutions 3. Understand Commercial Bank lending/borrowing principles 4. Know bank services and methods of payments 			

Course: PRINCIPLES OF MARKETING I

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT			
Course: PRINCIPLES OF MARKETING I	Code: BAM 115	Credit Hours:	3 hours 2
Semester: 1	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33 % 2 hours/week - 67 %

Course main Aim/Goal

The purpose of this course is to enable students to understand and apply the basic principles of marketing to business situations and to identify and examine key aspects of the marketing mix.

General Objectives:

1. Understand the basic concepts of marketing in a modern business organisation
2. Understand the marketing environment
3. Know the organisational structures that promote marketing activities
4. Appreciate the importance of the various ingredients (4ps) of the marketing mix-product price, promotion and place.
5. Understand the role of marketing in society
6. Know the methods and type of pricing
7. Understand the promotional activities in marketing and their impatience
8. Know the different types of channels of distribution and physical distribution

COURSE: INFORMATION COMMUNICATION TECHNOLOGY

PROGRAMME: ND Accountancy

Course: ICT II	Code: BFN 126	Credit Unit:	60 hours
Semester: 2	Pre-requisite: ICT I	Theoretical:	1 hours/week - 25%
		Practical:	3 hours/week - 75%

Aim/Goal: This module is designed to enable students to understand how to work with numbers, data and visual aids presentations using a computer efficiently.

General Objectives:

1. Introduce students and effectively operate a spreadsheet software (MS Excel application)
2. Know how to work visual aids presentations using a computer
3. Understand the use and impact of basic computer-based communication technologies in a working environment

Semester 3

Course: TECHNICAL ENGLISH II

PROGRAMME: ND Office Technology and Management			
Course: Technical English II	Code: OTM 217 (GNS 201-202)	Credit Hours:	4 hours
Semester: 3	Pre-requisite Technical English I	Theoretical: Practical:	2 hours/week - 50% 2 hours/week - 50%
<p>Course main Aim/Goal: This course is designed to consolidate the student's competence in use of English Technical in business. At the end of this course the student should understand the key rules and techniques of English in a business environment.</p> <p>General Objectives:</p> <ul style="list-style-type: none"> 1.0 Review the rules of grammar. 2.0 Know how to write good essay, reports, and articles. 3.0 Comprehend the difference between denotative and connotative use of words. 4.0 Understand the techniques of comprehension and summary writing. 5.0 Understand registers. 6.0 Understand the principles of correspondence. 			

Course: FINANCIAL ACCOUNTING I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: FINANCIAL ACCOUNTING I	Code: ACC 211	Credit Hours:	60 hours 4.0
Semester: THIRD SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 25% 3 hours/week - 75%

Goal: This course is designed to provide the students with the basic knowledge of accounting procedures in partnership and other special accounts.

GENERAL OBJECTIVES:

On completion of this module the students should be able to:

- 1.0 Know changes in the constitution of partnerships and the accounting procedures.
- 2.0 Understand joint ventures accounts.
- 3.0 Understand Insurance claim s for losses.
- 4.0 Know Contract Accounts.
- 5.0 Understand containers Accounts.
- 6.0 Understand investments account.
- 7.0 Understand Bills of Exchange.
- 8.0 Understand Hire Purchase Accounts.

Course: BUSINESS FINANCE I

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE

Course: BUSINESS FINANCE I	Code: BFN 211	Credit Hours:	2 hours
Semester: 3	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%

Goal: To expose the student to the concepts and principles of Business Finance and their application to the business world.

GENERAL OBJECTIVES:

On completion of this course the student should be able to:

- 1.0 Understand the nature and scope of finance.
- 2.0 Know sources and Application of Funds
- 3.0 Understand capital formation
- 4.0 Know management of financial resources

Course: BUSINESS RESEARCH METHODS

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: BUSINESS RESEARCH METHODS	Code: BFN 213	Credit Hours:	3.0 hours
Semester: THREE	Pre-requisite:	Theoretical: Practical:	2 hours/week - 50 % 1 hours/week - 50%
Goal: This course is designed to enable the student carry out independent Research project			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Know what research is and how to carry it out.			
2.0 Know the methodology applied to research.			
3.0 Know the various methods of data collection 4.0 Know the various methods of processing data.			
5.0 Understand the presentation of research report			

Course: INTRODUCTION TO PUBLIC FINANCE

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: INTRODUCTION TO PUBLIC FINANCE	Code: BFN 216	Credit Hours:	45 3 hours
Semester: 3	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67% 1 hours/week - 33%

Goal: To expose students to the fundamentals of Government sources and uses of funds.

GENERAL OBJECTIVES:

On completion of this course the students should be able to:

- 1.0 Know the sources and uses of Government Revenue
- 2.0 Understand evolution of Public Finance
- 3.0 Understand the Nigerian Tax Structure and Administration
- 4.0 Know types of Government Budgeting
- 5.0 Know structure of Public Dept.

Course: FINANCIAL INSTITUTION

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE

Course: FINANCIAL INSTITUTION	Code: BFN 212	Credit Hours:	30 2 hours
Semester: 3	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%

Goal: To enable the student acquire knowledge and understanding of the nature and functions of various forms of financial institutions operating in Nigeria and similar environments.

GENERAL OBJECTIVES:

On completion of this course the students should be able to:

- 1.0 Know the economic significance of Financial Institutions
- 2.0 Know the nature, functions and significance of savings and investments
- 3.0 Know the structure, and statutory regulations of Financial Institutions
- 4.0 Understand the organizational and management problems associated with Financial Institutions
- 5.0 Know money and capital markets.

Course: BANKING LAWS & REGULATIONS

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: BANKING LAWS & REGULATIONS	Code: BFN 215	Credit Hours:	45 hours
Semester: 3	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33% 2 hours/week - 67%
Goal: To enable students understand Banking Laws and regulations			
GENERAL OBJECTIVES:			
1. Understand the statutes and regulations governing the establishment of banks in Nigeria			
2. Understand the nature of negotiable instruments			
3. Understand aspects of law most relevant to everyday banking practice including in the cases of:			
(i) Death			
(ii) Bankruptcy			
(iii) Garnishes order			
(iv) Mental insanity			
(v) Insolvency of customers.			
4. Understand elementary aspects of the law relating to services to customers on guarantee, indemnity, bonds, etc.			
5. Understand the position of a bank as an agent			
6. Understand the principles of partnership and company law.			

Course: BUSINESS STATISTICS I

PROGRAMME: ND BUSINESS ADMIN			
Course: BUSINESS STATISTICS I	Code: BAM 212	Credit Hours:	hours 3

Semester: ONE	Pre-requisite:	Theoretical: Practical:	2 hours/week - % 1 hours/week - %
Course main Aim/Goal			
This course is designed to introduce the student to the nature and uses of elementary statistical data and techniques.			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand the nature of statistical data and their importance 2. Know the problems of collection of statistical data 3. Understand basic sampling methods. 4. Understand the organisation of statistical data 5. Understand the analysis of statistical data 6. Understand the elementary concepts of probability distributions. 7. Understand the uses of regression and correlation analysis. 			

Course: PRACTICE OF ENTREPRENEURSHIP

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT			
Course: PRACTICE OF ENTREPRENEURSHIP	Code: BAM 216	Credit Hours:	3 hours
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - % 2 hours/week - %

Course main Aim/Goal

This course is designed to equip the student with necessary entrepreneurial skills for self-employment of management.

General Objectives:

On completion of the course, the student should be able to:

1. Understand the roles of entrepreneurship in the development of the Economy
2. Know the levels of aspiration, perseverance and personal efficacy of an entrepreneur.
3. Understand the various existing industry and support agencies in Nigeria.
4. Know the functions of Management and the roles of a manager in an enterprise.
5. Understand the strategies for consolidation and expansion of business enterprises.
6. Understand the practical aspect of running a business.

Semester 4

Course: FINANCIAL ACCOUNTING II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: FINANCIAL ACCOUNTING II	Code: ACC 221	Credit Hours:	60hours 4.0 Units
Semester: FOURTH SEMESTER	Pre-requisite: ACC 211	Theoretical: Practical:	1 hours/week - 25% 3 hours/week - 75%

Goal: To further develop students' knowledge and understanding of the procedures and methods for preparing company financial statements.

GENERAL OBJECTIVES:

On completion of this course the students should be able to:

- 1.0 Understand the Accounts and records of limited liability companies.
- 2.0 Understand Branch Accounts.
- 3.0 Understand Consignment/goods on sale or return.
- 4.0 Know royalties accounts.

Course: BUSINESS FINANCE II

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: BUSINESS FINANCE II	Code: BFN 221	Credit Hours:	2 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%

Goal: To further develop the students' knowledge of the concepts and principles of Business Finance and their application to the business world

GENERAL OBJECTIVES:

On completion of this course the students should be able to:

- 1.0 Understand Financial Markets
- 2.0 Know Stock Exchange
- 3.0 Understand Financial analysis and Capital budgeting
- 4.0 Understand measurement of risks and portfolio.

COURSE: COMPARATIVE BANKING SYSTEM

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: COMPARATIVE BANKING SYSTEM	Code: BFN 226	Credit Hours:	2.0 hours
Semester: FOURTH SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%
<p>Goal: To acquaint the student with different banking system in the world</p> <p>GENERAL OBJECTIVES:</p> <p>On completion of this course the students should be able to:</p> <ul style="list-style-type: none"> 1.0 Understand the Nigerian Banking System 2.0 Understand the U.S.A. British Banking System 3.0 Understand Islamic Banking System 4.0 Understand the various modes of Banking 			

Course: BANKING OPERATIONS

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: BANKING OPERATIONS	Code: BFN 224	Credit Hours:	45 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67 % 1 hours/week - 33%

Goal: To provide students with the knowledge of general principles, procedures, and practice relating to banking operations.

GENERAL OBJECTIVES:

On completion of this course the students should be able to:

- 1.0 Understand Bankers'/Customer's relationship
- 2.0 Know Banking Operation
- 3.0 Know Types of Accounts
- 4.0 Understand the Practice of conducting business transactions
- 5.0 Understand Foreign Exchange transactions

COURSE: BUSINESS STATISTICS

PROGRAMME: ND BUS. ADMIN AND MANAGEMENT			
Course: BUSINESS STATISTICS II	Code: BAM 222	Credit Hours:	hours 3
Semester FOURTH	Pre-requisite:	Theoretical: Practical:	2 hours/week - % 1 hours/week - %
Course main Aim/Goal			
This course is designed to provide the student with the knowledge and use of statistical tools in solving management problems both in business and government.			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand survey planning and designs 2. Understand sampling theory 3. Know inferential statistics 4. Understand Binaries Distribution 5. Understand Point and Interval Estimates 6. Know Mathematics Expectations 7. Understand moments generating functions' (GMF) 8. Know the tests of linear regressions 9. Understand Analysis of Variance (ANOVA) 10. Understand measures of welfare 			

Course: TAXATION I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: TAXATION I	Code: ACC 214	Credit Hours:	45 hours 3.0
Semester: THIRD SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33% 2 hours/week - 67%

Goal: This course is designed to expose students to the principles and practice of the Nigerian Tax System.

GENERAL OBJECTIVES:

On completion of this module the students should be able to:

- 1.0 Understand the general principles of taxation.
- 2.0 Know the administrative machinery and Income tax regulations in Nigeria.
- 3.0 Understand the Determination of Residence.
- 4.0 Know the Personal reliefs and allowances.
- 5.0 Know the sources of Income and those exempted from tax.
- 6.0 Know allowable and disallowable deductions and how to compute adjust income.
- 7.0 Know basis of Assessment.
- 8.0 Know commencement and cessation provisions.
- 9.0 Know the effects of change in accounting dates.
- 10.0 Understand Relief for losses.

Course: PROJECT

Programme: (National Diploma)

Course: Project	Course Code: BFN 223	Total Hours:	6
Year: 2 Semester: 4	Pre-requisite:	Theoretical: Practical:	0 hours /week 6 hours /week

Goal: This course is designed to enable the student to undertake an individual project and write a report on it.

General Objectives: On completion of this course, the diplomate should be able to:

- 1. Research a chosen topic at ND level from available sources.
- 2. Collect data on the chosen topic.
- 3. Produce a report on the chosen topic.

GUILDELINES FOR COURSES SYSTEM AND INSTRUCTION

1. For the purpose of teaching and examination, the academic year is divided into two semester, each is approximately fifteen weeks.
2. Instruction shall be by courses and every proposed courses with an outline of contents must be presented to the National Board of Technical Education (NBTE) for approval
3. The unit of credit for a course is the credit unit (CU) ,one credit unit being when a class meets for one hour every week for one semester in a lecture or tutorial, or for three (3) hours every week in practical in the laboratory, workshop or fieldwork.
4. Each courses carries one (1) to three (3) credit units and its duration is normally one semester, except Final Year Project and Industrial Training
(Student Industrial Work Experience Scheme- SWIES)
5. For each courses, students shall be continuously assessed and examined at the end of the semester in which the course is given.

IMPORTANT NOTES ON EXAMINATION AND ACADEMIC STANDING .

1. Candidates must attain a minimum of seventy-five (75) % of the lectures for the courses; examiners have the right to prevent defaulters from sitting for the examination when a students did not meet the seventy-five (75) % attendance.
2. Candidates must be ready to enter the examination hall ten minutes before the time the examination is due to start. Candidate who arrive more than half of an hour after an examination has started shall be admitted only at the discretion of the invigilator(s).
3. Candidate shall not leave the hall during the first half and the last quarter of an hour of the examination
4. Candidates must bring with them to the examination hall their own biro, pen , erasers and calculators
5. All rough work must be done in the answer booklets and crossed neatly throughout.

Communication between candidates is strictly forbidden

6. The only permissible way of attracting attention of the invigilator is by raising of hand
7. Candidate are to write legibly. Names are not to be written on the answer booklets. The answer to each question must be started on a separate page.
8. Attendance register is to be signed at the commencement of the examination and as each candidate hands in the scripts to the invigilator
9. Candidates must ensure that they have inserted at the appropriate places on the front cover of their booklets, their examination numbers and number of questions they answered.
10. Mobile phones either switched on, or off are not allowed in examination hall. Keep your mobile phones in the hostel. If you bring mobile phone to the examination hall, it would be seized. handbags of any sorts should be kept out of the examination hall.

IMPORTANT NOTES

PENALTIES AND SANCTION FOR EXAMINATION MISCONDUCT

Candidates are hereby informed that any students caught or implicated in any act of misconduct would automatically cease to continue with the examination until the case has been decided. The following prescribed penalties will be imposed on anyone caught committing the under listed acts of misconduct. **No plea will be entertained.**

S/N	MISCONDUCT	PENALTY
1	Impersonation	Expulsion
2	Smuggling and Possession of answer script	Expulsion
3	Destruction of unauthorized materials	Expulsion
4	Attacking or threatening invigilators	Expulsion
5	Tendering unauthentic document	Expulsion
6	Failure to submit answer script	Rustication(two semester)
7	Copying from authorized material / Plagiarism	Rustication (two semester)
8	Aiding and abetting other to	Rustication (two semester)
9	Possession of written material	1 st timer Rustication (two semester) Recidivisit : Expulsion
10	Refusal to submit offending material	Rustication (two semester)
11	Collaborative copying	Rustication (two semester)
12	Refusal to complete Examination Misconduct	Rustication (two semester)

	forms	
13	Unauthorized communication	1 st timer warning 2 nd timer Rustication (one semester)
14	Disruptive Behaviour	1 st timer warning 2 nd timer Rustication (one semester)
15	Influencing Examination Official	1 st timer warning 2 nd timer Rustication (one semester)
16	Unauthorized changing position	1 st timer warning 2 nd timer Rustication (one semester)
17	Disobeying Examination Instruction	1 st timer warning 2 nd timer Rustication (one semester)
18	Possession of telephone(s) in the examination hall either in use or not.	Rustication (one semester)
19	Failure to appear before the Misconduct Panel	Suspension for 2 semester after which none appearance leads to expulsion
20	Other related acts of Examination not specifically stated	Penalty shall be determined based on the recommendation of Misconduct Panel

*Recidivism expulsion.

EXAMINATION MALPRACTICE REPORT FORM

DATE: _____

STUDENT SURNAME: _____ OTHER NAME _____

EXAMINATION COURSE TITLE: _____ EXAMINATION COURSE CODE: _____

STUDENT MATRIC NO: _____ TIME OF INCIDENT: _____

NAME OF INVIGILATOR: _____ DEPARTMENT: _____

TYPE OF EXAMINATION MALPRACTICE COMMITTEED:

EVIDENCE ATTACHED: _____ YES _____ NO IS THE STUDENT ATTACHED _____ YES
_____ NO

IF NO, IS IT EXPECTED TO FOLLOW IMMEDIATELY? _____ YES _____ NO

IS THERE ANY OTHER STUDENTS INVOLVED IN THIS OFFENCE COMMITTED DURING THE EXAMINATION PERIOD?

IF YES

STATE _____

NAME: _____ MATRIC NO: _____

STUDENT SIGNATURE: _____ INVIGILATOR SIGNATURE: _____

DATE: _____ DATE: _____