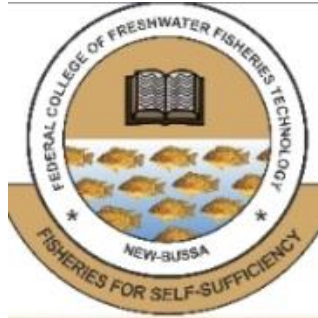




F

**FRESHWATER FISHERIES TECHNOLOGY,
NEW BUSSA, NIGER STATE.**



**FEDERAL COLLEGE OF
FRESHWATER FISHERIES TECHNOLOGY,
P.M.B 1500
NEW BUSSA, NIGER STATE.**

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**STUDENT
PROSPECTUS**

REVISED 2024

COLLEGE ANTHEM

We hail thee our College
Great FCFFT New Bussa
Living Spring of deep knowledge
That makes us a blessing
Our hands and brain can work
To make Nigeria great
FCFFT we are proud of you
And shall ever make thee proud

CONTENT

PHILOSOPHY AND MANDATE OF THE COLLEGE

Philosophy	
College Anthem.....	ii
Foreword	vii
Brief history of college/ Mandate.....	ix
Mission Statement	x
Vision Articulation	x

Chapter One

ACADEMIC PROGRAMMES IN THE COLLGE	1
Preliminary National Diploma (Pre-ND)	1
National Diploma (ND)	1
Fisheries Technology	1
Food Technology	2
Agricultural Technology	2
Hospitality Management	3
Higher National Diploma (HND) -----	
Agricultural Extension and Management	4
Fisheries Technology	5
Food Technology	5
Vocational Courses	6
Certificate Courses/Entrepreneurship Education	6
Senior Level Fisheries Management Courses	7

Chapter Two

ADMISSION REQUIREMENTS	8
Regular Courses	8
Vocational Courses	9
Certification Courses	9

Chapter Three

REGISTRATION, MATRICULATION AND CURRICULUM

TABLES.....	10
Deferment of admission/semester	10
Orientation programme for fresh students	10
Matriculation	11
Students Identity card.....	11
Change of names	11
Order names	11
Curriculum Tables.....	11

1. Pre-ND Science and Technology	11
2. ND I & II Agricultural Technology	12
3. ND I & II Fisheries Technology	13
4. ND I & II Food Technology	15
5. ND I & II Hospitality Management	16
6. ND I & II Home & Rural Economics	17
7. ND I & II Agric Extension & Management	19
8. HND I & II Fisheries Technology,.....	20
9. HND I & II Food Technology	21
10. HND I & II Agric business Management	23
Course registration and academic standing.....	24
Students experimental farms	25
SIWES Programme	25
Assessment of student's work during the period of SIWE.....	27
SIWES code of conduct	28

Chapter Four

ACADEMIC CODE OF CONDUCT	29
General Provisions	29
Attendance.....	29
Continues assessment	29
Carry over.....	30
Academic/Level adviser	30
External moderation	30
Results	30
Graduation requirements	31
Academic standing	31
Academic Probation	31
Incomplete grade	31
Repeat/Change of Course.....	31
Voluntary withdrawal	32
Sick grade (s)	32
Absenteeism grade (ABS)	32
Withdrawal grade (w)	32
Eligibility to sit for examinations.....	32
Registration of Students for examination	33
Examination regulations.....	33
Examination stationery	34
Ill Heath.....	35
Special Examinations	35
Examination numbers	36

Examination timetable.....	36
Examination hall	36
Conduct of examination	36
College of examination officer	36
Examination Coordinators	37
Examiner	37
Duties of other invigilators	38
Examination misconduct	41
Examination Malpractices and penalties	41
Procedure for handling examination misconduct	43
Petitions to the academic board	43
Calculation of Grade Point Average (GPA)	44
Computation of Cumulative Grade Point Average (CGPA).....	44
Guidelines on the format of student research project report	44

Chapter Five

STUDENT AFFAIRS DIVISION	47
Medical services	47
Student rules and regulations	47
Rules relating to the use of college property.....	47
Rules relating to college hostels	48
Rules relating to dances and late nights	50
Rules relating to alcohol and drugs	50
Rules relating to student unionism and similar matters	50
Rules and regulations on students demonstration	50
Rules relating to students welfare	51
Sanitation	51
Hours	of
Visit.....	52
Student misconduct	52
Dress	code
.....	53
Student unionism	55
Recreational activities	56

Chapter Six

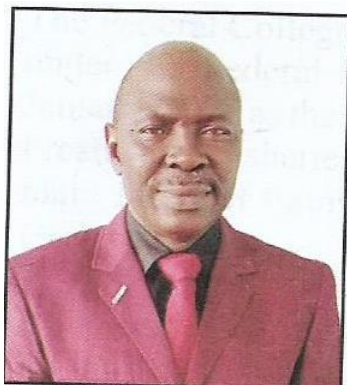
CLUBS/SOCIETIES AND ASSOCIATIONS	57
Departmental Associations/Social Groups.....	57
Students Publications	57
Communication with outside bodies including the press	57
Religions activities	58

Secret Cult/Society	59
---------------------------	----

Chapter Seven

GENERAL INFORMATION	60
Library facilities	60
Field trip/Excursion	60
College Boards and Committees	62
Facilities for training	62
National Board for Technical Education (NABTEB)	64
College Management Committee/Heads of Departments	66
Academic Board Members	66

FOREWORD



our are welcome to this citadel of learning, Federal College of Freshwater Fisheries Technology, New Bussa which you have successfully gained admission into.

Y I want to assure you that we are not only committed to equip you with the knowledge and skills for a fulfilling life after College but we are committed to providing you with the opportunities to develop yourself physically, psychologically, emotionally and morally. Is rest assured that the staff of the college is willing and eager to help you.

The oath administered to you on your matriculation translates into an undertaking that the rules and regulations of the College can and would govern your entire academic pursuit, disposition, behavior and indeed your day to day social and academic conduct. It not only academic brilliance that could earn you a diploma, but more importantly a good and exemplary conduct. To this end, the college has provided you with a copy of her prospectus. Please take the time to familiarize yourself with the information in it. It was developed to help you understand the many resources, opportunities and academic courses, policies and expectations of our college community.

You are expected to know all policies associated with being student and always take responsibility for your conduct. Respect, civility and open dialogue are core principles of this community. You will discover that as a member of this College, there are many opportunities and avenues for personal growth and development. You will have to make important choices and decisions. Some may be easy, while others will be complex. Your ability to meet positively and appropriately this responsibility will be critical element of your success in the college. Accessing help, when needed and optimizing your student experience is your responsibility.

Every effort has been made to ensure the accuracy

The provision of the handbook is not to be regarded as an irrevocable contract between the College and student or between the College and the parent of the students. During the academic year, the College reserves the right to change the services, policies, and procedures that are set forth in this handbook as they become necessary.

Dr. B.D. Olaosebikan

Provost/CEO

Federal College of Freshwater Fisheries Technology

New Bussa, Niger State

VERY IMPORTANT NOTICE

The information and regulations contained in this handbook have been provided and shall be applied in order to ensure decent conduct and peaceful coexistence among all bona fide students, safeguard the rights and interest of all students and the entire college community.

This Handbook contains rules and regulations of the college that will assist students to adjust to life on campus, settle down quickly, get conversant with academic and welfare matters and imbibe the culture of good character and academic excellence as well as make the life of everyone in the college secured, peaceful and purposeful.

Every student is therefore, encouraged to constantly read and digest content of this important publication as all registered students are bound by the regulations contained therein.

BRIEF HISTORY OF THE COLLEGE

The Federal College of Freshwater Fisheries Technology (FCFFT), New Bussa, a Parastatal under the Federal Ministry of Agriculture and Rural Development, was established in January 1978 as the training arm of Kainji Lake Research Institute (now National Institute for Freshwater Fisheries Research, NIFFR) New Bussa, with only Fisheries Technology as the main focus of training in Artisanal, National and Higher National Diploma Programmers, (ND, HND).

In the year 2000, the College become autonomous by Act of Parliament (Official Gazette of the Federal Republic of Nigeria, No. 94, Vol. 87 of 27th December, 2000) and had to diversify and become more relevant to the needs of the surrounding communities and the country at large. Six new academic departments were therefore introduced leading to Pre-ND, ND and HND programmes in other related field of technology. Presently, all the programmes are duly accredited by the National Board for Technical Education- NBTE (the regulating body for technical education in Nigeria).

LIST OF DEPARTMENTS

Presently, the College has the following Departments:

(a) Academic Departments and Units

- Agribusiness Management
- Agricultural Extension and Management Technology
- Crop Production Technology
- Fisheries Technology
- Food Technology
- Hospitality Management Technology
- Agricultural Technology
- Animal Health and Production Technology
- Computer Science
- Home and Rural Economics
- Basic Science and Technology
- General Studies

(b) Non Academic Departments

- Administration
- Accounts / Bursary
- Library/Information and Documentation

KEY MANDATES OF THE COLLEGE

The mandates of the college are:

- To train and produce junior, intermediate and senior fisheries personnel for inland fisheries development through short (Vocational/Entrepreneurship) and long-term formal education.
- To train and retrain middle level manpower in aquaculture technology and encourage women participation in fisheries through post-harvest technology.

- To train and produce food technicians, technologists and chemical analysts in carrying out preservation, processing, packaging, storage and marketing of food commodities and equipment.
- To train Agricultural extension technologists to carry out extension work among farmers and fisher folks and organize agricultural co-operatives and exhibitions, marketing of farm produce, tools, equipment and assisting in agricultural research and managements.
- To train technicians/technologist capable of applying modern farming techniques in agricultural productions.
- To train caterers who are capable of producing acceptable local and continental cuisines as well as hoteliers for managing the hospitality industry.
- To train technicians/technologist who can help to empower and improve rural economies.
- To train technologist / technicians capable of managing agricultural businesses at, middle levels, in public services and as entrepreneur.

MISSION STATEMENT

To train and produce senior, middle and junior level manpower that are skilled, self-reliant and enterprising in Fisheries and allied technologies to meet the national demand for food security.

VISION STATEMENT

To become a career-focused role mode tertiary institution that provides skills and entrepreneurial training for senior, middle and junior level manpower in Fisheries and allied disciplines for the enhancement of socio-economic and political growth of the nation.

SUPERVISING MINISTRY

Federal Ministry of Agriculture and Rural Development (FMARD).

SUPERVISORY/COORDINATING AGENCY

Agricultural Research Council of Nigeria (ARC�), Mabushi, Abuja.

CHAPTER ONE

ACADEMIC PROGRAMMES IN THE COLLEGE

A. NATIONAL DIPLOMA (ND)

1. ND FISHERIES TECHNOLOGY

Two years full time National Diploma programme designed to produce fisheries technicians who could be self-employed in small or medium commercial fisheries enterprises or work directly in private or public agro-based fisheries establishment. Graduates of this programme should be able to:

- a) determine suitable environment, planning, layout, construction and development of fish ponds/farms,
- b) carry out various aquacultural practices,
- c) employ modern techniques in stocking, feed preparation, nutrition, harvesting and associated management practices in fishing enterprise,
- d) construct and operate simple fish processing, and preservation equipment,
- e) construct fishing gears,
- f) operate and maintain different types of simple fishing gears and crafts.



STUDENTS HARVESTING FISH



FISH PROCESSING PRACTICAL



FOOD QUALITY CONTROL LABORATORY

2. ND FOOD TECHNOLOGY

This programme is designed to produce food preservation and of complementing the work of food scientists and engineers in the preservation and processing of food Commodities.

Diplomates of the programmes shall be able to:

- a) assist in the chemical and biological analysis of raw and processed food,
- b) store agricultural produce for industrial use,
- c) assist in all types of industrial food processing and packaging,
- d) Market all types of processed and preserved foods as well as food processing and preservation equipment.

3. ND AGRICULTURAL TECHNOLOGY

Programme Objectives

At the end of the course, the diplomates should be able to:

- a) assist in planning and laying out all sizes of crop, animal and fish farms,
- b) employ modern techniques in large scale rearing of different types of livestock,
- c) employ modern techniques in land preparation, planting, management and harvesting of food and cash crops,
- d) assist in processing and storage of all agricultural produce,
- e) assist in agricultural extension service.



DEPARTMENT OF AGRICULTURAL TECHNOLOGY - POULTRY

4. ND HOSPITALITY MANAGEMENT



HOSPITALITY MGT. DEPT. RESTAURANT

The programme is designed to produce caterers who are capable of producing acceptable dishes using both local and imported food commodities and supervising appropriate departments in large catering and hotel organizations.

At the end of the course, diplomates should be able to carry out the following tasks:

- a) produce native and continental dishes using both local and imported food commodities,
- b) arrange accommodations in hotels and other catering establishments,
- c) supervise restaurants and bar operations in hotel and other catering establishments,
- d) supervise appropriate department in large catering and hotel organizations and
- e) manage medium sized catering and hotel organizations effectively.

5. ND HOME AND RURAL ECONOMICS

This programme is designed to produce personnel who will be able to organize and exploit rural resources for the improvement of households, industrial potentials and welfare of rural communities. On completion of this programme, the diplomats should be able to:

- a) implement modern and decent housekeeping techniques including aesthetics and environmental sanitation,
- b) employ modern techniques for improved food production, storage, processing and packaging for the home and immediate market,
- c) understand and acquire lucrative skills for service to the community and for self-employment and sustenance,
- d) organize rural youths into cooperatives for small industrial and other rural activities to enable them acquire self-supporting skills,
- e) organize and education rural populace on methods of producing various balanced foods for the home and local restaurants using locally available raw materials;
- f) counsel rural women on marriage, family planning and other social problems;
- g) organize and educate rural women on modern and healthy child care methods and child upbringing.



HOME AND RURAL ECONOMICS PRACTICAL

6. ND COMPUTER DIPLOMATES OF THIS PROGRAMME SHOULD BE ABLE TO:-

- i. Operate Computer systems
- ii. Use various Computer packages
- iii. Maintain hardware



- iv. Solve simple hardware problems
- v. Use various programming languages:
 - Visual BASIC
 - JAVA
 - C Programming
 - Unified Modelling Language (UML)
 - Hyper Text Mark-up Language
- vi. Use Internet
- vii. Set up Network
- viii. Set up and manage an enterprise



7. ND ANIMAL HEALTH GENERAL OBJECTIVES

be able to:-

- Know the regions of the animal body
- Know the structure and functions of the animal cell
- Know the structure and functions of various types of tissues
- Know the importance of hemopoiesis
- Know the general osteology of the bovine and comparative osteology of other domestic animals
- Know the major muscles that aid locomotion and give shape to the body
- Understand metabolism and heat regulation
- Know the structure and functions of mammary gland
- Know the anatomy of the hoof and foot
- Know the accessory digestive organs and their functions
- Know the spleen, liver and their functions.

B. HIGHER NATIONAL DIPLOMA (HND)

1. HND AGRICULTURAL EXTENSION AND MANAGEMENT

This programme is designed to produce technically competent agricultural manpower to carry out extension work among the rural populace and also carry out administrative and financial management of agricultural enterprises.

Programme Objectives

A product of HND in Agricultural extension and Management should be able to:



- a) carry out extension work among the rural populace;
- b) organize agricultural cooperatives and exhibition;
- c) carry out financial survey and evaluation of a proposed or existing agricultural enterprise and make recommendations
- d) Provide administrative leadership in all sizes of agricultural enterprises;
- e) Market farm produce and farm tools and equipments and assist in Agricultural Management Research.



AGRICULTURAL EXTENSION PRACTICAL CLASS

2. HND FISHERIES TECHNOLOGY

A two year full time Higher National Diploma programme designed to produce fisheries technologists who will be able to play leadership roles in the application of modern techniques and skills in commercial scale fish farming and in the processing, preservation and marketing of fish and other aquatic animals.

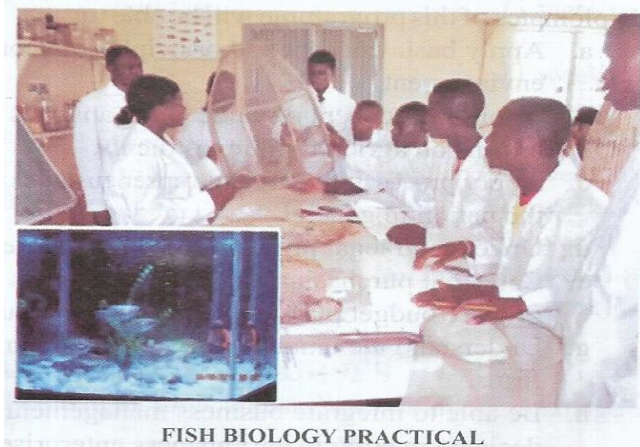
Diploma of this programme will be able to:

- a. survey, design and establish fish farms;
- b. constructs fishing gears;
- c. rears, harvest, preserve and process fish and other aquatic animals;
- d. carries out various aquacultural practices;
- e. establishes and operate modern fish hatcheries;
- f. produce and analyze all types of fish feed;
- g. service fishing boats and engines and
- h. provide leadership in freshwater and marine expeditions

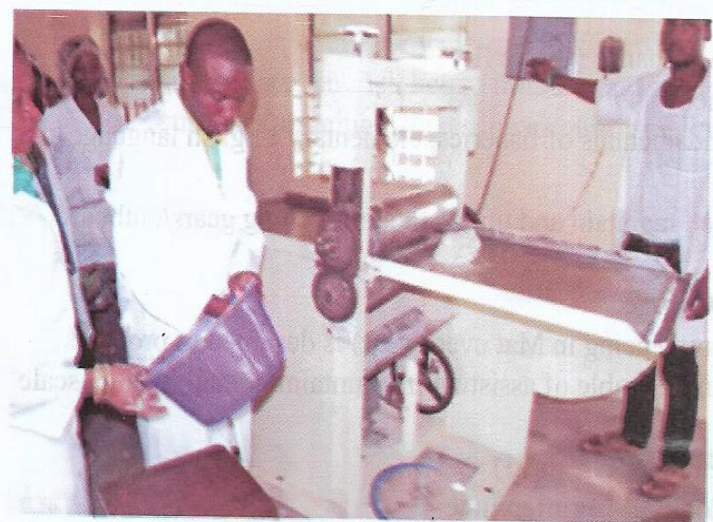
3. HND FOOD TECHNOLOGY

Graduates of this course are expected to be able to:

- a) carry out biological and chemical analysis of raw and processed food;
- b) supervise and carry out various types of industrial food processing and packaging;
- c) store agricultural produce for industrial use;
- d) carry out quality assessment of raw and processed food;
- e) market all types of processed and preserved foods as well as food processing and preservation equipment.



FISH BIOLOGY PRACTICAL



BAKERY PRACTICAL

4. HND AGRIBUSINESS MANAGEMENT

The goal of the higher national Diploma (HND) in Agribusiness Management programme is to produce diplomates with theoretical and practical knowledge to efficiently carry out management of agricultural business enterprises at middle level in public service, industry and as entrepreneur. Prepare diplomates for careers in the nation's growing agribusiness sectors which provides products and service in the agricultural value chain for the production, processing and distribution of food and fiber.

Diplomates of this programme will be able to:

1. Apply basic concept and principles of economics to decision making in a business environment.
2. Apply the concept of value chain analysis to promote value addition for maximum returns on agricultural investments.
3. Apply professional and entrepreneurial skills for self-economic empowerment and the nation in general.
4. Understand legal principles and procedures that govern business operations.
5. Carry out purchasing and marketing tasks effectively prepare budget plan and accounting for business transaction.
6. Understand the unique institution and managerial challenges facing agribusiness firms.
7. Be able to integrate business management principles with technical knowledge for decision making in agribusiness enterprises.

5. HND HOSPITALITY GOALS AND OBJECTIVES

The programme is designed to produce skilled technologists who should be able to manage hospitality establishments. On completion of the programme, the diplomats should be able to:

1. Manage any size of hospitality organization;
2. Plan and manage economic operations and hospitality establishments;
3. Plan and manage various sections of any hospitality establishment;
4. Set up and manage an enterprise in the areas of hospitality management.



6. HND CROP PRODUCTION OBJECTIVES

- **Educate and Train:** To provide a broad foundation in agronomy, including crop production, soil science, and pest management.
- **Develop Skills:** To equip students with hands-on skills in basic field experimentation and the diagnosis of pest attacks and other crop challenges.
- **Promote Sustainable Practices:** To emphasize and establish sound technologies for the sustainable production, protection, and management of crops.
- **Enhance Crop Yields:** To teach methods for optimizing crop yield, improving soil health, and selecting suitable crop varieties for specific environments.
- **Address Food Security:** To contribute to agricultural growth and ensure food security by empowering graduates to implement innovative solutions and practices.
- **Foster Innovation and Research:** To prepare graduates to conduct research, disseminate findings to farmers, and develop innovative solutions for the agricultural sector.
- **Provide Extension and Consultancy:** To offer consultancy services and technical support to governments and agricultural organizations.



Gear construction and Maintenance (Grade III)

- To understand the fundamentals of fisheries, elementary English language and Mathematics.
- To be able to construct, maintain and utilize modern fishing gears/outboard motors in harvesting.

2. Vocational Aquaculture Course

This six-month course (commencing in Mat every year) is designed to produce skilled aquaculture assistants capable of assisting in maintaining small to large scale aquaculture farms.

- Outboard Motor Maintenance (Grade II)** - 4 months
- Inland Vessel construction and Maintenance** - 6 months

E. CERTIFICATE COURSES/ENTREPRENEURSHIP EDUCATION

These courses are designed to equip participants with tools and skills to set up and manage their own enterprises. They include:

- Fish Farming and fingerlings production
- Fish feed production
- Post-Harvest Technology for women in Fisheries (WF) - (2 weeks)
- Fish Marketing and Transportation - (1 week)
- Bread Making and Bakery Technology/Confectionery - (1 week)
- Soybeans Processing and Utilization - (1 week)
- Fruit juice production and preservation technology - (2 week)
- Yoghourt Production - (1 week)
- Agricultural Cooperatives - (1 week)

- | | |
|--|------------|
| 10. Agricultural Produce Marketing | - (1 week) |
| 11. Agricultural Personnel Management | - (1 week) |
| 12. Animal Health and Management | - (1 week) |
| 13. Fashion Design & Beauty Salon Technology | - (3 week) |
| 14. Sheep and Goat Management | - (1 week) |
| 15. Poultry Management | - (1 week) |
| 16. Arable Crop Management | - (1 week) |

F. SENIOR LEVEL FISHERIES MANAGEMENT COURSES

These courses are designed to equip participants with tools and skills to set up and manage their fish farms.

- | | |
|---|-------------|
| 1. Practical Fish hatchery management and induced breeding | - (2 weeks) |
| 2. Improved management practices for fish farmers | - (2 weeks) |
| 3. Induction Course for newly recruited officers | - (2 weeks) |
| 4. Intensive training in fish feed formulation and production | - (1 week) |
| 5. Pre-retirement training courses in various disciplines | - (1 week) |

CHAPTER TWO

ADMISSION REQUIREMENTS

A. REGULAR COURSES

1. Pre-National Diploma (Science and Technology)

Applicants must possess a minimum of five SSCE /GCE 'O' Level possessor its equivalent at not more than two sittings in English language, Mathematics, Chemistry, biology or agricultural Science and of Geography, Physics, Economics, Commerce Health Science etc.

2. Nation Diploma (Fisheries Technology)

Applicants must possess one of the following qualifications:

- a) Five credit passes at SSCE/GCE O' Level, Teachers' Grade II or its equivalent at not more than two sittings in the following subjects: English Language, Mathematic, Chemistry, Biology, Economics, Physics, Statistics.
- b) Five credits in relevant subjects obtained at the final examinations of an N.B.T.E. recognized preliminary National Diploma programme offered in a College of Agriculture or similar post-secondary Technical Institution.

3. National Diploma (Food Technology)

The same requirement as in (2)

4. National Diploma (Home & Rural Economics)

Five credit level passes at the SSCE/NECO at not more than two sittings. The five credit level passes must include:

- a) English Language
- b) Mathematics
- c) Home economics or Food and Nutrition or Agricultural Science,
- d) One science subject.
- e) One other subject form: Geography, Economics, commerce, Religious knowledge and a Nigerian Language.

5. National Diploma (Hospitality Management)

Any five credits including English and Mathematics, Biology or Agricultural Science/ Home Economics/ Food and Nutrition and any other two subjects, at not more than two sittings of SSCE/GCE O' Level, Teachers' Grade 11, NABTED or any of their equivalents.

6. National diploma (Agricultural Technology)

the same requirement as in (2).

ANIMAL HEALTH AND PRODUCTION TECHNOLOGY

Biology/Agricultural Science, English Language

Mathematics and any two of the following: Geography, Food and Nutrition, Economics/Commerce, Technical Drawing, Physics, Nigerian Language, Home Economics, French Language. Animal Husbandry Fisheries Computer Studies

At least a **pass** in **Chemistry** is compulsory

COMPUTER SCIENCE

English Language, Mathematics, a basic science subject (Chemistry, Biology or Physic) and two other subjects chosen from the following: Economics, Geography, Government/History, Further Mathematics, Biology/Agricultural Science. Typewriting, A **Pass** in **Physics** is compulsory.

7. Higher National Diploma (Fisheries Technology)

a. Applicant must possess at least a lower credit National Diploma in Fisheries, Agricultural Technology, food technology and any other Agric related courses obtained from an accredited Fisheries or Agricultural Technology programme.

b. Candidates are required to have undergone at least one-year industrial experience.

c. Candidates with pass grades can be admitted only on condition that they must have completed a two-year period of industrial training.

d. Candidates must provide their academic transcripts before admission.

8. Higher National Diploma (Food Technology)

Same as in (7) but as concerns food technology.

9. Higher National Diploma (Agricultural Extension & Management)

Same as in (7) but as concerns Agricultural extension & Management.

10. Higher National Diploma (Agribusiness management)

Same as in (7) but as concerns Agribusiness Management

11. Higher National Diploma (Hospitality management)

Same as in (7) but as concerns hospitality management technology.

12. Higher National Diploma (Crop Production Technology)

Same as in (7) but as concerns Crop Production Technology

13. Admission with certificate of attendance

Any student of this College who is awarded certificate of attendance and seek for admission in the College will be given admission as ND II special

B. VOCATIONAL COURSES

1. Certificate of Proficiency/Competency in Artisanal Fisheries programme

The entry requirements for Grade III is a minimum of 3 years' experience as ungraded fisherman, outboard Motor Mechanic or Carpenter while applicants willing to apply for Grades II and I must have obtained Grades III and II respectively in the relevant artisanal courses from recognized institutions.

2. Certificate Course in Vocational Aquaculture

Applicants should possess 2 passes in Biology or Agricultural Science and Chemistry.

C. SENIOR LEVEL MANAGEMENT COURSES IN FISHERIES, AGRICULTURE & FOOD TECHNOLOGY

These courses are designed for graduates of Biological Science or Agriculture.

However, individuals in public and private sectors who are interested in establishing fish farms, agricultural farms or food processing outfits on small or large scale could apply.

CHAPTER THREE

REGISTRATION, MATRICULATION AND CURRICULUM TABL

REGISTRATION

- i) A student registers for all courses as are stipulated by the college for the programme into which he/she is offered admission.
- ii) Old students are expected to complete registration within the first two weeks of resumption.
- iii) Late registration will attract ₦5,000.00 (Five thousand naira) fee. This, however, is subject to review by college management.
- iv) Registration closes after matriculation for new students.

DEFERMENT OF ADMISSION/SEMESTER

The procedure for deferment of admission is as follows:

1. Applications for deferment of admission shall be submitted not later than one month after closure of registration for the academic year in question. Letters and receipts of registration already paid by the applicant must be attached to the application.
2. The Academic Affairs Officer shall pass the application through the Registrar to the Academic Board.
3. The Decision of the Academic Board shall be conveyed to the applicant.
4. Deferment of semester is allowed for reasons acceptable to the Academic Board only to a student who has already completed at least a semester. Such a student should apply through his/her head of Department who shall pass the application through the Secretary of the Academic Board.
5. Deferment of admission, if granted, shall be for only one academic year.
6. Change of programme can be granted upon payment of a token fee and application for a change through the Registrar. This, However, be completed no later than midway into the first semester of the first session.

ORIENTATION PROGRAMME FOR FRESH STUDENTS

All fresh students are required to participate in the activities of the orientation programme organized to familiarize them with the College environment, the Orientation exercise normally takes place at the beginning of the first semester.

MATRICULATION

- 1) The matriculation ceremony is an occasion of formal acceptance of fresh students to the college. During the programme, each student is required to take an oath and sign a declaration of his/her admission to the college with a pledge to keep the rules and regulations of the college.
- 2) Academic gowns are issued to duly registered students. The gowns must be returned within 24 hours after the matriculation or as instructed, failing which the candidate pays a fine.
- 3) The matriculation number assigned to each student must be used for all official transactions and be retained even for higher studies in the College.

STUDENT IDENTITY CARD

1. Every *bona fide* student of the College is issued with an identity card after matriculation.
2. Students are required to carry their ID cards always for personal recognition.
3. Replacement of a lost ID card will be upon the production of a police report/court affidavit and payment of appropriate fee.

CHANGE OF NAME

The authorities of the Federal college of freshwater fisheries Technology, New Bussa will not accept any change of name (s) different from what the credentials bear on admission to the College.

ORDER OF NAMES

1. Students are advised to always write out their names in full the way they appear on their credentials.

2. Students are advised to correctly spell out their names.
3. The College will not be responsible for any miss pelt or misplaced names on certificates.

CURRICULUM TABLE

ND I & II AGRICLTURAL TECHNOLOGY

AGT ND 1 SEMESTER 1

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
ABE 101	Introduction to Agricultural & Bio-Environmental Engineering		0		3		
AGT 101	Introduction to Farm Woodland Management		0		2		
AGT 111	Principles of Crop Production		0		2		
AGT 112	Elements of Agricultural Economics		0		2		
AGT 113	Introduction to Soil Science		0		2		
AGT 114	Principles of Animal Production		0		2		
AGT 115	Introduction to Agricultural Marketing		0		2		
BCH 111	General and Physical Chemistry		0		3		
BPH 111	Mechanics, Properties of Matter and Heat Energy		0		3		
COM 001	Computer Applications 1		0		2		
GNS 111	Citizenship Education 1		0		2		
AGT 127	Principles of Irrigation and Drainage		0		2		
FIT 114	Development of Life Skills	1	0	0	1		
GNS101	Use of English 1	2	0	0	2		
	TOTAL		0		30		

AGT ND I SEMESTER 2

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
ENT 126	Introduction to Entrepreneurship 1		0		2		
AGT 121	Annual Crops		0		2		
AGT 122	Crop Protection		0		2		
AGT 123	Sheep, Goat and Swine Production		0		2		
AGT 124	Principles of Bee Keeping		0		2		
AGT 126	Micro-Livestock Production		0		3		
AGT 120	General Farm Practice		0		2		
AGT 128	Post-Harvest Technology		0		2		
AGT 129	Industrial Crop Production 1		0		3		
BCH 121	Organic and Inorganic Chemistry		0		3		
BPH 121	Optic, Waves, Electricity and Magnetism		0		2		
GNS 102	Communication in English 1		0		2		
GNS 121	Citizenship Education 1		0		2		
GNS 125	Use of Library 1		0		1		
	TOTAL		0		30		

AGT ND 2 SEMESTER 1

Course code	Course Title	L	T	P	CU	CH	Prerequisite
AGT 224	Genetics and Breeding		0		2		
AGT 211	Pasture and Forage Production		0		2		
AGT 212	Agro-Climatology		0		2		
AGT 214	Industrial crop production II		0		3		
AGT 216	Farm Soil Management		0		2		
AGT 226	Horticultural Crop Production		0		2		
AGT 227	Basic Fisheries Technology		0		3		
AGT 231	Statistics and Field Experimentation		0		2		
SIW 201	SIWES		0		2		

COM 002	Computer Applications II		0		2		
GNS 221	Introduction to Physical & Health Education		0		1		
GNS 201	Use of English II	2	0	0	2		
ENT 216	Introduction to Entrepreneurship II	2	0	0	2		
	TOTAL		0		27		

AGT ND 2 SEMESTER 2

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
AGT 222	Poultry Production		0		2		
GNS 202	Communication in English II		0		2		
AGT 223	Farm Power and Mechanization		0		2		
AGT 225	Beef and Dairy Production		0		3		
AGT 228	Introduction to Animal Health		0		2		
AGT 229	Farm Management		0		2		
AGT 230	Agricultural Extension and Rural Sociology		0		2		
CME 122	Basic Workshop Practice		0		3		
AGT 215	Soil Fertility and Crop Nutrition		0		2		
AGT 220	Field Trip/ Excursion		0		1		
AGT 234	General Farm Practice		0		1		
AGT 232	Project		0	0	6		
	TOTAL		0		28		

ND I & II FISHERIES TECHNOLOGY

YEAR ONE, SEMESTER ONE

Course Code	Course Title	L	P	CU	CH
FIT 101	Pond construction /Farm Practice I	0	1	1	15
GNS 101	Use of English I	2	0	2	30
GNS 111	Citizenship Education I	2	0	2	30
AGR 101	Introduction to Agriculture	2	2	3	60
AGR 102	General Mathematics for Agriculture	2	0	2	30
MEC 111	Technical Drawing	1	2	3	45
SUG 111	Principle of Surveying I	2	1	3	75
FIT 111	Elements of Cell Biology in Fisheries	2	2	3	60
FIT 112	Elements of Chemistry in Fisheries	2	2	3	60
FIT 113	Elements of Physics in Fisheries	2	2	3	60
FIT 114	Development of Life Skills	1	0	1	15
FIT 115	Basic Fisheries Technology	2	2	3	60
GNS 221	Physical & Health Education	1	2	1	45
TOTAL		19	14	30	495

YEAR ONE, SEMESTER TWO

Course Code	Course Title	L	P	CU	CH
FIT 102	Pond construction /Farm Practice II	0	1	1	15
GNS 102	Communication in English I	2	0	2	30
GNS 121	Citizenship Education II	2	0	2	30
SUG 121	Principle of Surveying II	2	1	3	75
ENT 126	Introduction to Entrepreneurship	2	0	2	30
MEC 113	Basic Workshop Technology and Practice	1	2	3	45
GNS 224	Physical Geography	2	0	2	30
FIT 121	Fish Farm Practice	1	0	1	15
FIT 122	Biology of Fishes	2	2	3	60

FIT 123	Basic Aquaculture	2	2	3	60
FIT 124	Fishing Gear and Craft Technology I	2	3	3	75
GNS 125	Use of Library I	1	0	1	1
TOTAL		18	10	26	450

YEAR TWO, SEMESTER ONE

Course Code	Course Title	L	P	CU	CH
FIT 202	Pond construction /Farm Practice III	0	1	1	15
GNS 201	Use of English II	2	0	2	30
ENT 216	Practice of Entrepreneurship	2	0	2	30
FIT 211	Fish Farm Engineering	2	2	3	60
FIT 210	Fish Product and Innovation	1	0	1	15
FIT 212	Fish Processing and Storage Technology	2	2	3	30
FIT 213	Elements of Navigation and Seamanship	2	2	3	45
FIT 214	Fishing Gear and Craft II	2	2	3	60
FIT 215	Aquatic Ecology	2	1	3	60
FIT 216	Practical Fishing I	1	3	2	60
FIT 217	Computer Application in Fisheries	1	1	2	15
FIT 218	Introduction to Fisheries Statistics	2	0	2	60
SIW 219	Student Industrial Works Experience Scheme (SIWES)	1	2	2	30
TOTAL		19	15	29	540

YEAR TWO, SEMESTER TWO

Course Code	Course Title	L	P	CU	CH
FIT 202	Pond construction /Farm Practice IV	0	1	1	15
GNS 202	Communication in English I	2	0	2	30
AGT 230	Agricultural Extension and Rural Sociology	2	0	2	30
FIT 229	Introduction to Aquarium Science	1	1	2	30
FIT 221	Pond Management	2	2	3	60
FIT 222	Fisheries Management	2	1	3	45
FIT 223	Practical Fishing II	1	3	2	60
FIT 224	Fish Farm Personnel Management	2	0	2	30
FIT 225	Sustainable Fisheries Livelihood	2	0	2	30
FIT 226	Research Project	0	0	6	90
FIT 227	Field Trips & Excursion	0	0	1	
FIT 228	Seminar	0	0	1	
TOTAL		15	7	27	450

ND I & II FOOD TECHNOLOGY 1ST SEMESTER

YEAR ONE SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
STB 112	Morphology and Physiology of living things	2	—	2	3	60	
STC 111	General principle of chemistry	2	—	2	3	60	
FST 112	Mechanics and Heat energy	2	—	3	3	75	
MTH 111	Logic and Algebra	2	—	—	2	60	
PTD 111	Technical Drawing	2	—	3	2	75	
FST 111	Introduction to Food Science and technology	2	—	2	3		
COM 111	Introduction to computing	2			3	60	
COM115	Computer Application I	—	—		3	30	
GNS 111	Citizen Education I	2	—	—	2	30	
GNS 101	Use of English I	2	—	—	2	30	
FIT 114	Development of Life Skills	2	—	—	1	30	
	TOTAL				27	450	

EAR ONE SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
STC 121	Organic Chemistry I	2	—	2	2	60	
FST 123	Optics, Waves, Thermodynamic and Electro-Magnetism	2	—	2	3	60	
STM 211	Introduction to Microbiology	2	—	3	2	75	
NUD 122	Human Nutrition and Dietetics	2	—	-	2	60	
GLT 111	General Laboratory Technique I	—	—	2	2	30	
FST 121	Food Chemistry	2	—	3	3	75	
FST 122	Basic Principles of Food processing Preservation	2	—	2	2		
GNS 121	Citizen Education II	2	—	—	2	30	
GNS 102	Communication in English I	2	—	—	2	30	
ENT 126	Introduction to Entrepreneurship	2	—	—	2	30	
CME 122	Basic workshop practice	1	0	3	3	75	
	TOTAL				25	555	

YEAR TWO SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
FST 211	Food Biochemistry	2	—	—	3	30	
FST 213	Food Process Engineering	2	—	2	2	60	
FST 215	Basic Heat Transfer and Fluid Mechanics	2	—	—	2	30	
FST 216	Processing and Preservation of Plant Food Products	2	—	2	3	60	
FIT 212	Fish Processing and Storage Technology	2	—	2	3	30	
FST 221	Food Quality Control (Statistics)	2	—	—	2	30	
COM 215	Computer Application Packages II	2	—	—	3	30	
GNS 201	Use of English II	2	—	—	2	30	
ENT 216	Practice of Entrepreneurship	2	—	—	2	30	
GNS 228	Research Methodology				3		
SIW 219	SIWES				2		
GNS 221	Physical & Health Education	1	0	2	1	45	
Total					28		

SECOND YEAR SECOND SEMESTER

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
FST 212	Food Analysis	2	—	2	2	60	
FST 214	Food Microbiology	2	—	2	3	60	
FST 222	Engineering Materials in Food Systems	2	—	2	2	60	
FST 223	Introduction to Food Packaging	2	—	—	2	30	
FST 224	Processing and Preservation of Animal Food Products	2	—	3	3	75	
FST 227	Fermentation Technology	2	—	2	2	60	
FST 217	Instrumentation	2	-	1	2	45	
FST 225	Seminar	1	—	1	1	15	
FST 226	Project	—	0	0	6	—	
GLT 121	General Laboratory Technique II	—	1	0	1	15	
GNS 202	Communication in English II	2			2	30	
FST 228	Field Trip/ Excursion				1	345	
Total					29		

YEAR ONE SEMESTER ONE

Course Code	Course Title	L	P	CU	CH
GNS 111	Citizenship Education	2	0	2	2
GNS 101	Use of English I	2	0	2	2
COM 111	Introduction to Computing	2	2	3	4
TMT 111	Principles of Tourism Management	2	0	2	2
HMT 111	Introduction to Hospitality Management	2	0	2	2
HMT 112	French Language I	2	2	2	4
HMT 113	Food & Beverage Production I	2	4	4	6
HMT 114	Food & Beverage Service I	2	4	4	6
HMT 115	House Keeping Operations I	2	2	4	4
HMT 116	Hospitality Soft Skills	2	0	2	2
FIT 114	Life Skills	1	0	1	1
	TOTAL	20	14	28	35

YEAR ONE SEMESTER TWO

Course Code	Course Title	L	P	CU	CH
GNS 121	Citizenship Education II	2	0	2	2
GNS 102	Communication in English	2	0	2	2
ENT 126	Introduction to Entrepreneurship	1	2	3	3
HMT 121	French language II	2	0	2	2
HMT 122	Food & Beverage Production II	2	4	4	6
HMT 123	Food & Beverage Service II	2	4	4	6
HMT 124	Front Office Operation I	2	3	3	5
HMT 125	Food Hygiene & Nutrition	2	2	2	4
HMT 127	Accounting for Hospitality	2	0	2	2
	TOTAL	17	15	24	32

YEAR TWO SEMESTER ONE

Course Code	Course Title	L	P	CU	CH
GNS 201	Use of English II	2	0	2	2
HMT 211	Food & Beverage Production III	2	4	4	6
HMT 212	Food & Beverage Service III	2	4	4	6
HMT 213	House Keeping Operation II	2	3	3	5
HMT 214	Food Science and Nutrition	2	2	2	4
HMT 215	Food Costing and Control	2	2	2	4
HMT 216	Bakery and Confectionery	2	0	2	2
HMT 217	Accounting for Hospitality II	2	2	2	4
HMT 218	Research Methodology	2	0	2	2
SIW 219	SIWES	2	0	2	2
ENT 216	Practice of Entrepreneurship	1	2	2	3
GNS 221	Physical & Health Education	1	2	1	3
	TOTAL	20	17	28	43

YEAR TWO SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH
GNS 202	Communication in English II	2	0	0	2	2
HMT 221	Food & Beverage Production IV	2	0	4	4	6
HMT 222	Food & Beverage Services IV	2	0	4	4	6
HMT 223	Front Office Operation II	2	0	2	2	4
HMT 224	Bar Operation And Services	2	0	2	2	4
HMT 225	Seminar	0	0	0	1	1
HMT 226	Project	0	0	6	6	6

HMT 227	Customer Service Management	2	0	0	2	2
HMT 228	Principles of Event Planning & Management	2	0	2	3	4
HMT 229	Field Trip/Excursion	0	0	0	1	0
	TOTAL	15	0	22	27	38

ND I & II HOME & RURAL ECONOMICS CURRICULUM TABLE

Year 1 Semester 1 ND

CODE	COURSE TITLE	DURATION	UNITS
HRE 111	Introduction to Home and Rural Economics	15	1
HRE 123	Home Management/Household Equipment	45	2
HMT 113	Food & Beverage Production I	75	2
HRE 113	Introduction to Clothing	45	2
NUD 111	Introduction to Human Nutrition	30	2
OTM 111	Keyboard I	120	4
AGR 101	Introduction to Agriculture	45	2
COM 111	Introduction to Computing	60	2
GNS 101	Use of English I	30	2
GNS 111	Citizenship Education I	30	2
FIT 114	Development of Life Skills	15	1
	TOTAL	515	22

Year 1 Semester 2

CODE	COURSE TITLE	DURATION	UNIT
HRE 112	Home Gardening	45	2
HRE 121	Handcrafts I	60	2
HRE 122	Marriage & Family Relationship	15	1
HRE 124	Clothing I	60	3
HMT 122	Food & Beverage Production II	75	2
OTM 122	Keyboard II	120	4
CC0 122	Hair Dressing I (Shampooing & Rinsing)	60	2
ENT 126	Introduction to Entrepreneurship	45	2
AGT 230	Agricultural Extension & Rural Sociology	45	3
COM 123	Computer Application Packages	90	3
GNS 102	Communication in English I	30	2
	TOTALS	585	26

Year 2 Semester 1

CODE	COURSE TITLE	DURATION	UNITS
HRE 211	Personal and Community Health	15	1
HRE 212	Handcraft II	60	2
HRE 213	Clothing II	60	3
HRE 214	Laundry	45	2
HRE 221	Child Care and Development	15	1
HRE 222	Home Improvement & Beautification	30	2
HMT 231	Food & Beverage Production III	75	2

CCP 213	Bakeries & Confectionaries I	60	2
CCO 214	Hair Dressing II (Scalps and Hair Treatment)	60	2
ENT 216	Practice of Entrepreneurship II	45	2
SIW 201	SIWES	0	2
COM 215	Computer Application Packages II	90	3
GNS 221	Introduction to Physical and Health Education	45	1
GNS 201	Use of English II	30	2
GNS 228	Research Methods	30	2
	TOTAL UNITS	585	29

Year 2 Semester 2

CODE	COURSE TITLE	DURATION	UNITS
HRE 223	Textile Studies I	45	2
HRE 224	Restaurant Management	60	2
HRE 225	Clothing III	75	3
HMT 241	Food & Beverage Production IV	90	2
CCO 215	Hair Dressing III	60	2
COM 215	Computer Packages II	90	3
GNS 202	Communication in English II	30	2
AGT 222	Poultry Production	30	2
HRE 226	Seminar	0	1
HRE 227	Project	0	6
HRE 228	Field Trips/Excursion	0	1
	TOTALS	555	26

COMPUTER SCIENCE NATIONAL DIPLOMA

YEAR I SEMESTER ONE

Course Code	Course Title	L	P	CU	CH	Prerequisite
COM 101	Computer Ergonomics & Maintenance	0	1	1	1	
COM 111	Introduction to computing	2	2	3	4	
COM 112	Introduction to Digital Electronics	2	2	3	4	
COM 113	Introduction to Programming	2	2	4	4	
COM 114	Statistics for Computing 1	2	0	2	2	
COM 115	Computer application packages I	2	2	3	4	
MTH 111	Logic and Linear Algebra	2	0	2	2	
GNS 101	Use of English I	2	0	2	2	
GNS 111	Citizenship Education I	2	0	2	2	
FIT114	Life Skills	1	0	1	1	
	TOTAL	17	8	23	26	

YEAR 1 SEMESTER TWO

Course Code	Course Title	L	P	CU	CH	Prerequisite
COM 121	Programming using C Language	2	2	3	4	COM 113
COM 122	Introduction to Internet	1	2	3	3	COM 111
COM 123	Programming Language using Java I	2	2	3	4	
COM 124	Data structure and Algorithms	2	1	3	3	COM 113
COM 125	Introduction to Systems Analysis and Design	2	1	3	3	None
COM 126	PC Upgrade & Maintenance	1	3	3	4	None
GNS 121	Citizenship Education II	2	0	2	2	GNS 111
GNS 102	Communication in English	2	0	2	2	
ENT 126	Practice of Entrepreneurship	2	0	2	2	
	TOTAL	18	10	24	28	

YEAR TWO SEMESTER 1

Course Code	Course Title	L	P	CU	CH	Prerequisite
COM 211	Programming Language using Java II	2	2	4	4	COM 113
COM 212	Introduction to systems Programming	1	1	2	2	COM 111
COM 213	Unified Modelling Language (UML)	2	2	3	4	COM 113
COM 214	Computer Systems Troubleshooting	1	2	3	3	COM 111
COM 215	Computer Application Packages II	2	2	3	4	COM 111
COM 216	Statistics for Computing II	2	0	2	2	COM 123
SIW 219	SIWES	0	4	2	4	None
GNS 201	Use of English II	2	0	2	2	None
EED 216	Practice of Entrepreneurship	2	0	2	2	GNS 101
GNS 221	Physical & Health Education	1	2	1	3	
GNS 228	Research Methods	2	0	3	3	
	TOTAL	15	18	27	29	

YEAR TWO SEMESTER 2

Course Code	Course Title	L	P	CU	CH	Prerequisite
COM 221	Basic Computer Networking	1	3	3	4	COM 113,
COM 222	Seminar on Computer and Society	2	-	2	2	COM 111
COM 223	Basic Hardware Maintenance	1	2	2	3	None
COM 224	Management Information system	2	1	2	3	COM 112
COM 225	Web Technology	2	3	3	5	COM 111, 103
COM 226	File Organisation and Management	2	1	2	3	COM 111
GNS 202	Communication in English II	2	0	2	2	COM 122
COM 227	Project	2	4	6	6	COM 216
COM 229	Seminar	0	0	1	0	
COM 228	Field Trip/Excursion	0	0	1	0	
	TOTAL	12	13	22	25	

NATIONAL DIPLOMA IN ANIMAL HEALTH AND PRODUCTION

AHP ND 1 SEMESTER 1

Course code	Course Title	L	T	P	CU	CH	Prerequisite
PTD 111	Technical Drawing	1	0	3	2	4	
STB 111	Cell Biology	2	0	3	3	5	
BCH 111	General and Physical Chemistry	2	0	3	3	5	
MTH 111	Logic and Linear Algebra	1	1	0	2	2	
AHP 111	Anatomy and Physiology I	1	0	3	2	4	
AGT 112	Elements of Agricultural Economics	1	1	0	2	2	
BPH 111	Mechanics & Properties of Matter and Heat Energy	2	0	3	3	5	
COM 111	Introduction to Computing	2	0	0	3	4	
GNS 111	Citizenship Education I	2	0	0	2	2	
FIT 114	Development of Life Skills	1	0	0	1	1	
GNS101	Use of English 1	2	0	0	2	2	
	TOTAL	17	2	15	25	36	

AHP ND 1 SEMESTER 2

Course Code	Course Title	L	T	P	CU	CH	Prerequisite
AGT 221	Animal Nutrition	1	0	2	2	3	
AGT 224	Genetics and Breeding	2	0	1	2	3	
AHP121	Principles of Pasture and Range Management I	2	0	3	3	5	
AHP 122	Animal Parasitology	1	0	3	2	4	
AHP 123	Anatomy and Physiology II	1	0	2	2	3	
AHP 124	Introductory Veterinary Microbiology	2	0	2	3	2	
AHP 125	Introduction to Animal Husbandry	1	0	3	2	2	
BCH 121	Organic and Inorganic Chemistry	2	0	3	3	5	
CME 122	Basic workshop practice	1	0	3	3	4	
ENT 126	Introduction to Entrepreneurship 1	2	1	3	2	3	
GNS 125	Use of Library I	1	0	0	1	1	
	TOTAL	15	1	25	26	34	

AHP ND II SEMESTER 1

Course code	Course Title	L	T	P	CU	CH	Prerequisite
AHP 211	Sheep and Goat Production	1	0	3	2	4	
AHP 212	Swine Production	1	0	3	2	4	
AHP 213	Pathology	1	0	3	2	4	
AHP214	Pharmacology and Therapeutics	2	0	0	2	2	
AHP 215	Animal Diseases I	1	0	2	2	4	
AHP 216	Clinical Techniques I	2	0	3	3	5	
AHP 217	Principles of Pasture and Range Management II	1	0	2	2	3	
AHP 218	Rabbit and Equine Production	1	0	3	2	4	
AGT 231	Statistics and Field Experimentation	1	2	0	2	3	
GNS 201	Use of English II	2	0	0	2	2	
ENT 216	Introduction to Entrepreneurship II	2	0	0	2	2	
AGT 212	Agro-Climatology	2	0	2	2	3	
GNS 221	Physical and Health Education	1	0	2	1	3	
SIW 219	SIWES	-	-	-	2	-	-
	TOTAL	18	2	21	28	43	

AHP ND II SEMESTER 2

Course code	Course Title	L	T	P	CU	CH	Prerequisite
AGT 222	Poultry Production	1	0	2	2	3	
AGT225	Beef and Dairy Production	1	0	2	3	2	
AGT229	Farm Management	2	0	0	2	1	
AGT 230	Agricultural Extension and Rural Sociology	2	0	0	2	2	
AHP 221	Introduction to Mini Livestock Production	1	0	2	2	3	
AHP 222	Animal Products Hygiene and Inspection	1	0	3	3	4	
AHP 223	Animal Diseases II	2	0	2	3	4	
AHP 224	Clinical Techniques II	2	0	3	2	5	
AHP 299	Project	0	0	0	6	6	
AHP 227	Field Trip / Excursion	—	—	—	1	—	
AHP 298	Seminar	0	0	0	1	1	
	TOTAL	12	0	14	27	31	

HND I & II AGRIC EXTENSION & MANAGEMENT

AEM HND I Semester 1

Course code	Course Title	Duration	Units	Prerequisite
AEM 311	Agricultural Mathematics	30	2	
AEM 312	Micro-Economics	30	2	
AEM 313	Resource Economics	30	2	
AEM 314	Extension Methods	60	3	
AEM 315	Tree Crops	30	2	
AEM 316	General Farm Practice	60	3	
AEM 317	Non-Ruminant Animals	60	3	
CPT 313	Agro-Climatology	45	2	
FIT 311	Ichthyology	45	2	
GNS 301	Use of English III	45	2	
GNS 312	Use of Library II	15	1	
TOTAL		450	24	

AEM HND I Semester 2

Course code	Course Title	Duration	Units	Prerequisite
AGR 302	Farm Experimentation and Data Analysis	75	3	
AGR 303	Farm Management	30	2	
AGR 304	Annual Crops	45	2	
AEM 321	Ruminant Animals	60	3	
AEM 322	General Farm Practice II	60	3	
AEM 323	Field Trips and Seminars	-	3	
CPT 315	Agricultural Entomology	60	3	
FIT 323	Fish Farm Engineering and Management I	60	3	
GNS 221	Introduction to Physical and Health Education	15	1	
GNS 302	Communication in English III	45	2	
COM 215	Computer Packages II	90	3	
TOTAL		570	28	

AEM HND II Semester 1

Course code	Course Title	Duration	Units	Prerequisite
AGR 401	Research Methods	30	2	
AGR 402	Agricultural Personnel Management	30	2	
AEM 432	Agricultural Business Law	30	2	

AEM 433	Farm Records and Accounting	30	2	
AEM 434	Farm Business Organization	45	3	
AEM 435	Agricultural Marketing	30	2	
AEM 436	Extension Program Planning and Evaluation	30	2	
CPT 441	Produce/Post Harvest Management	75	3	
ENT 416	Entrepreneurship Development	60	3	
AEM 443	Farm Planning	30	2	
APT 445	Animal Products Processing	75	3	
TOTAL		585	26	

AEM HND II Semester 2

Course code	Course Title	Duration	Units	Prerequisite
AEM 431	Macro-Economics	30	2	
AEM 441	Agricultural Co-operatives	30	2	
AEM 442	Agricultural Development and Policy	30	2	
AEM 444	Extension administration and Operations	30	2	
AEM 445	General Farm Mechanization	75	3	
AEM 446	Rural Sociology	30	2	
FIT 442	SLA / CCRF	30	2	
AEM 447	Seminar		1	
AEM 448	Project		6	
FIT 443	Fish Farm Management	60	3	
TOTAL		315	25	

HND I & II FISHERIES TECHNOLOGY

YEAR ONE, SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH
FIT 301	Pond construction /Farm Practice I	0	0	1	1	15
FIT 311	Ichthyology	1	0	2	2	45
FIT 312	Hydrobiology and Limnology	2	0	2	4	60
FIT 314	Fisheries Statistics and Data Analysis	2	0	0	2	30
STM 211	Introductory Microbiology	1	0	2	3	45
STC 222	Introductory Biochemistry	1	0	2	3	45
FIT 317	Ornamental Fishery and Aquarium Technology	1	0	2	3	45
AEM 313	Resource Economics	2	0	0	2	30
CPT 313	Agro-Climatology	1	0	1	2	30
GNS 301	Use of English III	2	0	0	2	30
AEM 314	Extension Methods	2	0	2	3	60
GNS 312	Use of Library II	1	0	0	1	15
GNS 221	Physical & Health Education	1	0	2	1	15
TOTAL					29	405

YEAR ONE, SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH
FIT 302	Pond construction /Farm Practice II	0	0	1	1	15
FIT 321	Fish Nutrition	2	0	0	3	60
FIT 313	Computer Application in Fisheries	1	0	2	3	45
FIT 322	Oceanography	1	0	2	3	45
FIT 323	Fish Farm Engineering and Management	2	0	3	3	75
FIT 324	Advanced Fishing Gear and Craft Technology	2	0	3	3	75
FIT 325	Inboard and Outboard Management	2	0	2	3	60
FIT 326	Fisheries Business and Cooperatives	2	0	0	2	30
GNS 302	Communication in English III	2	0	0	2	30
TOTAL					23	450

YEAR TWO, SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH
FIT 401	Pond construction /Farm Practice III	0	0	1	1	15
FIT 431	Fish Diseases	2	0	3	3	75
FIT 432	Fish Processing and Preservation Technology	2	0	3	3	75
FIT 433	Nautical Knowledge	2	0	2	3	60
FIT 434	Integrated Fish Farming	2	0	3	3	75
AGR 401	Research Methodology	2	0	0	2	30
AGR 402	Agricultural Personnel Management	2	0	0	2	30
AEM 435	Agricultural Marketing	2	0	0	2	30
ENT 416	Entrepreneurship Development	2	0	2	3	60
TOTAL					22	405

YEAR TWO, SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH
FIT 402	Pond construction /Farm Practice IV	0	0	1	1	15
FST 413	Food Legislation Safety	1	0	0	1	15
FIT 441	Practical Fishing	0	0	4	3	60
FIT 442	Sustainable Fisheries Livelihood	2	0	0	2	30
FIT 443	Fish Farm Management	2	0	3	3	75
FIT 444	Fisheries Resources Management	2	0	2	3	60
FIT 445	Fish Breeding and Biotechnology	2	0	2	3	60
AEM 446	Rural Sociology	2	0	0	2	30
FIT 446	Seminar	-	-	-	2	-
FIT 448	Field Trips/Excursion				1	
FIT 447	Project	-	-	-	6	-
TOTAL					26	360

FOOD TECHNOLOGY

HND I

YEAR ONE SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH
COM 311	Operating System 1	2	—	1	2	45
GNS 301	Communicating in English III	2	—	—	2	30
GLT 321	Biological and Chemical Instrumentation	1	—	4	3	75
FST 311	Fuel combustion and steam generation	2	—	—	2	30
FST 312	Food quality control(statistics)	2	—	—	2	30
FST 313	Unit operations I	2	—	3	3	75
FST 314	Advanced food chemistry	2	—	3	3	75
FST 315	Food safety and hygiene	1	—	—	1	15
FST 316	Food and Nutrition	1	—	2	2	45
GNS 312	Use of Library II	1	-	0	1	
TOTAL					21	420

YEAR ONE SEMESTER TWO

COURSE CODE	COURSE TITLE	L	T	P	CU	CH
FST 321	FOOD QUALITY CONTROL(PLANT PRODUCTS)	2	–	4	4	90
FST 322	FOOD QUALITY CONTROL(ANIMAL PRODUCTS)	2	–	4	4	90
FST 323	UNIT OPERATIONS II	1	–	4	3	75
FST 324	FOOD BIOTECHNOLOGY	2	–	-	2	30
FST 325	FOOD PROCESS ENGINEERING	2	–	3	3	75
FST 326	CANNING TECHNOLOGY	2	–	2	3	60
FST 327	INTRODUCTION TO FOOD TOXICOLOGY	1	–	–	1	15
GNS 302	COMMUNICATION IN ENGLISH III				2	30
GNS 221	Physical & Health Education	1	-	2	1	45
TOTAL					23	465

YEAR TWO SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH
ENT 413	Entrepreneurship Education				3	
FST 411	Food Microbiology	1	–	4	3	75
FST 412	Process and Equipment Design	1	–	–	1	15
FST 414	Food Packaging and Storage	1	–	3	2	60
FST 415	Processing and Preservation of Plant Food	2	–	4	4	90
FST 416	Processing and Preservation of Animal Food products	2	–	4	4	90
FST 417	Industrial Microbiology	1	–	4	3	75
FST 418	Research Methodology	1	–	–	1	15
TOTAL					21	

YEAR TWO SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH
COM 312	Database Design	2	–	3	3	75
FST 413	Food Legislation and Safety	2	–	–	1	30
FST 421	Waste and Waste Management	2	–	2	3	60
FST 422	Food Product Process and Development	2	–	–	2	30
FST 423	Operation Research	2	–	–	2	30
FST 424	Seminar	–	–	–	1	15
FST 425	Research Project	–	–	–	6	–
FST 426	Field Trip/ Excursion				1	
TOTAL					19	

HND I AGRICBUSINESS MANAGEMENT PROGRAMME

1ST SEMESTER

ABM HND I FIRST SEMESTER COURSES

COURSE CODE	COURSE TITLE	CREDIT UNIT
ABM 311	Agribusiness Mathematics	2
ABM 312	Agribusiness Finance	3
ABM 313	Agribusiness Statistics and Field Experimentation	4

ABM 314	Introduction to Agribusiness Management	2
ABM 315	Introduction to Agricultural Value Chain	3
ABM 316	Introduction to E-business	4
ABM 317	Production Economics	2
AEM 312	Micro-Economics	2
AEM 313	Resource Economics	2
GNS 301	Use of English III	2
GNS 312	Use of Library II	1
COM 215	Computer Packages	3
	TOTAL	30

ABM HND I SECOND SEMESTER COURSES

COURSE CODE	COURSE TITLE	CREDIT UNIT
ABM 321	Agribusiness Logistics and Warehousing	3
ABM 323	Econometrics for Agribusiness	3
ABM 325	Learning Tour and Seminar	2
AGR 303	Farm Management	3
BAM 311	Practice of Management	3
BAM 323	Quantitative Techniques	3
BAM 324	Human Capital Management	3
COM 426	Small Business Start up	3
ENT 326	Practice of Entrepreneurship I	2
GNS 302	Communication in English III	2
GNS 221	Introduction to Physical and Health Education	1
SLA 320	Sustainable Livelihood Approach for Agribusiness	2
	TOTAL	30

HND II FIRST SEMESTER COURSES

COURSE CODE	COURSE TITLE	CREDIT UNIT
AGR 401	Research Methods	2
ABM 411	Agribusiness Marketing	3
ABM 412	Accounting and Auditing for Agribusiness	3
ABM 413	Agribusiness Financial Management	2
ABM 414	Cooperative Development for Agribusiness	2
ABM 415	Agribusiness Value Chain Management	3
ABM 416	Agribusiness Enterprise Organization	3
AEM 432	Agribusiness Law	2
CPT 441	Produce and Post-Harvest Management	3
ENT 416	Practice of Entrepreneurship II	3
	TOTAL	26

HND II SECOND SEMESTER COURSES

COURSE CODE	COURSE TITLE	UNITS
ABM 421	Agribusiness and International Trade	2
ABM 422	Managerial Economics for Agribusiness	2
ABM 423	Operations Research for Agribusiness	3
ABM 424	Agribusiness Strategic Management	2
ABM 425	Agribusiness Project Management	3
ABM 426	Purchasing and Supply Chain Manage for Agribusiness	2
ABM 427	Agribusiness Risk Management	2
ABM 428	Project	6
AEM 431	Macro-economics	2
AEM 442	Agricultural Policy and Development	2
	TOTAL	26

HOSPITALITY MANAGEMENT TECHNOLOGY HND

YEAR ONE SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH
GNS 301	Use of English III	2	2	0	2	4
BAM 314	Human Capital Management	2	1	0	3	3
HMT 311	Food and Beverage Production Management I	2	0	4	4	6
HMT 312	Food and Beverage Service Management, I	2	0	4	4	6
HMT 313	Accommodation Management	2	0	2	3	4
HMT 314	Finance &Account	1	2	1	2	3
HMT 315	Technical French I	1	2	0	3	3
HMT 316	Hospitality Information System	2	0	2	2	4
HMT 317	Applied Nutrition	2	0	2	2	4
GNS 312	Use of Library II	1	0	0	1	1
HOT 212	Floriculture /Garden design & development	2	1	2	2	3
TOTAL		16	7	14	28	43

YEAR ONE SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH
GNS 302	Communication in English III	2	2	0	2	2
HMT 321	Food & Beverage Production Management I	2	0	4	4	6
HMT 322	Food &Beverage Service Management II	2	0	4	4	6
HMT 323	Property Management	2	0	2	3	4
HMT 324	Hotel Costing and Control	2	0	0	2	2
HMT 325	Hospitality Law & Ethics	2	0	0	2	2
HMT 326	Event Management	2	0	2	3	4
HMT 327	Hospitality Economics	2	1	0	3	3
GNS 221	Physical & Health Education	1	0	2	1	3
TOTAL		17	3	14	24	29

YEAR TWO SEMESTER ONE

Course Code	Course Title	L	T	P	CU	CH
GNS 401	Use of English IV	2	2	0	2	2

ENT 416	Entrepreneurship Development	1	0	1	3	1
HMT 411	Food & Beverage Production Management III	2	0	4	4	6
HMT 412	Food & Beverage Service Management III	2	0	4	4	6
HMT 413	Facility Design and Maintenance	2	0	4	4	6
HMT 414	Hospitality Marketing	2	0	0	2	3
HMT 415	Financial Management	2	1	0	2	3
HMT 416	Customer Service Management	2	1	0	3	3
HMT 417	Seminar	0	1	0	1	4
TOTAL		15	5	13	25	34

YEAR TWO SEMESTER TWO

Course Code	Course Title	L	T	P	CU	CH
GNS 321	Social Psychology	2	2	0	2	2
GNS 402	Literacy and Oral Appreciation	1	0	1	2	1
TMT 411	Tourism Management	2	1	0	2	3
HMT 421	Food & Beverage Production Management IV	2	0	4	4	6
HMT 422	Food & Beverage Service Management IV	2	0	4	4	6
HMT 423	Facility Design and Management	2	0	4	4	6
HMT 424	Project	0	6	0	6	6
HMT 425	Small Business Management	2	2	0	2	3
HMT 426	Field Trips/Excursion				1	
TOTAL		13	11	13	27	33

HND CROP PRODUCTION TECHNOLOGY

HND I 1ST SEMESTER

HNDI 1ST SEMESTER

COURSECODE	COURSE TITLE	L	P	CU
CPT311	Crop Production I (Roots, Tubers, Fibers)	1	2	2
CPT312	Crop Physiology	2	2	3
CPT313	Agro-Climatology	1	1	2
CPT314	Cropping Systems	1	2	2
AEM314	Extension Methods	2	2	3
CPT317	Crop Farm Practice I	1	3	2
CPT318	Agricultural Biochemistry	1	1	2
GNS301	Use of English III	2	-	2
GNS 312	Use of Library II	1	-	1
	TOTAL	15	18	22

HND I 2ND SEMESTER

COURSECODE	COURSE TITLE	L	P	T	CU
AGR302	Field Experimentation and Data Analysis	1	2	-	3
AGR303	Farm Management	2	-	-	2
CPT316	Pedology and Soil Survey	2	3	-	3
CPT321	Principles of Genetics	1	1	-	1
CPT322	Plant Pathology	1	2	-	2
CPT323	Crop Production II(Cereals, Legumes, Oil Crops	2	2	-	3
CPT324	Crop Farm Practices II	1	3	-	2
CPT 315	Agricultural Entomology	2	2		3
GNS302	Communication in English III	2	-	-	2
GNS 221	Introduction to Physical and Health Education	1	2	-	1

	TOTAL	15	17	-	22
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HNDII 1ST SEMESTER

COURSECODE	COURSETITLE	L	P	CU
AES413	Irrigation Technology	1	2	3
CPT431	Crop Production III (Permanent Crops)	2	2	3
AGR402	Agricultural Personnel Management	2	-	2
COM311	Computer Programming	2	2	3
CPT433	Plant Breeding	1	2	2
CPT435	Crop Farm Practice III	1	2	3
CPT436	Crop Farm Mechanisation	2	2	3
AGR401	Research Methodology	2	-	2
ENT 416	Entrepreneurship Development	2	2	3
	TOTAL	13	16	23

HND II 2ND SEMESTER

COURSE CODE	COURSETITLE	L	P	T	CU
CPT441	Produce and Post Harvest Management	1	3	-	3
CPT442	Ornamental Horticulture and Landscape Design	1	2	-	2
CPT443	Pasture Agronomy	1	2	-	2
CPT444	Seed Production and Pathology	1	2	-	2
CPT445	Soil Fertility and Crop Nutrition	2	2	-	3
AES432	Drainage Technology	1	3	-	2
CPT432	Weed Management	1	2	3	3
AEM446	Rural Sociology	2	-	-	2
CPT434	Horticulture	1	2	2	2
CPT446	Seminar	0	-	-	1
CPT447	Project	-	-	-	6
CPT 448	Field Trips/Excursion	0	-	-	1
	TOTAL	11	16	-	28

COURSE REGISTRATION AND ACADEMIC STANDING

The following standard shall apply to all students in respects of course registration:

- 1) Except where a student has carry-over or is on academic probation, all courses offered in each semester must be registered for.
- 2) Courses designated as prerequisite must be passed before a student can register for requisite courses in a concurrent semester.
- 3) The Minimum Credit Load a student can register for a semester is 19 units while the Maximum Credit Load shall be 33 units.
- 4) All students under probation shall be allowed to register for a maximum of 19 credit units.
- 5) All carryover courses in a semester must be registered for before new ones are added to make up the minimum or maximum credit load for the semester.
- 6) All carryover courses designated prerequisite must be registered for and passed before the requisite can be registered for.

- 7) Where a student has carry over(s), he/she should liaise with the Level adviser to determine which courses he/she should register, for in the semester.
- 8) It is compulsory for all carryover students to attend all the lectures of their carry over courses as the 80% minimum class attendance requirements still applies.
- 9) A student may voluntarily withdraw from the College at any time and approval for such withdrawal shall be said to have been given after due clearance from the relevant departments and returning of all the College properties with him/her.

PRE-REQUISITE COURSES

The following courses are considered as prerequisite, and must be passed before a student can proceed to register for requisite course (s) in a concurrent semester.

ND :1 and 2ndsemester

There is no prerequisite course that must be passed before a student can register for courses in the 1st and 2nd semesters of NDI.

NDII: 1st semester

FTT 111 must be passed before a student can register for	FTT 214
GNS 101 must be passed before a student can register for	GNS 201
OTM 101 must be passed before a student can register for	GNS 231
HMT 122 must be passed before a student can register for	HMT 231
HMT 123 must be passed before a student can register for	HMT 232
HMT 125 must be passed before a student can register for	HMT 234

NDII 2ndsemester

BAM 126 must be passed before a student can register for	BAM216
COM 123 must be passed before a student can register for	COM215
FIT 123 must be passed before a student can register for	FIT221
GUT 111 must be passed before a student can register for	GUT121

HND 1: 1st and 2nd semester

There is no prerequisite course that must be passed before a student can register for courses in the 1st and 2nd semester of HNDII

COURSE UNITS

- i. One hour of lecture per week, per semester is equal to one course unit
- ii. A Two three/four hour(s) of any practical work per week per unit semester in equal to one course unit.
- iii. A course has a minimum of one unit while the maximum stand at four units, except project

STUDENTS EXPERIMENTAL FARMS

1. Pond construction: This is a compulsory course for all Fisheries student in the college. A student is expected to undergo this course in the first year of entry.
2. Agricultural production farms: All Agricultural Technology and Agricultural Extension. Student are expected to work in the following areas:
 - a) Crop production research
 - b) Livestock farm
 - c) Orchard

SIWES PROGRAMME

INTRODUCTION

The Student Industrial Work Experience Scheme (SIWES) is a compulsory programme which all National Diploma I student must undergo as part of fulfilling the requirement for the award of the National Diploma of the college. It is a two unit course. The scheme is financed by the Federal government of Nigeria and operated through the Industrial Training Fund (ITF) in all their Area Offices throughout the Federation.

OBJECTIVES

SIWES is a skill acquisition programme designed to expose and prepare student in institutions of higher learning for the industrial working situation they are likely to meet after graduation. The scheme exposes students to work methods and gives them the needed experience in handling equipment and machinery that may not be available in educational institution

ELIGIBLE COURSES- All ND course are eligible for the SIWES programme

ELIGIBLE STUDENTS- All students in the ND programme of the College are eligible.

Placement on the job- This is done by the College SIWES Committee

Duration of the scheme- The programme begins at the end of the second semester of the academic session and lasts four (4) months at designated establishment all over the Federation. Students are allowed varied choices of establishment relevant to their course where they would like to have their SIWES. The College, however, reserves the right to assign student to relevant establishment for the purpose of the programme

ORIENTATION

An orientation programme is usually organized by the College SIWES committee for the ND I students to acquaint them with the dos and don'ts of the SIWES programme

SIWES ALLOWANCE

Allowances are usually given to students in form of stipends from the Federal Government through ITF at the end of the programme. However, students who did not meet the necessary requirement or who do not conduct themselves appropriately during the programme may be penalized or forfeit the allowance

VISITATION

There is usually a visitation at least once by an institution based supervisor.

GRADING OF LOGBOOK

The log book is usually evaluated for proper completion and relevance to the training at the end of the attachment.

TECHNICALREPORT

Students who went to IT are expected to write a technical report at the end of the programme to help develop skills in writing reports. This is usually submitted to the college SIWES committee

ASSESSMENT OF STUDENT'S WORK IN RINNG THE PERIOD OF SIWES

Students are assessed based on the following:

- | | | |
|---|-----|-----|
| • Long book | | 10% |
| • Industry based supervisor's evaluation | 10% | |
| • Institution based supervisor's evaluation | 20% | |
| • Students technical report | | 30% |
| • Students defense on technical report | 30% | |

SIWES CODE OF CONDUCT

- Students are to report on time on the date of commencement with the letter of introduction
- They are to report punctually and close at the usual closing time in the establishment.
- All students are responsible to the industry based supervisor in charge of their respective sections or shifts.
- They should always observe the rules and regulations of the organization to which they are attached. For example, they must obtain written permission from their industry based supervisor before they leave the office
- They should always consult the industry based supervisor when they have any problem affecting their welfare
- They should avoid any alliance with regular workers or other students to protest on any issues against the administration of the establishment.
- Industrial training is a vital aspect of the National Diploma Curricula of the College failure to undertake this training means that such a students will not graduate until the training is undertaken.
- Disciplinary action shall be taken against any student(s) for any offence(s) committed during the SIWES programme as against College regulation
- Each students shall first report at the place of work where he/she is posted to. If he/she is rejected or has any problem of acceptance, such a student should report back to the College SIWES coordinator within the first week of the exercise for any possible reposting.
- Students should ensure their log books and form 08 are duly signed by the industry based supervisor. In addition form 08 must also be signed at the nearest TTTF area office before submission to the SIWES coordinator

SIWES OFFENCES AND PENALTIES

- Report at SIWES establishment after 1 – 4 weeks of the exercise
Penalty: two weeks extension for every week to be served locally or as determined by the authority after the examination
- Absenteeism for more than four (4) weeks
Penalty: Such student shall repeat the SIWES programme the following session. No certificate shall be awarded to such a student until after the completion of the programme

- c) Change of SIWES posting without authorization
Penalty: Repeat the SIWES the following
 Note: no student is allowed to post or re-post himself herself to any establishment under any circumstance. In the event of any problem of acceptance, the student shall present a report from his/her industry based supervisor to the coordinator within one week (first week)of posting
- d) Any act that portrays the college in bad light e.g. drunkenness fighting, stealing, disorderly conduct etc.
Penalty: As contained in the College prospectus
- e) Truancy
Penalty: one week extension for every one day absent to a maximum of seven days or as determined by the coordinator No student shall absent him herself from assigned duty except on valid permission or excuse day.
- f) Failure of student to submit their account number within stipulated time
Penalty: Non-payment of TT allowance.
- g) Failure to submit placement list paper within stipulated time
Penalty: Repeat the SIWES programme

CHAPTER FOUR

ACADEMIC CODE OF CONDUCT

GENERAL PROVISION

The following Code of conduct is approved by the Academic Board of the College members of academic staff and students are expected to abide by the rules and regulations enunciated in the Code of Conduct. The code shall be amended by the Academic Board of the College from time to time as the need arises. Any exception to the regulations shall be accepted only under extenuating circumstances and must be approved by the Academic Board.

ATTENDANCE

Attendance in lectures, practical classes, filed work, SIWES shall be regarded as part of the requirements for a successful completion of a course. An 80% attendance in lectures and 100% participation in practical classes, laboratory exercise, class assignments, SIWES and field work shall be recorded by a student in order to qualify to sit for a semester examination.

This constitutes 5% of the total examination mark of each subject and is compulsory. All students must attend classes from the first day of commencement of lectures and be punctual. There is a system of marking attendance register at the beginning of each lecture period.

CONTINUOUS ASSESSMENT

This constitutes 35% of the total examination marks each subject and is compulsory. The assessment of a student's work depends on the overall performance of the student in the semester. This includes class work, class test and practicals. Students admitted during late admission or those certified sick by College Medical Officer or those absent on genuine grounds from continuous assessment test shall either be given make up tests or be assessed on the basis of other tests previously taken. Course work shall consist of tests, assignments, Seminar paper where applicable and practical. All students must attain 100% participation and reporting of all practical sessions required for course to qualify to sit for examination in that course. All students are to confirm their continuous assessment scores which are to be made known to students by their respective course lecturers.

MINIMUM EXAM PASS MARK

A student must score a minimum of 15 marks in exams for a given course before the student can pass the course.

CARRY OVER

- a) A student who scores below 40% in any semester course will be allowed to carry the course over to the next appropriate semester.
- b) If the course is not offered he will still be allowed to carry it on until the course is available.
- c) A student is limited to the maximum period of **eight semesters** for either National Diploma or Higher National Diploma after his first registration for the programme.
- d) A Carry Over student must have a minimum class attendance of **50%** before he sits for his carry over exam, failure of which renders the exam invalid.
- e) No Carry Over/Continuing student shall be allowed to sit for any examination unless he/she has registered for the course(s) within four (4) weeks at the commencement of the semester.

ACADEMIC/LEVEL ADVISER (PROGRAMME COORDINATOR)

Students in all academic levels shall be assigned and Academic member of staff that shall be their Academic/Level Adviser/Programme Coordinator on choice of course registration and on general academic matters.

Each department shall have Level Advisers appointed for their respective ND and HND programmes where applicable.

- a) This means the level advisers shall strive to be familiar with the College requirements and regulations with respect to academic matters.
- b) The Level Advisers shall emphasize the minimum and maximum credit load registration for Carry Over and Probation students.
- c) In addition he/she shall monitor the students' progress and keep record of all courses and combinations that the students require to take in order to graduate in their fields successfully.
- d) Shall keep record of courses already taken and the grades obtained in the course.
- e) The level advisers shall be issued a copy of their departmental students' result after the Academic Board meeting to enhance the performance of their duties.

EXTERNAL MODERATION

External moderation shall be made on examination question papers and marked scripts during the last two semesters of each programme as well as ND and HND students' projects.

RESULTS

- a) Results shall be published on the notice board for students at the end of every semester by the Registrar.
- b) No student shall be informed of his numerical marks in any subject. Only equivalent grades shall be issued.

GRADUATION REQUIREMENTS

A student is deemed to have successfully completed programme if:

- a) All departmental requirements are met.
- b) The Cumulative Grade Point Average (CGPA) is not less than 2.0.
- c) The student Industrial Work Experience (SIWES) requirements are met.
- d) Project work is successfully completed.
- e) The student has fulfilled the College's general admission requirements.
- f) Any student who fulfilled all requirements above except "b" shall be awarded certificate of attendance.

ACADEMIC STANDING

(APPLICABLE TO ALL ND and HND students)

1. Academic Probation

Any student whose Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) is less than 2.0 at the end of the first semester would be on probation for one semester i.e. the second semester of the programme.

- a) While on probation he/she shall be issued an academic warning letter.
- b) Since probation is keeping the student under observation, no student under probation shall be allowed to register for more than 19 credit units.
- c) Such a student will be asked to repeat or change course if he/she fails to come out of probation (i.e. fails to obtain 2.00 CGPA) in the following semester.

2. Incomplete Grade

A student who fails to satisfy the examiner(s), in project or SIWES, but has otherwise successfully met the other requirements of the course, shall not be given the complete grade until such a time that the Project or SIWES has been satisfactorily complete.

Any student who does not have test, practical and exam scores in any course should be given incomplete grade (INC) and should carry over the course.

After the sixth week of a semester, a student who withdraws or fails to complete the requirements for any course, owing to unforeseen circumstances – approved by the Academic Board, shall be given 'Incomplete grade'. Such a student could repeat the course without any penalty.

1. Academic Standing

- a) Any student who fails course equivalent to **50%** or more of the total course units registered for in a semester shall be withdrawn.
- b) Any student who obtains CGPA of less than 2.0 at the end of an academic session shall be advised to repeat or withdraw from the programme.
- c) Any student who registers for the ND and HND programme without the official minimum qualification shall be required to withdraw from the College anytime the anomaly is discovered. Such withdrawal is final.
- d) Any student who spends eight semesters on a programme without satisfying the graduation requirements shall be withdrawn from the programme, this is subject to change by the Academic Board.
- e) Any student required to withdraw on account of any of the conditions mentioned above, or is dismissed for cases of misdemeanor, or for examination malpractice, shall not be eligible to be readmitted to the College at any future date.

2. Voluntary Withdrawal

- a) Any student may voluntarily withdraw from the College at any time and approval for such withdrawal shall be said to have been given after due clearance from the relevant departments and returning of all the College
- b) A student who voluntarily withdraws from a programme without genuine reason acceptable to the Academic Board will be asked to withdraw.
- c) Any student who is given academic withdrawal or withdraws voluntarily but fails to return all College properties in his/her possession shall be reported to the police for prosecution.

3. Sick Grade(s)

A grade 'S' shall be awarded in cases where a student who satisfies all conditions for entry for an examination is unable to sit for the examination, due to illness or other exigencies. In this case, both the lost Grade Point and Cumulative Course Unit shall not be reflected in the grade point and cumulative course unit. Such a student shall be eligible to sit for the examination when available.

4. Absenteeism Grade (ABS)

This is a grade awarded to a student who absents himself from an examination but has not officially withdrawn from a course or reported sick. Such a student shall score ZERO for that course and this grade shall be reflected in the semester course unit.

5. Withdrawal Grade (W)

This shall be awarded to a student who withdraws from any course offered during a semester because of inability to cope any further and such a student shall not be credited with any course units or scores.

ELIGIBILITY TO SIT FOR EXAMINATIONS

To be eligible to sit for a semester examination, a student must be duly registered for the course and fulfill the following conditions:

1. Satisfy the 80% minimum NBTE class and 100% practical attendance for each of the courses offered in a semester. The Academic Affairs Office shall liaise with concerned lecturer/HOD for necessary information on the attendance status of each student and shall communicate this to the examination committee at least two weeks before the examinations begins.
2. Fulfill all requirements all requirements concerning fees and other financial matters. The college Bursar Shall send the list of students that fulfill these conditions to the Examination Committee seven days before the examination.
3. No carry over/continuing student will be allowed to sit for any examination unless he/she has registered for the course (s) within four weeks at the commencement of the semester.
4. All carry over students must have a minimum class attendance of 50% to be eligible to sit for any Carry Over Examination.
5. The examination committee shall liaise with the Academic Affairs Unit to release the names/Exam numbers of students that are eligible to sit for each semester examination seven days before the examinations begins.
6. No student shall be credited with marks of examination of a course which prerequisite examination he/she has not passed, except a waiver of the pre requisite examination has been approved by the Academic Board.
7. The Academic Board Shall, from time to time. Determine the conditions for eligibility for examination and changes shall be made known to students. Both students and lecturers are advise to adhere strictly to these resolution. All students are very much encouraged to re-asses themselves and and discard the feeling of *“I must make it the same time as others”* and appreciate the maxim that says *“you start about the same time with many, but along the way, some leave you behind as you equally leave others behind. While those ahead give you inspiration and encouragement, those behind remind you that you are not as weak as you sometimes think you are.”*

REGISTRATION OF STUDENTS FOR EXAMINATION

1. In order to be admitted to any examination, a student must have been registered for the course units to be examined and must also have fulfilled any college requirements concerning residence, fee or other matters.
2. The student must also have fulfilled any College requirements regarding attendance, or satisfactory completion of any course work, practical, assignments, projects or other matters.
3. It shall be the responsibility of each student to make sure he or she is registered for the appropriate examinations and that he or she knows the dates, times and venue (s) of the examinations for which he or she is registered.
4. The standards necessary to satisfy Theses College requirements shall be determined from time to time by the Academic Board and any changes shall be made known to the students.
5. Students must present examination cards signed by his departmental designated officer,

EXAMINATION REGULATIONS

Rules and Regulations for students

Arrival in Examination Hall

1. Students should report at the examination hall at least thirty minutes before the examination starts.
2. Students are not free to leave the examination hall within the first thirty minutes of the examination.
3. Students are not allowed to come into the examination hall thirty minutes after the commencement of the examination.

Identification

1. It is the responsibility of the candidate to provide sufficient identity of himself.
2. The student's identity card in addition to evidence of payment of school fees, course registration form, and any special clearance certificates (where necessary) shall be provided by the students to show that he is a bonafide candidate for the examination.
3. Only matriculation numbers shall be written on answer booklet. On no account should a candidate use his name. Candidate who uses their names will be severely penalized.
4. The invigilators shall assign seats to candidates shall choose a seat for himself or refuse a seat assigned by the invigilator.
5. Candidates shall enter the examination hall with the following items only.
 - a. School fees receipts
 - b. Student Identity Card
 - c. Course Registration Form
 - d. Pens, Pencil, Erasers, Rulers (and ink)
 - e. Calculators (I required and if permitted).
 - f. Any other materials that may be permitted for the examination
 - g. Examination card.

EXAMINATION STATIONERY

1. All answer scripts (including graph papers, four figure tables where necessary) shall normally be provided by the college; therefore, no paper of any kind shall be brought into the examination hall by any candidate.
2. Each answer script/booklet, or loose additional answer sheets shall be validated with a stamp (preferably a date-stamp) by the appropriate authorities before being handed over to the candidate for use in the examination hall.
3. Answer scripts and loose answer sheets (whether blank or not) remain the property of the College and must never be removed by any candidate.

DISCIPLINE DURING EXAMINATION

1. Students shall not be permitted to bring any piece of paper of whatever texture, whether relevant or irrelevant to the examination hall. All paper, including paper for rough work, shall be provided by the college.
2. No student shall be allowed to bring into the examination hall any working aids or gadget, visual aid, model or books containing tables, sketches, formulae or GSM handset. If such formulae are needed, they will be provided by the College or students will be told in advance to provide them.
3. A student is required to drop any hand-bag, notebooks, briefcase etc outside the examination room.
4. A student may be permitted by an invigilator to leave the examination room during the course of an examination for genuine reasons provided that:
 - a) It is not within the first thirty minutes or the last fifteen of the examination.
 - b) He/she hands in his/script to the invigilators before leaving, if he/she does not intend to return.
 - c) A student who leaves the examination room shall not be re-admitted unless throughout the period of his absence he has been continually under the supervision of an invigilator or assistance invigilator.
5. No unauthorized writing is allowed on the question paper and other valid paper (s) brought into examination hall e.g registration form, ID Card etc.
6. All forms of collaboration between students by way of conversation, exchange of views, notes, drawings, aids, papers, calculators, rubbers or erasers and rulers are illegal in the examination.
7. A student shall raise his hand to attract the attention of the invigilator where he is in dire need of help or if placed in unfavorable circumstances. Coughing and tapping of table in order to attract attention will not be tolerated.
8. Silence shall be maintained throughout all examinations.
9. There shall be no smoking or eating in the examinations.

10. A student shall be given only one answer booklet for a paper. Thereafter he will only be given continuation sheets which must be securely tied to the main booklet.
11. Every candidate must submit his answer script to the invigilator by hand and sign the appropriate column of the attendance sheet to confirm that he/she sat for the examination and submitted his/her answer script.
12. The invigilator (as may be directed) shall sign the scripts at the top left hand corner for security reasons.
13. It is an offence for a candidate to take out any of the papers provided for an examination from the hall.
14. No candidate shall mutilate any paper or examination materials.
15. At the end of the examination, candidates must stop writing and remain seated and hand in their answer booklets in an orderly manner or according to the invigilator's instruction.
16. There shall be no unruly behavior like use of abusive language, assault, fighting in and around the examination hall or any other act likely to disturb the peaceful conduct of the examination.
17. Candidates shall submit themselves to be searched, if required to do so by the invigilator.

ILL HEALTH

i). If any student, for reasons of ill-health or want of special aid or attention, cannot sit for an examination, he should promptly inform the authority in writing and a medical report from the College Medical Officer shall be attached to such notification.

ii) If any student falls ill during an examination he shall be allowed to obtain prompt medical attention at the College Clinic and a report shall be made by the invigilator.

SPECIAL EXAMINATIONS

Where an examination is considered special e.g oral examination, practical, workshop practice, laboratory tests, art work, surveying or any other field work, students must comply with examination instructions as to the nature, quality and quantity of books, instruments, papers or aids that are allowed to be brought in by students for the successful conduct of such examinations.

EXAMINATION NUMBERS

Each student shall use the examination/matriculation number specially given to him/her not his/her name, distinctly and correctly within the space provided on every answer booklet, question paper, and on any separate sheet of paper issued to him/her.

EXAMINATION TIME TABLE

1. The examination Time-Table shall be published at least one week before the scheduled date of commencement of any semester examination.
2. No changes shall be effected in the timetable except for compelling reason such as resolving conflict between papers.
3. Where a department feels very strongly about shifting its examination period, the examination committee chairman should be promptly notified at least a week before the scheduled date of commencement of the examination.

EXAMINATION HALL

1. All drawings, diagrams, pictures or mural decorations and pieces of paper that could aid or be of assistance to the student must be removed before the examination starts.
2. Students shall use individual tables and chairs, where possible
3. The examination rooms must be well swept and kept clean at all times.

CONDUCT OF EXAMINATION

1. The College Examinations Committee shall conduct examination centrally.
 - a) Invigilators shall be chosen by the College Examinations Committee from among the Academic and Senior Technical members of staff of the various programmes.
 - b) For each examination there shall be a coordinator who shall be a member of the examination committee among the invigilators.
 - c)

- d) There shall be at least 2 invigilators for each examination and for examinations involving more than 50 candidates, one extra invigilator shall be required for each additional 25 candidates
- e) No lecturer shall be allowed to invigilate his course.

- 2. The functions of the various officers charged with the responsibility of conducting the examinations are defined as follows:

COLLEGE EXAMINATION OFFICER

The College examination Officer shall be appointed by the responsibility of conducting the examinations are defined as follows:

- 1. Prepare the Examination time-table and assign Coordinators/Invigilators to each examination
- 2. Prepare Attendance Registers and Receipts for all examinations
- 3. Notify the College Management in advance of all the materials that would be needed for each semester examination, e.g. Answer Booklet, Graph papers etc. and to collect all these materials at least one week to the commencement of the semester examination
- 4. Handover the envelope(s) containing the question papers to the Coordinator(s) about 35 minutes before the commencement of any examination scheduled for that period.
- 5. Collect the answer scripts, attendance register form the coordinator(s) after making sure that the total number of answer scripts tally with the number of students present at the end of the examination. A receipt must be issued for all items collected from him/her.
- 6. Handover the answer scripts to the Departmental Examination Officer or the Examiner concerned with the examination after he/she has signed for them.
- 7. Compute all departmental results and present to the Academic Board for ratification.

EXAMINATION COORDINATORS

Representative of every department in the examination committee are designated as coordinators. Apart from performing duties assigned to them by the chairman, exams committee, they liaise between their individual departments and the committee on matters relating to examination. They perform the following functions amongst others:

- 1. Assist the College Examination Officer in performing his official responsibilities.
- 2. Make sure the required number of question papers for each course to be examined in his/her department is ready. The papers should be put in an envelope , clearly labeled in The exam office before the commencement of the examination for self- keeping .
- 3. Make sure he/she is present at the beginning of every examination involving his/her department in case there are problems with the examination.
- 4. Ensure the total number of answer scripts tally with the number of students present at the end of the examination.
- 5. Receive reports on any malpractices observed or suspected and in turn report the same to the Examination Officer immediately after the examination.
- 6. Collect the examination answer scripts, Attendance Register, and any extra question 0Papers, answer booklets, take them to the College Examination Officer and obtain from him a receipt for the Answer
- 7. Collect all score sheets in his/her department in consultation with his/her head of department and submit same to the College Examination Officer within three weeks after every semester examination
- 8. Ensure that the answer scripts for all the lecture(s) involed in his/her department are collected by them for marking not later than 24 hours after the examination.

EXAMINER

Each examiner of a course should make sure that he/she is present at the beginning of the examination for corrections or to answer student's question on the paper and at the end of the examination to collect answer script from Examination Office for marking notlater than 24 hours after the examination. No course examination shall be graded over 100%, each student must have a continuous assessment (CA), attendance and exam score.

DUTIES OF INVILATORS

The invigilator shall:

- 1) Be responsible to the College Examination Officer by assisting him and the Coordinators in the smooth conduct of the examination and carrying out such directives given in conformity with existing examination regulations.
- 2) Study the examination timetable and take proper note of the date, time and venue(s), course(s) and group of students they are to invigilate. Any observation(s) and or complaints should be forwarded to the Chairman Examination Committee Forty-eight (48) hours before the commencement of an examination.
- 3) Collects examination materials from the Examination Officer and distribute same to the students.
- 4) Be responsible for collecting answer scripts from students and handing them over to the Examination Officer.
- 5) Report promptly, in writing, any irregularities or examination malpractice or examination misconduct to the Examination Officer immediately through the approved forms.
- 6) Arrive in the Examination hall at least thirty minutes before the examination starts.
- 7) Ensure that all seating arrangements are in order.
- 8) Ascertain the adequacy of examination materials brought to the hall.
- 9) Ensure that the walls are bare of aids, drawings, diagrams, pictures or mural decorations and pieces of paper that could aid or be of assistance to the student before the examination starts.
- 10) Allow students into the hall at least twenty minutes to the commencement of the examination.
- 11) Advise candidates to surrender all pieces of papers, books etc., before entering the examination hall. Students may be searched.
- 12) Ensure that not all forms of Communication gadgets such as Programmable calculators, mini computers and Mobile/GSM phone are allowed inside the examination hall.

During the Examination

During the Examination, the invigilator shall:

- 1) Ensure constant and vigilant supervision over candidates. Under no circumstance shall an invigilator indulge in reading newspapers/books, marking of scripts or in anything that could reduce his concentration or vigilance during the examination.
- 2) Search student suspected of unusual behavior or abnormal movement.
- 3) Ensure that candidates' requests and needs are attended to promptly.
- 4) Keep strictly to the time limits as stipulated on the question paper.
- 5) Ensure that student goes to toilet under escort.
- 6) Ensure that no student comes into the examination hall with examination booklets and continuation sheets.
- 7) Ensure that all necessary documents have been filled before candidates disperse.

After the Examination

- 1) The invigilator shall deliver answer scripts to the Examination Officer promptly.
- 2) The Examination Coordinator and the invigilator shall check and ensure that the scripts are correct,
- 3) The Invigilator shall append his signature conspicuously on the line after the written materials in the answer script and cross out all other vacant spaces.
- 4) The Examination Coordinator and invigilator shall check "Attendance sheet" and reconcile with scripts.
- 5) The invigilator shall fill other documents like Irregularity Report and Notification of Delivery Forms.
- 6) The Examination Coordinator shall parcel all scripts to the exam office and bind with security cello tape.
- 7) The Examination Coordinator and the invigilator shall dispatch answer scripts to the Exam office not later than twenty minutes after the examination had ended.
- 8) On no account should the Examination Coordinator or invigilator carry scripts home.
- 9) The Examiner should collect his/her answer scripts from the Examination Officer not later than one hour after his/her paper.

General

- 1) No invigilator shall leave his post without making adequate substitute for which he is responsible.
- 2) No invigilator shall absent himself from invigilation without the express permission of the HOD, the same permission which should be promptly communicated to the College Examination Officer before the commencement of the examination in question.
- 3) An invigilator can change the position of a candidate in the interest of justice and fairplay.
- 4) No invigilator/student is allowed to come to the examination hall with a baby.
- 5) It shall constitute a Breach of trust for an invigilator of Examination Officer to aid, abet, or conceal cheating and irregularities in examination. These should be reported promptly.
- 6) Any staff or student of the College who sees anything going wrong in the examination hall should draw the attention of the invigilator to it.
- 7) In the event of a suspected case of examination malpractice the invigilator shall:
 1. Ask the student to sign the material.

2. Complete and sign the examination malpractice report form in the presence of a witness who would countersign the form.
3. Where the candidate refuses to sign, a witness shall be required to make a written statement.
4. Where necessary, retrieve the old script and issue a new one to the candidate.

EXAMINATION RESULTS

- a) The College Examination Committee is responsible for the computation of examination results.
- b) The College results verification committee is responsible for checking and confirming results entries
- c) Examination results shall be published by the registrar only after the Academic Board has ratified them
- d) Under no circumstance shall examination marks be communicated to candidates or any other unauthorized person without the approval of the Academic Board.
- e) All result shall be displayed on the notice board within 48 hours approval.
- f) The College Registry shall issue statements of result at the end of every semester to each student and it is the responsibility of students to ask for their statements.
- g) The onus is on the student to find out his/her academic performances from the published lists and to retake his/her carry over courses where necessary.
- h) Notification of result for graduating students shall be signed by the Registrar or Academic Affairs Officer.
- i) In the case of withdrawn students, a letter of withdrawal shall be sent to the sponsor/parent/guardians.

WITHHOLDING OF RESULT

All result relating to the semester or diploma results may be withheld from students who have not fulfilled all contractual obligations to the College, such as the full payment of all relevant fees, submission of project and SIWES report, the return of all books and equipment on loan, or on the basis of overall Cumulative Grade Point Average (CGPA) or misconduct in respect of semester examination.

REVIEW OF EXAMINATION RESULTS

- A) A Student may, after receiving his result, petition the Academic Board, if he feels that he has not been fairly assessed. Such petition must be lodged within one month of the release of examination results.
- B) An appropriate fee per paper must accompany such petitions.
- C) If the petition turns out to be a frivolous allegation, the student forfeits the fees and receives a caution. If it is however substantiated, the Academic Board shall approve the new mark for the student.
- D) For a review of the answer scripts for the aggrieved students, the Examination Committee shall immediately arrange for the re-assessment of the answer scripts and report to the Academic Board within one month after the complaint had been lodged.
- E) The answer scripts to be reviewed should have all the comments of the original markers removed before being forwarded for review.
- F) A diploma paper shall be forwarded to one external examiner while a non-Diploma or Certificate paper shall be forwarded to two internal examiners. In both cases, the reviewers shall not have participated in the original marking (or external vetting) of the answer script.

ISSUANCE OF ACADEMIC TRANSCRIPTS

- a) Academic transcripts shall be issued on application and payment of an appropriate fee per transcript.
- b) Under no circumstance shall a transcript be issued directly to the graduate.
- c) An overall statement of result shall be given to all graduates free of charge.

EXAMINATION MISCONDUCT

Student

Any students who contravenes any section or any of the provisions of the Academic Regulations or commits any offence, which in the opinion of the Academic Board, is Regulations or commits any offence, which in the opinion of the Academic Board, is prejudicial to the good conduct of examinations, its guilty examination misconduct.

Staff

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

- a) Giving assistance to students through fore-knowledge of the examination questions or surreptitious aid in the examination hall.
- b) Deliberate under/over assessment of student's work.
- c) Any falsification of student's examination results or academic record.
- d) Any act that is the opinion of the Academic Board is prejudicial to the good conduct of examinations.

EXAMINATION MALPRACTICES AND PENALTIES

1. All proven cases of examination misconduct as ratified by the Academic Board shall attract penalties commensurate with the gravity of the offence as stipulated hereunder:
2. The following penalties shall be imposed after investigation is completed.
3. The Rules and regulations are meant to foster good conduct and deter misconduct.

OFFENCE	PENALTIES
a) Writing before an examination officially starts	Deduction of 10 marks To be done on the spot by the invigilator
b) Writing beyond the official termination of examination	Deduction of 10 marks To be done on the spot by the invigilator
c) Asking another candidate for exam materials like ruler, biro, calculator, eraser without the permission of the invigilator.	Deduction of 10 marks To be done on the spot by the invigilator
d) Talking to another candidate during examination	First offend: Deduction of 10 marks Second offender: Rustication for one semester
e) Writing on question paper	Deduction of 10 marks to be done on the spot by the invigilator
f) Being caught with any material not allowed in the examination	Rustication of one session
g) Aiding and abetting misconduct such as a candidate looking into a copying from another's answer script	Rustication for one session
h) Exchanging answer scripts or question papers	Rustication for one session
i) Writing another student's Matric No. on the answer booklet/script	Rustication for one session
j) Previous involvement in two examination misconduct with penalties less severe than rustication	Expulsion
k) Assaulting/fighting an invigilator or any the examination of the college	Expulsion
l) Being in possession of dangerous weapon in the examination hall	Expulsion
m) Being found in the examination hall with any material relevant to the examination, including writing on the palm, thigh or on any other part of	Expulsion

the body	
n) Involvement in examination leakage	Expulsion
o) Impersonation (both the impersonator and impersonated)	Expulsion
p) Refusal to write a statement when apprehended	Expulsion
q) Refusal to surrender incriminating evidence, chewing of material or destruction of same	Expulsion
r) Smuggling in or out of the examination hall competed or uncompleted answer booklet/scripts pr continuation sheet (s)	Expulsion
s) Smuggling out or in of the examination hall unused answer booklet or sheet.	Rustication for one session
t) Forgery of any document relevant to the examination	Expulsion
u) If an examiner while marking establishes collaboration through handwriting on more than one scripts and or copying each other word for word.	Cancellation of paper of the affected students
v) Disturbance, insubordination or any form of unruly behavior during an examination	Expulsion
w) Refusal to give evidence on request	Rustication for one session
x) Giving false evidence	Rustication for one session
y) Failure to sign out after examination	First offender: Warning Second Offender: Rustication for one semester
z) Taking GSM handset into the examination	Rustication for one semester

The list of misconduct above and their corresponding penalties thereto are not exhaustive; other cases not included therein shall be dealt with by appropriate disciplinary authorities that shall impose commensurate penalties.

PROCEDURE FOR HANDLING EXAMINATION MISCONDUCT

Cases of examination misconduct shall be treated as follows:

- The affected student shall write a statement, which is to be attached to the Examination Misconduct form immediately, in the examination hall.
- The invigilator shall report the case with all documents to the coordinator/examination officer who will also report to the Provost.
- The report will be passed to the Disciplinary Committee for investigation and necessary action.
- The committee shall take oral/or written statement from any source it deems useful for the case
- The student concerned shall make himself available for personal interview.
- Where an answer booklet has to be taken as an exhibit, a frees copy shall be issued to the candidate.

- g) The Academic Board considers the Committee's report and takes a decision. In the case of staff personally involved in misconduct, the Coordinator/Invigilator shall make a report to the Examination officer who shall report the case to the Provost.

PETITIONS OF EXAMINATIONS DECISION(S) TO THE ACADEMIC BOARD

A student's discipline for examination misconduct may petition the Academic Board if he feels he has not been given a fair trial. The Board may accept the petition and if it thinks it has merit, may appoint a new body to re-investigate the case and make a presentation to the Academic Board for a review of their earlier decision. Appeals must be made within 30 days of the receipt of the letter conveying the Academic Board's decisions and upon payment of a non-refundable appeal fee. A student shall have the right to appeal against any decision of the investigation panel through the provost to the Academic Board. The decision of the Academic Board after the review shall be final.

GRADING

This is done using the four-point grading systems and students' performance in any semester is recorded as the Grade Point Average (GPA), which is a function of the course units.

The grading of courses shall be done by a combination of percentage marks and letter grades translated into a graduated system of Honours Points (HIP) as follows:

FEDERAL COLLEGE OF FISHERIES TECHNOLOGY

SCORES	LETTER GRADE	WEIGHTING/HONOUR POINT
75% - 100%	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

GRADE POINT AVERAGE (GPA)

For determining a student's academic standing at the end of every semester, the Grade Point Average (GPA) system shall be used.

The Grade Point Average (GPA) is derived from the scores obtained by a student in all the courses taken in a particular semester. It is computed by multiplying the value assigned to the letter grade attained in each course (the Grade Point equivalent) by the number of credit units assigned to that course taken to obtain the total grade points (GP) earned in that semester. This sum is then divided by the total credit by the total credit units the students registered for in the semester (CU).

COMMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of a student's overall up to date average performance at any point in his/her programme of study, based on the cumulative grade points (CGPA) earned by the students up to that point. However, the cumulative grade point average is usually computed at the end of a particular semester and/or academic session. The CGPA is derived by multiplying the grade points earned by the student in each course (whether passed or failed) taken to date by their respective credit units, summing these products to get the cumulative grade point and then dividing this aggregate quantity by the sum of the credit units of all the courses the student has taken to date.

CALCULATION OF CGPA

This could be bet explained, considering the scores of a particular student. Mr. Aminu Lawal has the following scores during the course of the programme.

I. SEMESTER 1

COURSE	CU	SCORE	HP	GP=CU x XP
FIT 1011	2	70	3.5	7.0
BPH 111	2	62	3.0	6.0
COM 101	3	56	2.5	7.5
TCU₁=7				T₁GP=20.5
$GPA_1 = \frac{TGP_1}{TCU_1} = \frac{20.5}{7} 2.93 \text{ (approx.)}$				

II. SEMESTER 2

COURSE	CU	SCORE	HP	GP=CU x XP
MTH 122	2	82	4	8
BPH121	3	87	4	12
CME 122	3	79	3.5	10.5
TCU₂=8				TGP₂=30.5(approx.)
$GPA_2 = \frac{TGP_2}{TCU_2} = \frac{30.5}{8} 3.81 \text{ (approx.)}$				

III. SEMESTER 3

COURSE	CU	SCORE	HP	GP=CU x XP
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FIT 211	2	77	3.5	7.0
FIT 215	2	81	4.0	8.0
GNS 201	4	92	4.0	16.0

TCU₃=8

TGP₂=30.5(approx.)

$$GPA_3 = \frac{TGP_3}{TCU_3} = \frac{31.0}{8} = 3.88 \text{ (approx.)}$$

IV. SEMESTER 4

COURSE	CU	SCORE	HP	GP=CU x XP
FIT 221	2	77	3.5	7.0
FIT 222	2	80	4.0	8.0
BAM 216	4	92	4.0	16.0

TCU₄=8

TGP₄=34.0(approx.)

$$GPA_4 = \frac{TGP_4}{TCU_4} = \frac{34.0}{8} = 3.78 \text{ (approx.)}$$

$$GPA_4 = \frac{TGP_1}{TCU_1} + \frac{TGP_2}{TCU_2} + \frac{TGP_3}{TCU_3} = \frac{20.0+30.5+31.0}{7+8+8} = 3.57 \text{ (approx.)}$$

$$GPA_4 = \frac{CGPA + GPA_4}{2} = \frac{3.78+3.57}{2} = 3.68 \text{ (approx.)}$$

The GPA of 3.68 indicates that Mr. Aminu Lawal is graduating with DISTINCTION.

CLASSIFICATION OF DIPLOMA

Diploma are classified from Distinction to ordinary Pass according to the CGPA as shown below:

DISTINCTION	-	CGPA OF 3.50 and above
UPPER CREDIT	-	CGPA OF 3.00 – 3.49
LOWER CREDIT	-	CGPA OF 2.50 – 2.99
PASS	-	CGPA OF 2.00-2.49

CHAPTER FIVE

STUDENT AFFAIRS DIVISION

The Student Affairs Office is headed by senior academic staff. It is an arm of the Office of the Registrar and is the coordinating office for all matters relating to students. It has the following sections to cater for the welfare of all students in the College:

1. Welfare Section: This takes care of hostel allocation and general problems of students.(Hall warden, porters and desk officer)
2. Sports and Recreation: This section takes care of physical, psychological and other developmental needs of students through sports. There is a sports office attached to the Students Affairs Division. The Sports Coach in conjunction with the Sports Committee is responsible for providing advice on the organization of all recreational activities in the institution.
Sport activities are organized at various levels:
 - a) Local Level: between halls, departments, clubs outside the institution and schools.
 - b) National Level: the College participates in the national sports programme of Colleges of Agriculture and Related Disciplines (NICARDGA).
3. Mobilizing students for National Youth service Corps (NYSC).
4. Production of ID cards for students and any other related matters as they affect students.

MEDICAL SERVICES

- 1) The College has medical clinic for students' health care. Each student is required to register at the clinic for his/her medicare under the Tertiary Institutions Students Health Insurance Programme (TISHIP) for which every student pays a premium.
- 2) The College shall not be responsible for any medical treatment obtained outside the College Clinic without the recommendation of the College Medical Officer by way of referral.

STUDENT RULES AND RECULATIONS

RULES RELATING TO THE USE OF COLLEGE PROPERTY

- 1) Hall Authorities are responsible for the use to which the common rooms and notice boards, chairs and other items of furniture in their halls may be put
- 2) If College properties is lost or damaged while in studen's care, the student will be responsible for the cost of replacement or repair. This regulation applies to all College properties including sports equipment.
- 3) College properties may be used only on the campus. Proper clearance must be obtained from the hall warden (or students Affairs Officer) for the removal of any College property to any place outside the campus There will be a deposit to cover the cost of replacement and/or damage to any property so removed.

RULES RELATING TO COLLEGE HOSTELS

The College is not a residential institution and not under any obligation to provide students with hostel accommodation. However, all students allocated bed space in the halls of residence must sign an undertaking to be of good behavior and abide by the following regulations:

1. Hostel accommodation of students is on payment of appropriate fees and obtaining of clearance from the College Registry.
2. The student Affairs Division is responsible for the day-to-day administration of the hostels. Halls masters (or mistresses) are to complement this effort by monitoring matters pertaining to student welfare in the halls of residence and recommending solutions to problems identified.
3. The Provost has the right to eject any student from the hostel for noncompliance with College regulations or unruly act (s) that can endanger the wellbeing of other students, such a drunkenness, drug taking, fighting, cultism,, Etc.
4. Where accommodation is provided, the student is responsible for the safekeeping of all college property, including door keys, in his room. All keys must be handed over at the porter's lodge at the end of each

semester. A student is responsible for the safekeeping of all College property, including door keys, in his room. All keys must be handed over at the porter's lodge at the end of each semester will be charged the full cost (rent) for the period during which he failed to submit the key, He may also be subjected to any other disciplinary action in addition to paying the full cost of the room for the period. The Colleges will not be responsible for property left behind.

5. The college does not accept responsibility for any loss or damage to students' property within or outside the halls of residence.
6. Any student found occupying a bed space illegally or squatting will be ejected and made to face disciplinary actions.
7. It is an offence for any student to engage in sale of bed space(s).
8. Any allocated room that is not occupied after two weeks will be reallocated to another student who is ready to occupy the room immediately.
9. Students are forbidden to engage in trading or hawking inside the hostel.
10. Female students that are nursing mothers are not allowed to reside with their babies in the hostel.
11. Cooking inside the room is strictly prohibited. Students must use the kitchenette in each hall or balcony at the back of each room.
12. Students residing in each hall must participate in any organized sanitation exercise.
13. Irresponsible consumption of alcohol or any intoxicant on campus is prohibited.
14. Students are strongly advised to take their bath only in designated bathrooms in the hostels and not along corridors and courtyards.
15. Any student found in possession of dangerous and offensive weapons such as guns and others will face disciplinary actions.
16. Noise making should be reduced to the barest minimum in the hostels. Students should have consideration for their colleagues in the use of radio cassettes, types, records and other musical instruments, they should not played noisily at any time
17. For safety proposes, all electrical appliances owned by students must be declared to hall Authorities on registration.
18. Burning of incense and candles is prohibited in the hostels.
19. The college Authority reserves the right to determine the number of students per room as the need arises.
20. Students are not allowed to keep any pets, and reptiles in the hostel.
21. No student is allowed to transfer any property like furniture etc. from the classroom to hostel without approval from the College Authority,
22. All rubbish should be placed in the receptacles provided for them.
23. Pasting of bills or graffiti in unauthorized places is prohibited.
24. Sports hooliganism is prohibited.
25. Fanaticism (religious, political, etc.) is prohibited

RULES RELATING TO VISITORS AND GUESTS TO THE HOTELS

Anyone who is neither a registered student nor an employee of a hostel is hereby defined as a visitor to that hostel.

1. No male students/visitors are allowed into female rooms at am time and vice versa.
2. All non-dormitory residents and visitors entering the hostels must check in at the reception desk at the Porter's lodge.
3. Friends or relatives are not to be housed in the halls of residence for any period of time without written authorization from the College.
4. No visitor is allowed into the hostel after 8.00pm on week days.
5. Visitors of the same sex as the student with the student being visited are allowed into student's room only between 4.00pm and 9.00pm on weekdays (Monday – Friday) and between 10.00an and 9.00pm on Saturdays, Sundays and public holidays.

Students violating these rules and the regulations above shall face disciplinary action.

RULES RELATING TO DANCES AND LATE NIGHTS

- a. All social activities organized by students and taking place in the hall or any other part of the campus must stop by 12 midnight unless permission for an extension of time had already been obtained from the Student Affairs Officer.
- b. Permission to use College facilities for social functions organized by students must be in writing. The request for such permission must state the nature of the social activity and the starting and closing time.
- c. The orderly conduct of the activity will be the responsibility of the student organization.
- d. The society will be responsible for the orderly arrangement of chairs and other College facilities used during the activity.
- e. If gate fees are charged, the club must purchase Government tickets from the Inland Revenue.
- f. The College reserves the right to cancel permission to stage any social activity when student organization fails to follow College guidelines for such.

RULES RELATING TO ALCOHOL AND DRUGS

- a. Students are not allowed to bring alcohol or illegal narcotics to the campus, they are not to be kept in the hostel at any time.
- b. A student whose drunken and disorderly behavior is likely to cause disruption of the peace will be disciplined by the College Authority. If such a person is admitted into hospital, he/she will be solely responsible for his/her hospital bills.
- c. The use and possession of illegal drugs may be grounds for immediate dismissal. Drugs can only be taken on the prescription of a recognized physician.

RULES AND REGULATIONS RELATING TO ALCOHOL AND DRUGS

- a. Should the Students Representative Council decide to go on a peaceful demonstration or similar action, the organizers should inform the Student Affairs Officer, the Registrar and the Provost in writing at least 12 hours before the action starts in order to enable the authority to initiate and hold discussions with the Union Executives, if necessary.
- b. The notice must give information about:
 - (i). The reason(s) and the nature of the proposed demonstration.
 - (ii). The measures taken to ensure that essential/emergency services are not disrupted.
 - (iii). Assurance of non-violence to persons or property.
- c. Student demonstration must not:
 - (i). Endanger the life of any person(s)
 - (ii). Destroy or damage property
 - (iii). Force others to join or deny member of the College community (staff and students) their right not to join a demonstration.
 - (iv). Deny the use of office, classrooms, or other facilities to staff or guests of the College.
 - (v). Take place before 8.00am or 7.00pm
- a) Any violent demonstration culminating in molesting persons or damaging property will attract severe disciplinary action against those responsible.
- b) If during the process of demonstration students, then the College cannot offer any protection to the students involved.
- c) Demonstration carried outside the College will not attract the sympathy of the College. In the event of clashes with the law enforcement agencies, if the demonstration students are detained by the police, they may suffer disciplinary action in addition,

RULES RELATING TO STUDENTS WELFARE

- a) All students' welfare matters should be channeled through the Student Union Executive and Student Affairs Officer.
- b) The Student Affairs Officer oversees and monitors the activities of all social, religious and academic societies in the College.

- c) Any student who has the cause to travel outside the College must apply for permission to travel and complete an exit form, which is obtainable from the Students Affairs Officer. The exit form must be appropriately approved.
- d) The provost must be informed of any activity, particularly those likely to attract crowds form outside the College community.
- e) No club or society will operate without the Provost's permission

SANITATION

- a) Hostel rooms are to be cleaned by the students. The official cleaners are responsible for cleaning the passage, toilets and surroundings during the week days except on Environmental Sanitation Days (Local, State and National).
- b) All students must participate in the Local, state and national environmental sanitation exercises in cleaning the passage, toilets and surroundings including academic areas during the sanitation hours.
- c) Students must make good use of toilets and bathrooms in their own interest.
- d) It is an offence for any student to misuse the toilet at the detriment of others. Such acts like squatting on the toilet basins and toileting on the floor or bathing along the corridor will not be tolerated.

STUDENT MISCONDUCT

A student will be penalized if found guilty of one or more of the following:

- a) Wanton and deliberate destruction of College property
- b) Theft.
- c) Assault/fighting.
- d) Examination malpractice.
- e) Any action within the College premises which is likely to cause breach of peace.
- f) Criminal offence within or outside the College premises which is likely to damage the reputation of the College.
- g) Receiving and lodging visitors in the hostel rooms at unauthorized hours.
- h) Inter hostel movements between male and female students outside the authorized hours.
- i) Use of dangerous and proscribed drugs.
- j) Possession of dangerous weapons.
- k) Insulting of members of staff in any form.
- l) Failure to obey such laws and regulation that will, from time to time, be made by the College management.

Penalty for the above mentioned misconducts

- a) A student found guilty of one or more of the above stated act(s) shall be dismissed from the College.
- b) The provost may convert the dismissal to suspension Ro to any other action that may be recommended by the Disciplinary committee.
- i. A dismissed or suspended student shall return all college properties in his/her possession including student identity card to the College authority before leaving the College promises.
- ii. Upon dismissal or suspension, a student ceases to enjoy all rights and privileges of the College.

DRESS CODE

Students are expected to cultivate a high degree of decency and modesty in their dressing. Therefore the following types of dressing and appearances are prohibited on the campus:

- a) Short and skimpy (e.g. spaghetti) dresses that expose sensitive parts of the body
- b) Tight shorts and skirts that are above the knees
- c) Tattered jeans with holes and /or patches
- d) Tight fittings that reveal the contour of the body
- e) Transparent and see-through dresses
- f) Unkempt hair and tough beards.
- g) Under clothing such as singlet worn publicly

- h) dresses that make it difficult to wear laboratory coat during practical
- i) Any dress with offensive captions
- j) Shirts without buttons or not properly buttoned leaving the wearer bare-chested
- k) Wearing of earrings by male students
- l) Plaiting or wearing of hair male students
- m) Wearing of coloured glasses (except on medical grounds) in the lecture/examination halls, library and offices
- n) Wearing bathroom slippers to class/library/offices/examination halls
- o) Wearing of coverings that obscure the face and which make the identity of a person difficult to fathom

STUDENTS AND THE PROVISIONS OF THE LAW

Every member of the campus community, students inclusive, is inalienable to the provisions of the law of the College. Therefore any students who break the law must face the consequences of his/her actions.

S/NO	OFFENCES	PENALTIES
1.	Illegal admission	Expulsion
2.	Examination Malpractice	Expulsion
3.	Indecent dressing	Suspension/Rustication
4.	Violation of Hostel regulation	
a.	Receiving male visitor in female hostel room of visa versa	Expulsion
b.	Cooking, bathing etc. in unauthorized places	Rustication for two semesters
c.	Unauthorized lodging of guests in hostel facilities	Expulsion.
d.	Subletting of hostel room/bed space, unofficial occupation of hostel room and equating	Rustication for two semesters
e.	Damage of hostel and College facilities	Surcharge/Rustication for two semester
f.	Failure to vacate room/submit college properties at the end of session	Withholding of exams result
5.	Violation of Library regulations	As imposed by library management
a.	Willful mutilation or theft of library materials	Surcharge/Expulsion
b.	Loss/ damage of library materials	Surcharge/withdrawal of readership for two semesters/ suspension from the library
c.	Nose/disturbance	Suspension from the library
d.	Eating and drinking in the library	Suspension from the library
e.	Failure to return borrowed books to the library after expiration of the approved period	Pay fine at rate of ₦200.00 per day from the day after expiration of the approved period
6.	Gross Misconduct	
a.	Cultism, membership of secret societies	Expulsion/Handing over to the police
b.	Unlawful demonstration and disruption of classes	Expulsion
c.	Assault and rape	Expulsion
d.	Theft, robbery	Expulsion
e.	Misconduct outside the College that dents the image of the college (criminal offence)	Expulsion
f.	Threat, violence, intimidation of College staff/student	Expulsion
g.	Possession, use or sales of prohibited item on campus e.g. dangerous weapon, drug, Indian hemp, etc.	Expulsion
h.	Using phone during lecture or in the examination hall	Expulsion
i.	Obscene, inciting, libelous defamatory publication, vulgar language	Expulsion
j.	Any form of disorderliness insulting drivers and disobedience or refusal to cooperate with security personal or resist arrest or invitation by security division	Expulsion

k.	Unauthorized invitation and use of external preacher or guests on campus	Expulsion
l.	Conversion, embezzlement of union, club, association funds	Expulsion

The College expects her students to behave at all times in a very creditable manner. The regulations for the maintenance of discipline and order are constantly under review and it is hoped that students will take notice of these regulations and observe them.

STUDENT UNIONISM

The student operate an autonomous Student' Union body. Elections to the various offices are held annually and the Student Affairs Office oversees the election to ensure that is is hitch-free. The union executives serve as a link between the College authority and the students' body. The College authority consults the students' representatives on sensitive matters affecting them as and when necessary. Election to the union Executive Council is held

- a. President
- b. Vice president
- c. General Secretary
- d. Assistant General Secretary
- e. Financial Secretary
- f. Treasurer
- g. Director of sports
- h. Public Relations Officer (P.R.O)
- i. Director of Socials
- j. Director of Welfare(male)
- k. Director of Welfare(female)
- l. Auditor I
- m. Auditor II



STUDENT UNIONISM AND SIMILAR MATTERS

- a) Students' Union membership shall be voluntary.
- b) The legitimate right of any member of any community or an institution of higher learning to dissent and hold a different opinion is fully recognized. Thus, students may not be compelled by any individual or group of individuals by any means whatsoever to join in actions to which they are opposed.
- c) While the College recognizes the constitution rights of its member, it has a duty to protect its educational purpose and thereby the interest of the community as a whole.
- d) Students shall be free to identify themselves with legitimate courses by constitutional and orderly means as long as they do not disrupt the regular and essential operation and activities of the College.
- e) Election into the various offices is held annually and the Students Affairs Officer oversees the election to ensure that it is hitch free.
- f) The Student Union Executives serve as a link between the College Authority and the students' body.

RECREATIONAL ACTIVITIES

The following sporting activities are available in the College:

- 1. Football
- 2. Table Tennis
- 3. Lawn Tennis
- 4. Volley ball
- 5. Basket Ball
- 6. Indoor games
- 7. Badminton
- 8. Swimming

All students are encouraged to be identified with one recreational activity or the other. Other recreational facilities include: T.V. with satellite dish, video, common rooms, etc.

CHAPTER SIX

CLUBS/SOCIETIES AND ASSOCIATIONS

DEPARTMENTAL ASSOCIATIONS/SOCIAL GROUPS

The students are free to join one or more of the following groups:

National Association of Fisheries Students (NAFIS)
Nigerian Association of Food Science and Technology Students (NAFSTS)
National Association of Agricultural Students (NAAS)
Hospitality Management Students Association (HOMSA)
Nigerian Fellowship of Evangelical Students (NIFES)
Deeper Life campus Fellowship (DLCF)
Muslim Student Society (MSS)
Press Club
Others

STUDENT PUBLICATIONS

1. The freedom of expression which exists in the College should not be misinterpreted to mean a license. Each student or organization will be held responsible for whatever the person or organization publishes.
2. Publications meant for distribution must be authorized by the Student Affairs Office and must be sponsored by registered student organizations.
3. All student publications must state categorically that the opinion expressed therein are those of the publishers and do not in any way reflect or represent the official stand of the College or Student union or any like organ on such a matter.
4. All student publication must carry the name of the person(s) or association (s) responsible for them and the names of the members of the editorial board.
 1. Notices by students must be vetted and approved by the Student Affairs Officer before they are put up for general consumption.
 2. At least two copies of any publication from registered magazines must be deposited with the College Librarian.

COMMUNICATION WITH OUTSIDE BODIES INCLUDING THE PRESS

1. Press releases or press conferences by student bodies, the Student Union Executive, or individuals must be cleared with the Student Affairs Officer and the Provost beforehand.
2. Any form of communication from the Student Union or individuals to government officials must pass through the Student Affairs Officer and the Provost's Office.
3. Approval must be obtained by Union Executive or individual students for the use of the broadcasting media including the television from the Student Affairs Officer and the Provost

RULES RELATING TO STUDENTS' CLUBS/ASSOCIATIONS

The college, as a matter of policy, encourages students to organize their own clubs. Societies and similar organization is order to promote the academic, social and recreational life of the College.

- a. The college shall not encourage student association's bases on ethnic groups only.
- b. Students 'associations are required to be duly registered with the Students Affairs Office.
- c. Such student associations shall submit to the student Affairs office copies of their constitution prior to registration.
- d. The associations shall submit the list of the officers to the student affairs officer
- e. The clubs will be required to submit their proposed programme of activities to the student affairs office. such programmers must contribute to the academic, social, cultural and recreational life of the College
- f. Registered student associations are eligible for the use of certain college property on request, in writing, to the provost through the student affairs officer.
- g. Adequate notice of seven days will be required for the use of certain college facilities including lecture rooms and halls.

- h. The societies will be responsible for the transfer, safety and return of the College property, which they may move with permission.
- i. the societies which fail to sustain the requirements for recognition may have their registration withdrawn.
- j. Failure by students' clubs to observe the Rules and Regulations of the College may lead to the withdrawal of recognition.
- k. Student associations which engage in activities which may discredit the College or bring the name of the institution into disrepute shall have registration withdrawn.
- l. No student organization, religious or secular, shall conduct its affairs in such a way as to constitute a nuisance to the college community.
- m. senior staff members of the college may be appointed into student associations as patrons, adviser or fellows, the names of such officers must be included in the list of officers of the associations submitted to the student Affairs Office.

RELIGIOUS ACTIVITIES

- a) all religious activities should be restricted to the designated places of worship which is either the chapel or the mosque.
- b) Due permission should be obtained to use any other venue apart from the chapel or mosque for any religious activity.
- c) No religious gatherings should be conducted in the hostel
- d) All religious groups must have a staff member as their patron to be approved by the College authority.

SECRET CULTS/SOCIETIES

This College will not tolerate any form of secret cult or society in its environment. Any student or group of students found guilty of engaging themselves in such an act will be expelled from the College and handed over to the Police.

CHAPTER SEVEN

GENERAL INFORMATION

LIBRARY FACILITIES

The College Library has a large stock of books, journals, projects, technical reports, several documents and good number of government publications. The Library offers lending, referencing and many other information services.

OPENING HOURS

Monday – Fridays	9:00am - 9:30pm
Saturday	90:00am – 12:00noon
Vacations	90:00am – 4:00pm

On public holidays, the library remains closed.



RULES AND REGULATIONS ON USE OF COLLEGE LIBRARY

- a) The Library is open only to students and members of staff of the Federal College Freshwater Fisheries Technology, New Bussa who registered with the Library. It may also be open to other readers and researchers on application and due approval by the Librarian.
- b) No Library material shall be loaned out until they have been duly processed and found to be in good condition.
- c) All Senior Staff shall be entitled to a loan of five books at a time for 3 weeks, junior staff: three books for two weeks while ND and HND student may borrow two and three books respectively for two weeks
- d) Extension or renewal of loans may be made if other readers have not request for the particular materials whose loans are to be extended.
- e) Reference materials shall not normally be taken out of the library.
- f) All readers must enter and leave the library by the main entrance.
- g) Smoking, eating and drinking are not allowed in the library
- h) Materials left behind at closing time may be removed by the library staff and kept for safety. However, the library will not accept responsibility for any of such materials which may be lost in transit

- i) All library materials must be treated with care. The College Librarian reserves the right to request the reader to pay for or replace any damaged materials or property
- j) Consulted books should be left on the reading tables
- k) Discussion within the library should not be carried out to the extent that library users are distracted or disturbed
- l) Radio set, tape recorders, walking sticks, silent or explosive missiles and the likes, should not, under any circumstances, be brought into the library
- m) Readers' possessions i.e folders, files, books and papers must be submitted for inspection when leaving the Library
- n) Library users are requested to always carry on their persons the college identification card as this may be required for verification from time to time,
- o) Library materials loaned out to library users are to be returned on or before the due date. Late return of such materials will attract a fine of **₦50.00k (Fifty naira)** per book per working day
- p) In addition to the prescribed sanctions, disorderly behavior and persistent infringement of any of the above regulations will attract appropriate disciplinary actions
- q) Cell phones must be switched off or put on silence in the Library.
- r) Making or receiving calls is not allowed in the library

ENTREPRENEURSHIP EDUCATION

This is a compulsory education programme introduced by the Nigeria Government through the National Board for Technical Education (NBTE).

It aims at training students on how to:

- i. Acquire entrepreneurship
- ii. Generate business ideas
- iii. Explore business opportunities
- iv. Develop and write appropriate business plans
- v. Start and successful business enterprise.

These knowledge will reduce unemployment and increase the National Gross Domestic Product (GDP) hopefully.

COLLEGE BOARDS AND COMMITTEES

The College has the following Boards/Committees

The Government Council

The Internal Management Board

The Examinations and Awards Committee

Admissions Committee

Sports Committee

Staffs/Students Disciplinary Committee (Junior Staff)

Appointment and Promotions Committee (Junior Staff)

Estate Management and Housing Committee

Publications Committee

Security Committee

Seminar and Project Committee

SIWES Committee

Farm Operations Committee

Consultancy Committee

Visit/Excursion Committee

Student Affairs/Hostel Management Committee

Staff Welfare Committee

Staff Training Committee

Results Verification Committee

FACILITIES FOR TRAINING

For its training programmes, the Federal College of Freshwater Fisheries Technology, New Bussa is fully equipped with the following:

- a. Qualified and experienced teaching staff in the following fields:
 - Fisheries Biology
 - Aquaculture
 - Fisheries Management
 - Fish Nutrition
 - Microbiology
 - Biochemistry
 - Gear & Craft Technology
 - Physics, Chemistry, Biology, Mathematics and Statistics
 - Outboard Motor Maintenance & Management
 - Navigation/Seamanship
 - Hydrology
 - Aquaculture Ecology
 - English Language and other General Studies
 - Agricultural Technology
 - Agricultural Extension and Management
 - Agricultural Economics
 - Soil Science and Management
 - Animal Husbandry
 - Horticulture
 - Food Science and Technology
 - Hospitality Management
 - Home and Rural Economics
- b. Well equipped Basic Science laboratories (Physics, Chemistry, Biology, Microbiology, Analytical and Biochemistry)
- c. Net loft/Gear model room
- d. Boat building workshop
- e. Modern Hatchery Complex (Indoor & Outdoor)
- f. Water Re-circulatory System (WRS)

- g. Food Mill
- h. Outboard Motor Maintenance Workshop
- i. Navigation and seamanship facilities
- j. Audio-visual Aids
- k. Drawing Room
- l. Cold-room
- m. Hostel Facilities (with satellite)
- n. An up-to-date professional library on fisheries, science and technology and related disciplines.
- o. Swimming pool
- p. A Computer Centre/Cyber café
- q. A fish processing laboratory
- r. A fish museum
- s. Students Demonstrations ponds and reservoirs
- t. Lecture rooms/Auditorium
- u. Food Processing Lab. (wet and dry)
- v. Bakery
- w. Food Micro-Biological Lab.
- x. Tourism studio
- y. Poultry Pen
- z. Agricultural machinery/tools
- aa. Students Research Farms
- bb. Hair Dressing Salon
- cc. Sewing Workshop
- dd. Typing Pool
- ee. Home & Rural Economics Building (Model Village)
- ff. Restaurant & Bar
- gg. Conference Hall
- hh. Kitchen
- ii. Silos
- jj. Orchard
- kk. Recreational facilities around New Bussa including Kainji Lake National Park, Kainji Dam, resettlement town and villages, College of Wildlife Management.

NATIONAL BOARD FOR TECHNICAL EDUCATION (NBTE)

The National Board for Technical Education (NBTE) is responsible for harmonizing and standardizing of programmes of all Technical Institutions in Nigeria, including Polytechnics and College of Agriculture.

Under the Decree setting up the NBTE, the Board was charged with the following responsibilities.

- a. To advise the Federal Government on, and co-ordinate all aspects of technical and vocational education falling outside the universities and to make recommendations on the national policy necessary for the training of technician, craftsmen, and other middle-level and skilled manpower.
- b. To determine, after consultation with the National Manpower Board, the Industrial Training Fund and such other bodies as it considers appropriate, the skilled and middle-level manpower needs of the country in the industrial, commercial and other relevant fields for the purpose of planning training facilities and in particular to prepare periodic master-plans for the balanced and co-ordinated development of Polytechnic/Colleges of Agriculture and such plans shall include:
 - i. The general programmes to be pursued by Polytechnics/Colleges of Agriculture in order to maximize the use of available facilities and avoid unnecessary duplication while ensuring that they are adequate to the manpower needs of the country; and meet the objectives of producing the trained manpower needs of the country.

- ii. To inquire into, and advice the Federal Government on the financial needs, both recurrent and capital, of Polytechnics/and other technical institutions to enable them meet the objectives of producing the trained manpower needs of the country.
- iii. To receive block grants from the Federal Government and allocate them to Polytechnics/Colleges of Agriculture in accordance with such formula as may be laid down by the Federal Executive Council.
- iv. To act as the agency for channeling all external aid to Polytechnics/Colleges of Agriculture in Nigeria.
- v. To advise, on, and take steps to harmonize entry requirements and duration of courses at technical institutions;
- vi. To lay down standards of skill to be attained and to continually review such standards as necessitated by technological and national needs;
- vii. To review methods of assessment of students and trainees and to develop a scheme of national certificate for technicians, craftsmen, and other skilled personnel in collaboration with ministries and organization that have technical training programmes.
- viii. To undertake periodic review of the terms and conditions of service of personnel in Polytechnics/Colleges of Agriculture and to make recommendations thereon to the Federal Government;
- ix. To collate, analyse and publish information relating to technical and vocational education;
- x. To consider any matter pertaining to technical or technological education as may be referred to it from time to time by the Minister.
- xi. To carry out such other activities as are conducive to the discharge of its functions. In order to enhance the capacity of the Board to perform the above functions, the National Minimum Standards Decree 16 of August, 1985 was promulgated by the Federal Military Government. The paragraph 8(1) and 8(2) state as follows:
 - a) The responsibility for the establishment of minimum standards in Polytechnics, Technical Colleges and other technical institutions in the Federation shall be vested in the Minister after consultation with the National Board for Technical Education and thereafter, the Board shall have responsibility for the maintenance of such standards.
 - b) The Board shall have power to accredit programmes of all institutions mentioned in subsection (1) above for the purpose of award of national certificates and diplomas and other similar awards, and for entry into national and zonal examinations in respect of such institutions.

In pursuance of its statutory functions, the NBTE has developed master plans and space standards for Polytechnics/Colleges of Agriculture physical development.

The Board has conducted accreditation of programmes in several Polytechnics/Colleges of Agriculture.

The Board has also produced statistical information booklets in the context of dissemination of information in technical education. These publications include the Digest of Statistics on Technical Education, the Directory of Technical and Technological Institutions, and the Nigerian Journal of Technical Education.

COLLEGE INTERNAL MANAGEMENT COMMITTEE (IMC)

1. Provost
2. Deputy Provost
3. Registrar
4. Bursar
5. College Librarian
6. HOD Fisheries Technology
7. HOD General Studies
8. HOD Basic Sciences
9. HOD Food Technology
10. HOD Agric. & Rural Economics
11. HOD Home & Rural Economics
12. HOD Hospitality Management Technology
13. HOD Agricultural Technology

ACADEMIC BOARD MEMBERS

1. Provost	- Chairman
2. Deputy Provost	- Vice Chairman
3. HOD Fisheries Technology	- Member
4. HOD General Studies	- Member
5. HOD Basic Sciences	- Member
6. HOD Food Technology	- Member
7. HOD Agric. Extension	- Member
8. HOD Home & Rural Economics	- Member
9. HOD Hospitality Management	- Member
10. HOD Computer Science	-Member
11. HOD Crop Production and Technology	-Member
12. HOD Animal Health and Production	-Member
13. HOD Agribusiness and Management	-Member
14. HOD Agricultural Technology	- Member
15. College Librarian	- Member
16. Registrar	- Member

Abbreviations used

ABE	Agricultural Bio-Environmental Engineering
AEM	Agricultural Extension and Management
AGR	General Agriculture
AGT	Agricultural Technology
BAM	Business Administration and Management
BCH	Basic Chemistry
BPH	Basic Physics
CME	*(Basic Workshop Practice)
COM	Computer Programming
CPT	Crop Production Technology
FIT	Fisheries Technology
FST	Food Science Technology
GNS	General Studies
HMT	Hospitality Management Technology
HRE	Home and Rural Economics
LTM	Leisure and Tourism Management
MTH	Basic Mathematics
NBTE	National Board for Technical Education
NIFFR	National Institute for Freshwater Fisheries Research
NUD	Nutrition and Dietetics
OTM	Office Technology and Management
PTD	Technical Drawing
SIWES	*Student Industrial Work Experience Scheme
STB	*Science and Basic Biology
STC	*Introductory Biochemistry
TSL	*Land Surveying
UNDP	United Nations Development Programme
WLM	Wildlife Management

MEMBERS OF AD-HOC COMMITTEE ON REVIEW OF THE COLLEGE PROSPECTUS

Mr. S. K. Omowaye	- Chairman
Mrs. C. F. Bamidele	- Secretary
Mr. Mohammed Shaba	- Member
Mrs. Amina Lami Yahaya	- Member
Mrs. Yisa Deborah Hauwa	- Member
Mr. Abubakar Alhaji LIman	- Member
Mr. Samuel Adamu	- Member

PROGRAMME/COURSES AVAILABLE

- | | |
|---|--------------------|
| A. PRELIMINARY NATIONAL DIPLOMA | - 1 Year |
| (PRE-ND) Science and Technology | |
| B. NATIONAL DIPLOMA (ND) | - 2 Years |
| 1. ND Fisheries Technology | |
| 2. ND Food Technology | |
| 3. ND Agricultural Technology | |
| 4. ND Hospitality Management | |
| 5. ND Home and Rural Economics | |
| C. HIGHER NATIONAL DIPLOMA (HND) | - 2 Years |
| 1. HND Agricultural Extension and Management | |
| 2. HND Fisheries Technology | |
| 3. HND Food Technology | |
| D. POST GRADUATE DIPLOMA (PGD) | - 18 Months |
| 1. Fisheries Technology | |
| 2. Food Science and Nutrition Technology | |
| 3. Agric Extension and Rural Sociology | |
| 4. Crop Productions | |
| 5. Agricultural Economics | |
| E. VOCATIONAL COURSES (Grades I, II, III) 6, 4, 3 Months respectively | |
| 1. Artisanal Fisheries (Gear Construction & Maintenance) | |
| 2. Vocational Aquaculture Course | |
| 3. Outboard Motor Maintenance (Grade II) | |
| 4. Inland Vessel Construction and Maintenance/Board Building | |
| F. SHORT TERM CERTIFICATE COURSES/ENTREPRENEURSHIP EDUCATION | |
| 1. Fish Farming and Fingerling Production | 2 weeks |
| 2. Fish Feed Formulation and Production | 1 week |
| 3. Post-harvest Technology for Women in Fisheries (WIF) | 1 week |
| 4. Fish Marketing and Transportation | 1 week |
| 5. Bread Making and Bakery Technology/Confectionary | 2 weeks |
| 6. Soyabean Processing and Utilization | 1 week |
| 7. Fruit Juice Production and Preservation Technology | 1 week |
| 8. Agricultural Co-operatives | 1 week |
| 9. Agricultural Produce Marketing | 1 week |
| 10. Agricultural Personnel Management | 1 week |
| 11. Animal Health and Management | 1 week |
| 12. Fashion Design and Beauty Salon Technology | 3 weeks |
| 13. Sheep and Goat Management | 1 week |
| 14. Poultry Management | 1 week |
| 15. Arable Crop Management | 1 week |
| G. SENIOR LEVEL FISHERIES MANAGEMENT COURSES | |
| 1. Improved Management Practices for Fish Farmers | 2 weeks |
| 2. Practical Fish Hatchery Management and Induced Breeding | 2 weeks |
| 3. Induction Course for newly recruited officers | 2 weeks |
| 4. Fish Feed Formulation and Production | 1 week |
| 5. Pre-retirement Training Course in various disciplines | 1 week |
| H. CONSULTANCY SERVICES | |
| For Enquiries please, contact the Registrar through the email: | |
| fcfftnewbussa@yahoo.com ; fcfftnewbussa@gmail.com | |

