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YABA COLLEGE OF
TECHNOLOGY
(The Cradle of Higher Education in Nigeria)

COLLEGE MISSION STATEMENT

Yaba College of Technology, "Yaba the Great" is for the training of self-reliant men and women towards professional excellence, and adaptation of techniques for better living.

STUDENTS HANDBOOK

Fifth Edition
November, 1998

compiled, arranged and produced by the
Students Affairs Unit

Engr. A. I. Abiodun, mnse
Dean, Student Affairs

Designed By:
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(i) Address

Postal Address: Yaba College of Technology
P. M. B. 2011
Yaba, Lagos
Nigeria.

Bankers: Central Bank of Nigeria
Tinubu Square, Lagos.

Telephone: (01) 800160 - 4

(ii) Principal Officers of the College

Rector	Mr. Olubunmi Owoso B.Sc(Ib), M.Sc (Rading), M.Sc(South Bank),MIFST(UK), FNIFST
Deputy Rector (Acad)	O. F. Owoso B.Sc, M.Sc (Reading), M.Sc (South Bank), MIFST (UK), MNIFST, MNIM
Deputy Rector (Admin)	Engr. J. A. Adeoti NC, HND, B.Sc, M.Sc, MNSE, FNAE, C.Eng
Registrar (Ag.)	F. F. Taiwo (Mrs.) B. A., M. A. (Educ. Admin.), MNIM
Polytechnic Librarian (Ag.)	R. I. Ologbonsaye BLS, MLS, Dip, Edu. Tech
Bursar (Ag.)	J. B. Akeju B.Sc, M.Sc, ACA, ACMA
Director, School of Art, Design & Printing	R. A, Bashorun HND (Graphics), E.Ed (Art C & I) M.Ed (C & I)
Director, School of Engineering	Engr. R. O. Fagbemi HND, M.Sc, M.Mech. E. MIIHosp, E. MNSE, E.Eng.
Director, School of Environmental Studies	Dr. E. Adebayo HND, M.Sc. (Const. Mgt), PhD, FNIOB
Director, School of Management & Business Studies	Dr. E. A. Aromolaran NICE, B.Sc, Phd, MNABE, MNIM
Director, School of Science & Maths	G. O. Ariyibi B.Sc., M.Sc., MNSP, MCASTME MNIBiol.
Director, of School of Technology	Engr. (Mrs.) I. A. Amusu B.Sc., Pgd. M.Sc., MNSE, MNIFST, MNSAE
Director, Centre for Continuing Education	J. O. Agbaje-Williams (Mrs.) B.Sc., M.Sc., MCSN

Dean, Students Affairs	Engr. A. I. Abiodun, B.Sc, M.Sc, MNSE, MNIP, MSESN
Director, Management Information System	I. A. Odusote (Mrs.) B.Sc. MSc, MBA, MCPN, MCOAN, ANIM
Director, Technical Teachers Training Programme (TTTP)	Engr. O. A. Olabode HNC, B.ES, M.Ed, Cert. in Poly Mgt., MNSE, MIEE, MNATE
Director, Industrial and Consultancy Services	M. A. Bello (Mrs.) B.Sc., MCSN, MSPAN, MTI, MPRI
Head of Medical Services (Ag.)	Dr. M. O. Oyeyemi MBBS
Director of Works	Engr. S. B. Ogunkoya B.Sc, MNSE, AMICE

(iii) WELCOME TO
YABA-THE-GREAT

This unique book provides, in a compact form, a comprehensive information on many aspects of students academic and social life in the College. On top of that, the brochure affords me the opportunity of welcoming all fresh and continuing students, to Yaba College of Technology. Established in 1947 as the first higher educational institution in Nigeria, this College has continued to be a leading citadel for the training of high quality technical manpower in the fields of engineering, technology, environmental studies, art and commerce.



Mr. Olubunmi Owoso
B.Sc(Ib), M.Sc (Rading), M.Sc(South Bank),MIFST(UK), FNIFST
RECTOR

Education and training are not only essential features in the lives of most people, they are also universally regarded as the most important factors of technological and socio-economic development in all nations. Thus, this institution is committed to "the training of self-reliant men and women towards professional excellence and adaptation of techniques for better living," as stipulated in the College Mission Statement. Since 1969 when the College attained full autonomy arising from Decree 23, over 40,000 graduates have been produced at the National Diploma and Higher National Diploma levels. From 1988/89 academic session, post-HND programmes were introduced to offer higher level professional training in a number of disciplines. Presently, the total student population is about 18,500, comprising 10,100 full-time students and 8400 students on the part-time mode.

A massive expansion of infrastructure has been effected in recent years by College Management to provide adequate facilities for the tremendous growth in student and staff population. These include the new Building Technology Concrete Workshop, the Phase 1 of the new Environmental Studies complex, the additional Computer Laboratory for the Nigeria - China bilateral training project in information Technology, the purpose built Management and Business Studies Building, and the new Applied Science Complex which is nearing completion. Moreover, the College is benefitting from the National Health and Education Rehabilitation programme of the Petroleum Trust Fund. The PTF projects include a renovation of many academic buildings, a repair/supply of some laboratory training equipment, and a significant expansion of the supply capacities for water and electricity in the College premises. All these interventions have yielded great dividends to assure an optimum environment for the achievement of excellence in teaching and learning.

recently, the College also embarked on the restructuring of some academic programmes. The Department of Science Laboratory Technology has been split into three departments - Biological Science, Chemical Science and Physical Science. All the eight academic departments emerging in the erstwhile School of Applied Science have been reorganised into the School of Technology and School of Science and Mathematics. This is aimed at enhancing effective management of the academic programmes being run in these departments, as well as achieving a greater focus in vocational orientation and applications. Another important development is the establishment of the Centre for Continuing Education on the status of a full-fledged School, where all part-time programmes in the College are to be run.

Yaba College of Technology believes that education should be a life-long experience, and that educational institutions need to provide access to higher education even to people in full-time employment in order to improve their knowledge, skills and productivity. The Centre of Continuing Education is therefore an outcome of the determination of the College to respond to the high demand for further education and training by corporate bodies for their staff, and by numerous workers for self-development.

Finally, I strongly commend this handbook as a "Student Companion" because it provides useful information and guides on rules and regulations for academic and social activities such as student unionism, examinations, course administration, religious activities, use of College premises, sports etc. It is very important that you not only make optimum use of the facilities provided for your education and training, to excel in your learning, but also that you strive to contribute to the further development of Yaba College of Technology. I wish you all the best in your endeavours.

Mr. Olubunmi Owoso
Rector

(iv) Brief History of the College

Yaba College of Technology, "Yaba the Great" as it is popularly known today, started as a Technical institute which succeeded the Yaba Higher College in October, 1947. Following the recommendation of the Elliot commission on Higher Education in West Africa, the then students of the Higher College were moved to Ibadan in 1948, to become the pioneering students of the University of Ibadan, the first University in the country. In effect, Yaba College of Technology is the premier higher institution in the country.

In 1969, the Federal Government established the College as an autonomous institution under the name of "Yaba College of Technology" through Decree No. 23. Again, Decree No.33 of 1979 re-established the College along with six other new federal Polytechnics and named it "Federal Polytechnic, Yaba". However, as a result of persistent pressure mounted on Government in 1980, Government agreed to spare the renaming of the College and it reverted to its old name of "Yaba College of Technology".

The main objective of the college, according to the decree establishing it, is to provide full-time and part-time courses of instruction and training in technology, commerce and management, and in such other fields of applied learning relevant to the needs of the development of Nigeria in the areas of industrial and agricultural production and distribution and for research in the development and adaptation of techniques as the Council of the College of the College may from time to time determine.

In pursuance of this objective, the College has continued to develop structurally, humanly and materially. Today, Yaba College of technology is made up of eight academic units called Schools etc, headed by Directors and twenty-three Departments headed by Heads of Departments. The Schools and Departments are listed below:-

- (a) School of Art, Design and Printing.
 - i. Department of Fine Art
 - ii. Department of Graphic Design
 - iii. Department of Industrial Design
 - iv. Department of Printing Technology

- (b) School of Engineering
 - i. Department of Civil Engineering
 - ii. Department of Electrical and Electronics Engineering
 - iii. Department of Industrial Maintenance Engineering
 - iv. Department of Mechanical Engineering

- (c) School of Environmental Studies
 - i. Department of Architecture
 - ii. Department of building Technology
 - iii. Department of Estate Management
 - iv. Department of Quantity Surveying
 - v. Department of Town and Regional Planning

- (d) School of Management and Business Studies
 - i. Department of Accountancy and Finance
 - ii. Department of Business Administration
 - iii. Department of Secretarial Studies.
 - iv. Department of General Studies

- (e) School of Science and Mathematics
 - i. Department of Chemical Science
 - ii. Department of Biological science
 - iii. Department of Physical Science
 - iv. Department of Mathematics and Statistics

- (f) School of Technology
 - i. Department of Computer Technology
 - ii. Department of Food Technology
 - iii. Department of Hotel & Catering Management
 - iv. Department of Polymer and Textile Technology

- (g) Technical and Vocational Education Department
The department runs B.Sc programmes in Technical Teachers Training Programme (TTTP) in collaboration with the University of Nigeria, Nsukka, and under the auspices of the Federal Ministry of Education. Presently the following areas of specialisation are offered in the programme:

- i. Industrial Technical Education (Elect/Elect).
 - ii. Industrial Technical Education (Metal Work)
 - iii. Industrial Technical Education (Building)
 - iv. Home Economics Education
 - v. Business Education
- (h) Centre for continuing Education
The centre for continuing Education was recently established by the College to administer all part time programmes.
- (i) Consultancy Services Unit
The Consultancy Services centre was established to co-ordinate the consultancy services handled by the various Departments of the College.

Added to the above, are the Service Units of the College: Registry, Bursary, Medical Centre, Works and Services, Students Affairs Unit. All these Schools and Service Units report to the Chief Academic and Administrative Officer of the College - the Rector.



Head of State and Commander-in-Chief of the Armed Forces, General Abdusalami A. Abubakar, (when he was still Chief of Defence Staff) leading the Academic procession at the 20th Graduation Ceremony of the College

(v) Academic Calendar

In recent times it has not been possible to have a firm academic calendar because the incidents that bring about frequent changes in them are usually outside the control of the College.

Each academic session is made up of two semesters and each semester is usually made up of between 15-17 weeks (inclusive of examination periods)

The frequent changes referred to above notwithstanding, the College schedules its programme for 1998/99 session as follows:-

FIRST SEMESTER

Monday 30th November 1998 to
Friday 4th December, 1998

Commencement of first semester and
registration of returning and newly
admitted students (orientation)

Monday 14th December 1998 to
Friday 19th March, 1999

Lectures

21st Dec-3rd January 1999

Xmas break

22nd March-9th April 1999

First semester examination

Saturday 10th April 1999

End of semester

10th April 1999 to
Friday 23rd April 1999

SEMESTER BREAK

SECOND SEMESTER

Monday 26th April 1999 to
Friday 30th April, 1999

Resumption and departmental
Registration for all students

Monday 3rd May, 1999 to
Friday 23rd July, 1999

Lectures

Monday 26th July 1999 to
Friday 13th August, 1999

second semester examination

Saturday 14th August, 1999

End of 1998/99 session

1.0 GENERAL INFORMATION

It is the responsibility of every student to ensure that he familiarises himself with the contents of the Handbook, as ignorance of the contents will not be taken as an excuse.

1.1 Regisration

- i. Students must register promptly for their course and examinations every semester as directed and scheduled by the College. Failure to do so shall result in their being barred from classes and from College Examinations, as they will be view as non bonafide students.
- ii. At the time of registration, students may also be required to register and pay towards their professional associations.
- iii. Students, at the beginning of their programmes of study, must register with the names they intend to use throughout the duration of their progamme. The College does not allow any change of name in the middle of progmmme except where such a change is brought about by marriage. All such names must be correctly spelt and written in proper sequence. The College will not be responsible for any error arising either from spelling or sequence of names in students diplomas and certificates.
- iv. Late registration on special consideration will attract penalty including a surcharge as specified by the Registry.
- v. DEFERMENT OF ADMISSION
Student with serious problems may apply through their Heads of Departments and Directors of Schools to the Registrar for deferment of their admission, but such students must have paid the appropriate fees and duly registered for the session.

1.2 Attendance

The College operates a continous assessment and end-of-semester examination system. To this end.



The Head of State & Commander-in-Chief General Abdulsalami A. Abubakar (the Chief of Defence Staff) Presenting a certificate to Engr. (Mrs) Joana Maduka as a fellow of Yaba College of Technology (FYCT)

- i. an overall attendance of not less than 75% is required for each course. Students who fail to satisfy this requirement may not be allowed to take the semester examinations;
- ii. any student who is late for a lecture may be marked absent and may also be refused entry into the class;
- iii. absence from any part of the course examinations must be supported by a valid document or certified medical report in case of illness.

1.3 Eligibility for Promotion and Award of Diploma

To be eligible for promotion from one class to the next or for award of a Diploma, a student must score an aggregate of at least 40% and not less than 40% in each course. See other details under the Course Unit/semester System (Section 7.0)

1.4 Sports

Sporting activities are well developed in the college. There are varieties of sports to cater for all interests.

There is a sports Coach attached to the Students Affairs Unit, whose duty is the organisation of sports and coaching. He is assisted by other coaches and volunteers.

Soccer is a very popular game on the campus and the College is the last champion among the tertiary institutions in the country before the competition was halted. Other games include athletics, basketball, lawn tennis, table tennis, volley ball. etc.

College Management gives active assistance and encouragement to all aspects of sports in the College.

1.5 Banking Facility

There is a sub-branch of Savannah Bank Nigeria PLC operating on the campus. It is a sub-branch of the Ikeja Branch at Obafemi Awolowo Way, Ikeja.

It serves both staff and students and our immediate environment. It offers all normal banking operations such as: current account, savings, fixed deposit, foreign exchange, etc.

1.6 Medical Centre

There is a Medical Centre which is open 24 hours daily and headed by a Head of Medical Services and assisted by a team of qualified medical personnel.

Facilities currently available include: an X-ray machine, immunisation, pharmacy, sick-bay, ambulance services, laboratory services, and family Planning.

Students must register at the Centre as directed, if they are to make use of these medical facilities.

1.7 Examinations and Examination Misconduct

Examinations constitute a very important aspect of College Function. Students are therefore advised in their own interest to abide by all the College Rules and Regulations pertaining to examinations.

The College takes a very serious view of any form of misconduct. The penalty for cheating in an examination and examination misconduct in general could lead to dismissal from the College.

See the section on Examination Rules and Regulations for more details (Section 8.0)

1.8 Certificate Forgery

- i. Students are expected to make the original of their credentials available for checking during registration periods every session or at any other time as the College require.
- ii. Any student who gains admission into the College with forged certificates or credentials does so as his own peril. Any student found to have done so, at any stage of the programme stands dismissed from the College.
- iii. Any student found not to have met the College advertised entry requirements at the time of his admission may have his admission withdrawn.

1.9 students with Academic Problems

Most departments in the College have Course Tutors/Class Advisers to whom academic or other problems should, in the first instance, be directed. Such problems may also be directed to the student's Head of Department as the case may be.

1.10 Disruption of classes

Under no circumstance must a student, whether a member of the Student's Union Executive or not, disrupt a class in progress. This particularly applies during the period of students electioneering campaigns.

Serious disciplinary action will be take against any student that contravenes this regulation.

1.11 Noise

All types of noise must be kept down to a minimum in the vicinity of the academic area, Medical Centre and the Hostels. This is to avoid disturbance to others.

1.12 Demonstrations

Not less than 48 hours notice, in writing, to the Rector is required for any students' demonstration. It should be noted that non-peaceful demonstrations of any type are strictly forbidden.

Any violation of this regulation will attract serious penalty which may include expulsion.

1.13 Hostel Accommodation

- i. With the ever increasing number of students, available hostel accommodation is no longer sufficient even for the HND 2 students and those other category of students that were hitherto usually accommodated.

This means that hostel accommodation can no longer be guaranteed. Student are reminded that provision of accommodation is a privilege and not a right and the College can withdraw this privilege from any student deemed to have violated standing regulations.

Any student who had come before the student disciplinary committee and had been found guilty and given a letter of warning and or suspension, forfeits all entitlements to hostel accommodation.

- ii. Accommodation is not transferable. It is also a serious misconduct for any student to sell his accommodation, to another student. This offence may attract dismissal from the College. Squatting is prohibited, and squatting or accommodating persons who are not bonafide students of the College is even a greater misconduct which may attract dismissal from the College.
- iii. **Cooking in Hostels**
Under no circumstance should cooking be done in the hostels. This is essentially to forestall fire out break and inconvenience to other students. Contravention of this regulation may lead to suspension from the Hostel

1.14 Clubs and Societies

Usually on display/available in the Students Affairs Unit of the College, is a list of clubs and societies approved by the College, membership of which is open to all bonafide students.

No club/society should operate without College approval.

1.15 Secret Society/Secret Cults

- i. The College, like the nation, frowns at the existence of secret societies or secret cults on campuses.

All secret societies/cults remain banned in the College. It is both a College and a criminal offence to belong to secret cults. The penalty is dismissal and/or prosecution .

- ii. It is also an offence, for any student to be in possession of a gun, hand grenade, live ammunition or any other such dangerous weapon, on the College premises. The penalty is immediate dismissal and prosecution.

1.16 Nocturnal Meetings

Nocturnal/ clandestine meetings are banned in the College. Also banned are meetings at odd hours of the night.

1.17 General Comportment

students of the college are generally expected to comport themselves as responsible members of the society. Any student caught engaging in any form of verbal/physical combat shall be disciplined.

1.18 Masculine/Famine Gender

Please note that anywhere the masculine pronoun is used in this booklet, it is to be assumed that the feminine pronoun also applies.

2.0 Programmes Offered

There is currently a varied and diversified number of academic programmes offered by the various departments of the College.

Whereas most of these programmes are available at both the National Diploma (ND) and the Higher National Diploma (HND) levels, some are available at



The newly commissioned
School of Environmental Studies Building

Certificate and Day-Release levels.

There is currently a Postgraduate Diploma Programme in Town Planning and a Bachelor's Degree Programme in the area of Technical Teacher Education.

Whereas most programmes are full time (FT), there are some however that can be taken as part time (PT) or at week-ends.

A full-time Diploma Programme is of Two-year duration whilst its part-time equivalent takes three years, both, however, lead to the award of the same Diploma

The Programmes currently available are as follows:

2.1 School of Art, Design and Printing

2.1.1 DEPARTMENT OF FINE ART

- i. ND in General Art (FT)
- ii. Single Subjects in Art
- iii. HND in Painting (FT)
- iv. HND in Sculpture (FT)

2.1.2 DEPARTMENT OF GRAPHIC DESIGN

- i. HND in Graphic Design (FT)
- ii. Day-Release programme in Photography

2.1.3 DEPARTMENT OF INDUSTRIAL DESIGN

- i. ND in Fashion Design (FT)
- ii. HND in Textile Design (FT)
- iii. HND in Fashion Design (FT)
- iv. HND in Ceramics (FT)
- v. Day-Release in Dress Making

2.1.4 DEPARTMENT OF PRINTING TECHNOLOGY

- i. ND in Printing Technology
- ii. HND in Printing Technology
- iii. HND in Book Publishing
- iv. Day-Release and certificate courses in lithography, print finishing, book-binding, letter assembly and machine printing.

2.2 School of Engineering

2.2.1 DEPARTMENT OF CIVIL ENGINEERING

- i. ND in Civil Engineering (FT)
- ii. HND in Civil Engineering (FT)

2.2.2 DEPARTMENT OF ELECTRICAL/ELECTRONICS ENGINEERING

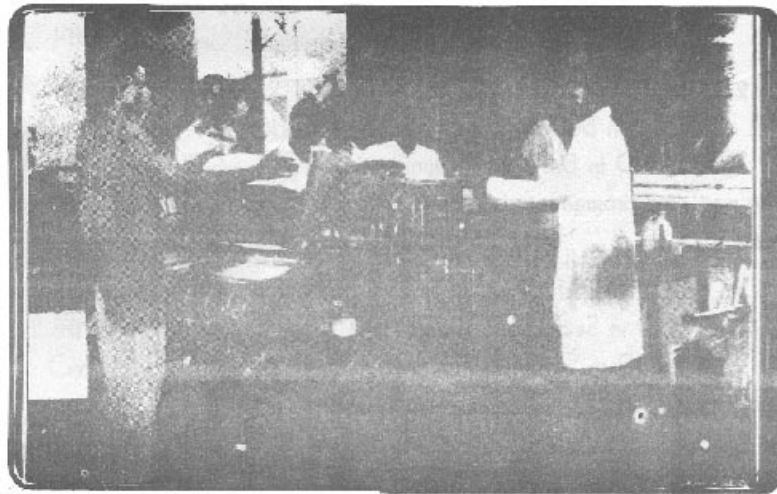
- i. ND in Electrical and Electronics Engineering (FT)
- ii. HND in Power and Light Current (FT)
- iii. National Certificate in Horology/Instrumentation.

2.3 School of Environmental Studies

2.3.1 DEPARTMENT OF ARCHITECTURE

- i. ND in Architecture (FT)

- ii. HND in Architecture (FT)
- 2.3.2 DEPARTMENT OF BUILDING TECHNOLOGY
- i. ND Building Technology (FT)
 - ii. HND Building Technology (FT)
- 2.3.3 DEPARTMENT OF ESTATE MANAGEMENT
- i. ND Estate Management (FT)
 - ii. HND Estate Management
- 2.3.4 DEPARTMENT OF QUANTITY SURVEYING
- i. HND Quantity Surveying (FT)
 - ii. HND Quantity Surveying (FT)
- 2.3.5 DEPARTMENT OF TOWN AND REGIONAL PLANNING
- i. ND in Town and Regional Planning (FT)
 - ii. HND in Town and Regional Planning (ft)
 - iii. Professional Diploma in Town and Regional Planning (FT)
- 2.3.6 DEPARTMENT OF LAND SURVEYING
- i. ND Land Surveying (FT)



Students of Printing Department: in a practical class



Engineering students in a practical foundry engineering demonstration

2.4. School of Management and Business Studies

2.4.1 DEPARTMENT OF ACCOUNTANCY AND FINANCE

- i. ND in Accountancy (FT)
- ii. HND in Accountancy (FT)

2.4.2 DEPARTMENT OF BUSINESS ADMINISTRATION

- i. ND in Business Administration (FT)
- ii. HND in Business Administration (FT)

The part-time programmes in Accountancy and Business Administration now holds at weekends.

2.4.3 DEPARTMENT OF SECRETARIAL STUDIES

- i. ND in Secretarial Studies (FT)
- ii. HND in Secretarial Studies (FT)

2.4.4 DEPARTMENT OF GENERAL STUDIES

This department handles the general studies requirements for all the first year diploma students of the College. The course include communication skills, library user education, elements of social relations, political science, technology and society etc.

2.5 School of Science and Mathematics

2.5.1 DEPARTMENT OF CHEMICAL SCIENCE

- i. HD Science Laboratory. Technology
- ii. HND Science Laboratory Technology (Chemistry Option)
- iii. HND Science Laboratory technology (Biochemistry Option)

2.5.2 DEPARTMENT OF BIOLOGICAL SCIENCE

- i. HND Science Laboratory Technology (Microbiology Option)

2.5.3 DEPARTMENT OF PHYSICAL SCIENCE

- i. HND Science Laboratory Technology (Physics with Electronics Option)

2.5.4 DEPARTMENT OF MATHEMATICS AND STATISTICS.

- i. HD in statistics.
- ii. HND in statistics.

2.6 School of Technology

2.6.1 DEPARTMENT OF COMPUTER TECHNOLOGY

- i. ND Computer Science
- ii. HND Computer Science
- iii. Certificate courses in Computer Technology

2.6.2 DEPARTMENT OF CATERING & HOTEL MANAGEMENT

- i. ND in Food Technology
- ii. HND in Food Technology

2.6.3 DEPARTMENT OF CATERING & HOTEL MANAGEMENT

- i. ND in Catering & Hotel Management.
- ii. HND in Catering & Hotel Management.
- iii. Certificate courses in catering & Hotel Management.

2.6.4 DEPARTMENT OF POLYMER & TEXTILE TECHNOLOGY

- i. ND in Textile Technology
- ii. HND in Textile Technology
- iii. Certificate Courses in Polymer & Textile Technology.

2.7 Technology and vocational Education department

The Department runs B.Sc. (Ed) programmes in

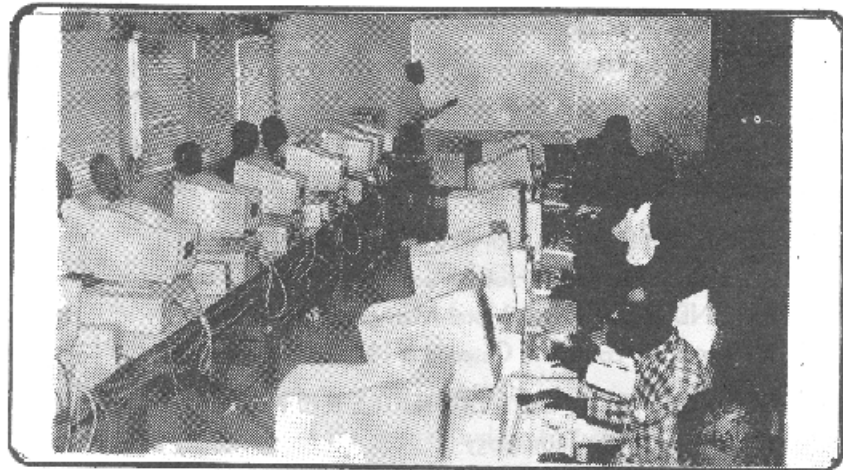
- i. Industrial Technical Education (Elect/Elect)
- ii. Industrial Technical Education (metal Work)
- iii. Industrial Technical Education (Building)
- iv. Home Economics Education
- v. Business Education

The programme is run in affiliation with the University of Nigeria, Nsukka.

2.8 Centre for Continuing Education

The centre administers the following part-time programmes.

- i. HND in Food Technology
- ii. ND in Statistics
- iii. ND in Science Technology
- iv. ND in General Art
- v. ND in Civil Engineering
- vi. ND in Electrical Engineering
- vii. ND in Electrical Engineering
- Viii. HND in Mechanical Engineering



An overview of one of the computer laboratories of the
Computer Technology Department

- ix. HND in Mechanical Engineering
- x. ND in Building Technology
- xi. ND in Quantity Surveying
- xii. ND in Accountancy and Finance
- xiii. HND in Accountancy and Finance
- xiv. ND in Business Administration
- xv. HND in Business Administration
- xvi. ND in Secretarial Studies.
- xvii. HND in Secretarial Studies.
- xviii. Certificate Course in Secretarial Studies
- xix. Advanced Certificate Course in Secretarial Studies.

2.9 The Industrial & Consultancy Services Centre

The Industrial and Consultancy Services Centre handles consultancy matters for the College and also runs some management courses for outside establishments.

3.0 Course Structure and Weighting

The assessment of students either for promotion or award of Diploma is based on a number of parameters and definite weighting, as laid down by the Academic Board.

The parameters and the corresponding weighting are as follows:-

Course Structure Parameters Weighting

- | | | |
|------|---|----|
| i. | Course Work/Laboratory Work/Practical | 30 |
| ii. | Semester Examination | 70 |
| iii. | Project - Project work, where required, is treated as a course on its own which must be satisfied before the award of a Diploma or Certificate. | |

4.0 Course Work

Course work requirements show some Variation from department to department and from programme to programme.

practical work in laboratories and workshops are compulsory for most of the courses and constitute part of the course work. It is the responsibility of the student to make

himself aware of the departmental requirements in this regard.

The following however provide useful guide as regards, what obtains in the Departments/ Schools.

4.1 School of Art, Design and Printing

Course work for all the departments and for both ND and HND Programmes will comprise.

- i. Tests in Class
- ii. Assignments

4.2 School of Engineering

4.2.1 DEPARTMENT OF CIVIL ENGINEERING

Course work for ND and HND programess will comprise:

- i. Workshop/Studio/Laboratory work and Reports
- ii. Tests in Class
- iii. Assignments



The newly Commissioned
School of Management and Business Studies Building

4.2.2 DEPARTMENT OF ELECTRICAL/ELECTRONIC ENGINEERING

- A. Course work for ND programme will comprise.
 - i. Workshop practice/laboratory work
 - ii. Tests in class
 - iii. Assignments
- b. Course work in the NHD programme will comprise:
 - i. Laboratory reports
 - ii. Test in class
 - iii. Assignments

4.2.3 DEPARTMENT OF MECHANICAL ENGINEERING

Course work in both ND and HND programme will consist of:

- i. Workshop practical/laboratory work and report
- ii. Tests in class
- iii. Assignments

4.4 School of Management and Business Studies

4.4.1 DEPARTMENTS OF ACCOUNTANCY & FINANCE AND BUSINESS ADMINISTRATION

Course work at both the ND and HND programmes in the Departments of Accountancy & Finance and Business Studies comprises:

- i. Tests in the 1st Semester
- ii. Tests in the 2nd Semester
- iii. Assignments

4.4.2 DEPARTMENT OF SECRETARIAL STUDIES

- a. In shorthand and typing only, course work will consist of precession tests.
- b. For the other courses, course work will comprise:

- i. Tests in the 1st Semester
- ii. Tests in the 2nd Semester

4.5 School of science and Mathematics

Course work for ND and HND programmes will comprise:

- i. Laboratory/workshop practical
- ii. Tests in class
- iii. Assignments

4.6 School of Technology

Course work for ND and HND programmes will comprise:

- i. Laboratory/workshop practical
- ii. Test in class
- iii. Assignments

4.7 Technical & Vocational/Educational Department

Course work will comprise:

- i. Laboratory work/Workshop practice
- ii. Tests in Class
- iii. Assignments



students of Secretarial Studies Department in class

5.0 Criteria For Promotion/Award of Diploma or Certificate

A number of criteria go to determine whether a student merits promotion or the award of Diploma or Certificate.

The existing criteria are as follows:-

- i. At least a pass in all the courses of the programme,
- ii. Satisfactory performance in the course work,
- iii. Pass in project work which is a course on its own (where applicable),
- iv. Satisfactory conduct,
- v. Satisfactory completion of industrial attachment,
- vi. Other conditions as may be required by each department.

6.0 Change of Course

A student admitted to a course of studies may apply for change of course, subject to the consent of the new Department and approval by the Registry.

7.0 The Semester & The Course Unit Systems

7.1 Semester System

The semester system and the course unit system as approved by the Academic Board have been in operation in the College since the 1988.89 Session.

The semester system breaks an academic session into two periods of lectures of 15-17 weeks. A normal academic session usually commences in October and ends in July of the following year giving a total of some 37 weeks.

The break down is usually as follows:

- i. First Semester
 - 17 weeks (say)
 - 2 weeks - Registration/orientation
 - 13 weeks - Lectures
 - 2 weeks - 1st semester examinations

- ii. Second Semester
 - 16 weeks (say)
 - 1 weeks - Registration
 - 13 weeks - Lectures
 - 2 weeks - 2nd semester examinations

7.2 The Course Unit System

The Course Unit System (CUS) is a credit system based on the premise that fields of knowledge can be broken down into small components called courses/modules that can be arranged in some convenient pedagogical way.

Although it is now the usual practice to operate the CUS with the Semester System, it is to be noted that the combination is not necessarily imperative.

One of the objectives of the CUS is the provision of flexibility through a variety of combinations of approved courses.

Among its advantages are the following:

1. because courses are broken down into modules with examinations given at the end of each semester, the former practice of conducting one



A cross section of students of Yaba College of Technology, during orientation programme for new students

comprehensive examination at the end of the session is eliminated.

- ii. students transfer from one institution to another or from one programme to another is more easily facilitated.
- iii. students can progress at their own pace.

7.2.1 DEFINITION OF TERMS

a. A course

Subject offered for a number of honours per week

b. Course Unit

- 1. Course Unit = 1 Lecture hour per week
- = 2 tutorial hours per week
- = 2/3/4 Laboratory/Workshop practice hours per week

A Course carries a minimum of one course unit and a maximum of four course units.

The maximum number of course units a student can offer per semester is 24 and the minimum is 15 for full time students. The corresponding figures are 16 and 10 respectively for part-time students.

c. Core Courses

These are major courses required to be taken and passed by the student majoring in a particular field of study.

d. Compulsory Courses

These are courses required to be taken and passed by all students, e.g. General Studies is a compulsory course.

e. Elective Courses

These are not necessarily directly-relevant to the programme of study, but which a student decides to take. It is observed however that in a good number of the departments, students do not take any elective courses.

f. Optional Courses

These are major courses from which a student can select his specific area of interest.

g. Pre-requisites

Pre-requisite courses are courses which are essential to the understanding of another higher course and which must be passed before the student can take the higher course.

7.2.2 COURSE CODE

The code for each course is made up of three alphabets and three digits. e.g. STC 317, BAM 101, EEC 202 etc.

The letters represent the name of the programme, whilst the digits (depending on whether 1st, 2nd or 3rd) represent the level of the programme and also whether 1st or 2nd Semester course.

e.g.	STC	- Science Technology
	BAM	- Business Administration
	EEC	- Electrical Engineering
	PRT	- Printing Technology
	TRP	- Town & Regional Planning etc.

The first digit represents the level of the programme.

e.g.	0	- Certificate/Preliminary/Day Release Courses
	1	- ND 1
	2	- ND 2
	3	- HND 1
	4	- HND 2

The final digit

	i.	if odd represents 1st semester courses
	ii.	if even represents 2nd semester courses
e.g.	ACH 101	- This is a 1st Semester Course for ND 1 in the Department of Architecture
	SES 402	- This is 2nd Semester Course for HND 2 in the Department of Secretarial Studies.

7.2.3 GRADING

- i. Grading is done using the 4-points grading system and a student's performance in any semester is recorded as the Grade Point Average

(GPA) which is a function of the Course Units and the Weighted Grade Point (WGP)

The table below gives the letter grades in use and their corresponding percentage Scores and Weighted Grades.

Score %	Letter Grade	Weighted Grade (WGP)
80 and above	A1	4.00
70-79	A2	3.50
60-69	B	3.00
50-59	C	2.50
40-49	D	2.00
30-39	E	1.50
20-29	F	1.00
10-19	G	0.50
0-9	H	0.00

ii. Grade Point Average

A student's GPA in any semester is obtained by dividing his WGP by the total of the Course Units of the courses taken.

Consider the following table which shows a hypothetical case of a second semester performance of an HND 2, Science Technology student who has taken 6 courses

Course Code Point	Course Units Cu	Raw Score %	Letter Grade	WGP	Grade (CU * WGP)
STC 432	2	62	B	3.0	6.0
STC 414	4	57	C	2.5	10.0
STC 422	4	53	C	2.5	10.0
STC 424	2	61	B	3.0	6.0
STC 426	2	72	A2	3.5	7.0
STC 428	4	86	A1	4.0	16.0
					55.0

The grade Point Average (GPA) for this Student and for the semester in question

is given as:

$$\text{GPA} = \frac{\text{GP(Total)}}{\text{CU(Total)}} = \frac{55}{18} = 3.06$$

- iii. The Cumulative Grade Point Average
The Cumulative Grade Point Average (CGPA) is the weighted average of the GPA of all the semesters
- iv. Absenteeism Grade
If a student absent himself from examination, where the student has not officially withdrawn from the course, a score ZERO will be entered for the student in that Course.

7.3 Classification of Diplomas

Diplomas and certificate are classified from distinction to ordinary pass according to the CGPA

The following table illustrates:

Score %	CGPA	Grade
70 and above	3.50 and above	Distinction
60-69	3.00-3.49	Upper Credit
50-59	2.50-2.99	Lower Credit
40-49	2.00-2.49	Pass
0-39	Below 2.00	Fail

CGPA below 2.00 constitution a FAILURE

7.4 Academic Standing

The following terms are used in determining a students academic standing at various stages of his course

- i. PROBATION
A student is put under probation if at the end of the 2nd Semester, his GPA

fall below 2.00, provide his CGPA is not less than 1.50

ii. WARNING

If a student obtain a GPA less than 2.0 at the end of the 1st Semester, such a student would be issued with a LETTER OF WARNING

iii. CARRY OVER

In the system under operation there is no provision for RESIST of examinations or REPEAT of a class. In place of these is the Carry Over (CO) facility.

All failed courses (i.e grades E, F, G, & H) are treated as Carry Over provided the conditions under PROBATION is satisfied.

All such Carry-Over courses must be taken at the appropriate Semester; i.e. when such courses are available.

iv. WITHDRAWAL

At the end of the 2nd semester, a student with a Cumulative Grade Point Average (CGPA) of below 1.50 will be asked to withdrawal from the College. "Withdrawal" does not apply after the 1st Semester examinations.



The Rector, Chief (Mrs) F. A. Odugbesan, the Registrar Mrs. F. F. Taiwo and the Dean student's Affairs, Engr. A. I. Abiodun at the foundation laying ceremony of the New Science & Technology Complex

7.5 Completion of Programme Requirements

A programme is deemed to have been successfully completed if the following conditions have been met.

- i. CGPA is not less than 2.00
- ii. Project Work has been successfully completed
- iii. Attendance at classes is not less than 75%
- iv. Industrial attachment requirements successfully completed.

Candidate will be entitled to the College Diploma/Certificate if in addition to meeting the above requirements, the candidate has not been found wanting in character.

8.0 College Examinations Rules And Regulations

Examinations constitute a very important aspect of College activities. Students are therefore advised, in their own interest to give the rules and regulations pertaining to examinations the seriousness they deserve.

8.1 Material To Be Provided By Students:

Students are to provide themselves with the following materials:

- Pen
- Pencil
- Eraser
- Sharpener
- Ruler
- Mathematical Set (when necessary)
- Calculator
- Drawing Instruments (where applicable)
- Drawing Boards (if requested)

Any other material specified by the College Examinations Committee

8.1.1 Students are advised to be in possession of their own item as borrowing/ lending whilst examinations are in progress will not be allowed.

8.1.2 No student shall be allowed to borrow from or lend any of the materials listed above to his neighbour during an examination, and there should be no jottings on any of them.

8.1.3 No programmable calculator shall be allowed, and where an examination condition forbids the use of calculator, no calculator shall be allowed into such Examination Hall.

8.2 Arrival of Students in the Examination Hall:

8.2.1 Each student may be searched before entering the examination hall, and where necessary, during the examination.

8.2.2 For this purpose, each student is required to be present at the examination hall, carrying only authorised materials, at least 25 minutes before the commencement of a paper.

8.2.3 After the search each student will immediately proceed into the hall and sit on his designated chair.

8.2.4 A student arriving at the examination hall 30 minutes after the commencement of a paper may not be permitted to sit for that paper.

8.3 Discipline as regards examinations:

8.3.1 A student for a written examination shall not be allowed to take handbag/purse wallet and any paper into the examination hall, except his college identity card.

8.3.2 Only the student registration number shall be used as examination number.

8.3.3 A student shall be provided with all the papers he needs for writing the examination.

8.3.4 All rough work should be done on the College Answer Booklet provided for the examination but should be neatly and legibly cancelled. The workings must therefore be on paper provided for the examination by the College.

8.3.5 No student shall bring into the examination hall any working aid like printators or gadgets for visual display, models, sketches or formulae whether relevant or not relevant.

8.3.6 No rough work should be done on the question paper, on the desk, palm or any other part of the body.

- 8.3.7 Where a student is in doubt as to what he is allowed to take into examination hall, he should find out from the school's Examination Officer at a reasonable time before the start of the paper.
- 8.3.8 All forms of " co-operation" between students (e.g conversation, exchange of papers, writing and drawing aids, calculators, erasers) and all forms of communication in the examination hall are regarded as misconduct
- 8.3.9 Where a student is in extreme need of help, such as sudden illness, illegible questions, or in uncomfortable circumstance, he should call the attention of the invigilator by raising up his hand. Tapping on the table or desk and all forms of noise in order to invite attention are violations of proper conduct of the examination and shall be considered as misconduct and will be punished accordingly.
- 8.3.10 Students can visit the toilet only one at a time during an examination and strictly under escort.
- 8.3.11 It is misconduct for a student to:
- * Destroy, mutilate or swallow any object that can be used as evidence
 - * Solicit for marks before or after an examination
 - * Possess examination stationery before or after an examination.

8.4 Submission and Collection of Answer Scripts

- 8.4.1 Students must submit their answer scripts by hand to the invigilator and sign an attendance sheet that they sat for examination and submitted their answer scripts.
- 8.4.2. It is misconduct for a student to take out the examination hall any of the answer booklets, answer scripts and materials provided by the College.
- 8.4.3 A student may submit his answer script any time not earlier than one hour from the commencement of writing an examination if he so wishes but must leave the examination hall immediately. Such student should leave his question paper with the invigilator, and may collect the question paper from the invigilator at the end of the examination. On no account should such a student be allowed back into the examination hall.

8.5 Special Examination

Where an examination is considered special (e.g. open book examination, oral examination, practical work, laboratory test, surveying, field work, open air art work, drawing, etc.) students must comply with the examiner's instructions as to the number, nature, type of books and instruments or papers or work aids that will be required so as to conduct the examination under ideal conditions.

8.6 Ill - health

8.6.1 Any students in ill-health who requires any form of special attention or supervision or who feels that his health may affect his work in the examination hall should notify and submit a report signed by a Medical Practitioner to his Director of School prior to the examination date.

8.6.2 In case a student falls sick during an examination, he should report immediately to the invigilator, who shall take necessary action.

8.6.3 Medical report from any student brought from the examination hall for ill-health or who was seen during the examination period by any college medical personnel for treatment, but could not continue or finish the examination because of this ill-health, would only be honoured if it comes direct from his Director of School.

8.6.4 In case a student falls or reports seriously ill prior to, or during the examination period and is attended to at the College Medical Centre, a written report on the student shall be made by the doctor and be forwarded to the Director of School of the student concerned within 48 hours of attending to the student.

8.6.5 Where a student is referred to a specialist or another hospital the external report on the student shall be countersigned with comments, if need be, by the College Medical Officer and be forwarded to the Director of School of the student concerned. In a case where there is external report, the doctor who made reference shall take action as in 8.6.4 above.

8.7 Breach of these Rules and Regulations

Without prejudice to the generality of the foregoing, a breach of these rules is also defined to include:

- 8.7.1 Bringing any aid or exhibit into the examination hall whether or not the student and hi/her accomplice (s) is/are caught before, during or after the examination.
- 8.7.2 Possession of blank College answer booklet (s) before, during or after the examination.
- 8.7.3 Bringing into the examination hall, prepared answers on College answer booklet (s) or College answer sheets.
- 8.7.4 Borrowing or lending materials listed under clause 8.1 from or to another student during an examination.
- 8.7.5 Grasping or seizing the script of another student without god cause.
- 8.7.6 Aiding another student during an examination by any mens whatsoever
- 8.7.7 Procuring another to write an examination by any means whatsoever
- 8.7.8 Going to an examination hall without good cause or reason other than eligibility to seat for that examination.
- 8.7.9 Giving false information as to name, class and resignation number in order to cover identity.
- 8.7.10 Rudeness in any form to an invigilator
- 8.7.11 Causing an uproar, incident or disturbance either at the examination hall or in its vicinity.
- 8.7.12 Physical attack or threat of injury on an invigilator, examiner, examination officer or assistance before during or after an examination.
- 8.7.13 Destruction, mutilation, swallowing or concealment of an exhibit or evidence or in any way obstructing the course of an investigating committee.

- 8.7.14 Procuring another student or other accomplice to aid and abet in any manner the breach of these rules and regulations.
- 8.7.15 The categories of misconduct herein enumerated are not exhaustive and may include such acts which the College may regard as a breach of these rules and regulations.

Any breach of these rules and regulations will amount to misconduct and will be punished accordingly after due investigation.

8.8 Procedure for Petition

- 8.8.1 Any student having an unusual or abnormal problem in connection with his examination or with the examination result and wishes to complain, may ut his complaint forward to the Rector in writing and copy the Director of School and the College Examination Committee.
- 8.8.2 A fee of Two Hundred and Fifty Naira (N250.00) must be paid to the College Bursary and the receipt of payment must accompany the letter of complaint from the student to the Rector.
- 8.8.3 If a complaining student is vindicated after investigation, the fee of Two Hundred and Fifty Naira (N250.00) paid shall be returned to him.
- 8.8.4 A lecturer or any other staff against whom a student has lodged a complaint, if found after investigation to have misconducted himself shall be dealt with as appropriate by the relevant authority.
- 8.8.5 The categories of misconduct herein enumerated are not exhaustive and may include such other acts which the College may regard as a breach of these rules and regulations.

9.0 The Library

9.1 Introduction

The Library is the Academic nerve centre of the college. It currently has more than 60,000 volume and has a seating capacity for 1000 readers.



The front elevation of Yaba College of Technology Library

9.2 Membership

- i. Every member of the college is eligible to register as a member of the library and may use the library for lending and reference purposes.
- ii. Students must be in possession of library identity cards which they must produce for inspection by the library staff if required to do so.
- iii. Students should always show their library identity cards to the porters at the entrance at all times.

9.3. Discipline

- i. Silence must be maintained in all parts of the library. Readers causing unnecessary disturbance may be suspended from the library for a period of time not less than 2 weeks.
- ii. There should be no smoking in any part of the library
- iii. Eating is not allowed in the library as crumbs from biscuits, sweets, etc. attract insects, pests and rodents which are very destructive to books.
- iv. No reservation of seats for more than thirty minutes otherwise, it may be taken by another reader.

- v. When leaving the library all books and papers must be shown to the library staff at the security check point.
- vi. Rain coats, umbrellas, attache cases, bags and razor blades are not allowed in the library cloaks room. On deposit of items, a tally is issued out to the reader. Personal effects are not allowed into the cloak room.
- vii. Students are not to enter the library before the official opening time.

9.4 Opening

- i. 9.00am - 9.00pm Monday - Friday (during session)
- ii. 9.00am - 7.00pm Saturday
- iii. 9.00am - 3.30pm Monday - Friday (during vacation)
- iv. The library closes for official public holiday.

9.5 Eligibility

All registered students are permitted to use and borrow books from the Library.

9.6 Registration of Students

- i. No student may be allowed to use the library unless he/she is duly registered with the library.
- ii. Each student must complete and sign the library registration form.
- iii. During library registration the student must procure his letter of admission, two (2) passport photographs, and evidence of payment of fees from the Bursary.
- iv. Registration is valid for one academic year only but may be renewed at the beginning of each academic year.
- v. A maximum of 3 books may be borrowed by each student at a time.
- vi. Change of address must be notified immediately.

9.7 Borrowing a Book

- i. The reader presents his library identity card at the circulation desk for verification.

- ii. He then, completes information on the borrowers book card and borrower's slip for each of the books required.
- iii. He then hands over the card, slip and the book to the library staff at the counter who will cross check and charge the books.
- iv. A book will be issued for 14 days in the first instance and may be renewed for another 14 days.
- v. A book borrowed must be returned promptly on the date due.
- vi. A fine of N1 is chargeable for a day when a book is overdue for the first 14 days thereafter the fine become N2 per day. (Fine (s) must be paid promptly by the reader as and when due.
- vii. A book not required by another reader may be renewed for further period by application to the Circulation Librarian.
- viii. Books on loans to reader and required by other reader (s) may be recalled after the first 14 days.
- ix. Lost or damaged books must be paid for by readers, administrative costs are usually added to the cost of the lost or damaged book (s) at the discretion of the College Librarian.
- x. Final year student i.e. ND II (full time), ND III (part time), HND II (full time), HND III (part time) and PD and B.Ed (part III) students are required to return all library books on loan immediately after the sessional examinations. The name of those who fail to comply with this regulation will be submitted to the Academic Board for appropriate action.
- xi. On leaving the college, any reader not indebted to the library shall be cleared by the library and should surrender the library identity card before finally departing from the college.

9.8 Reference Books and Periodicals

Reference books and periodical can only be used in the Library. They are not available for borrowing.

9.9 Mutilation or Stealing of library materials

Any reader caught mutilating, defacing, stealing Library books/materials i.e. taring out pages of Library books/material shall be expelled from the college without an option of fine.

The culprit shall be suspended from the Library until the determination of the case by the student disciplinary committee.

10.0 Regulations Governing The Use of College Premises and Property

10.1 Halls of Residence

10.1.1 i. Residential accommodation available is no longer sufficient or the large number of students now attending full time courses and so cannot be guarantee to all.

ii. The privilege to occupy a bedspace is not transferable.

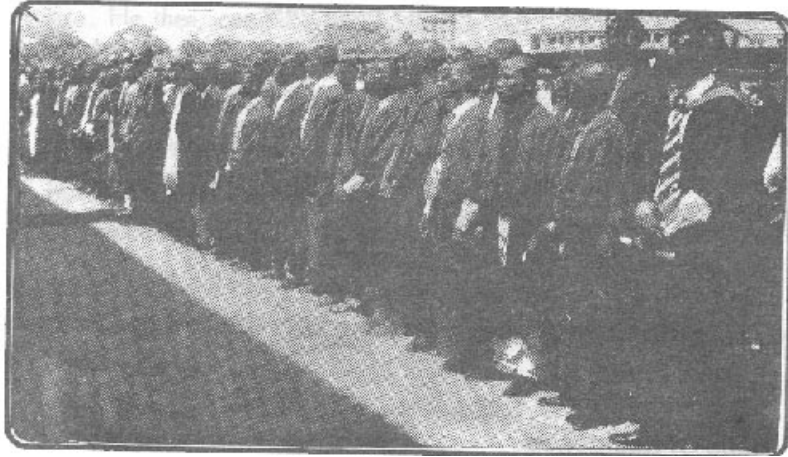
10.1.2 RESPONSIBILITY FOR ROOMS

i. A student allocated a bed-space will be expected to sign for the keys. He is expected to inspect the room and report in writing to the hall supervisor/ porter, any defects observed within 24 hours of being allocated the room. Any defects later discovered will be deemed to be the fault of the occupant (s) of the room, who will be held responsible for any repairs or replacements. Under no circumstance should students report directly to the Director of Works or the maintenance office of defects in their rooms.

ii. Students shall not sublet their bed-space. Visitors may not be accommodated overnight and squatting is prohibited. Infringement of any of these rules may lead to expulsion from the halls of residence.

iii. Students leaving their rooms must deposit their keys with the porters and those who wish to stay the night out must fill the necessary register with the porters and must in, addition surrender their keys.

iv. Students must clean their rooms regularly. The Students Affairs Officer and Hall Wardens will inspect the rooms periodically to make sure that the rooms are clean and tidy.



A group of matriculating students of the College

10.1.3 PETS

For health and sanitary reasons students are prohibited from keeping pet animals, birds, fishes or reptiles in and around the College halls of residence.

10.1.4 COOKING IN HALL OF RESIDENCE

Under no circumstance should cooking be done in the halls of residence. Any student found contravening this regulation, may be suspended from the hostel for up to one occasion.

10.1.5 AUDIO EQUIPMENT

Radios, Television sets and other musical instruments must not be used to disturb other students both in the hostels and academic areas.

10.1.6 VISITORS IN HALLS OF RESIDENCE

- i. Visiting hours shall be as follows:

Mondays through Fridays	-	5.00pm to 10.00pm
Saturdays and Sundays	-	11.00am to 10.00pm
Public Holidays	-	11.00am to 10.00pm

- ii. Visitors are not allowed to go direct to students rooms without first of all clearing with the Porter and signing the visitors' register. The visitor must also sign out on departure.

- iii. For the purpose of this regulation, male students visiting female students and vice-versa, along with outsiders are regarded as visitors. Male students of this college visiting one another would not be required to sign the register.
- iv. The penalty for violation of the visiting hours regulation is expulsion from the hostel.

10.1.7 EXPECTANT/NURSING MOTHERS

No provision is made by the College for child bearing in the halls of residence. Expectant/Nursing mothers are therefore, not expected to live in the Halls of Residence. Also infants are not allowed in the Halls of Residence. Female students who become pregnant during the session should therefore, vacate the hostel and must arrange to be checked out properly. No rebate will be paid to such student as a result.

10.1.8 VACATION RESIDENCE

Students wishing to stay in the halls of residence during a vacation shall make a formal application on the appropriate form at least two weeks to the end of the semester.

Only foreign students are normally allowed to stay in halls of residence during the vacations.

Students who are permitted to stay in residence for the vacation would be required to move to the hall assigned for that purpose. They are expected to maintain the same standard of discipline as when the College is in session.

10.2 Hall Administration

10.2.1 Committee of Hall Wardens, a Staff-Student Committee of the Academic Board, is responsible for the organisation, supervision and control of life in halls of residence and the general welfare of students.

10.2.2 Each hall of Residence is managed by a Hall Management Committee which is responsible for the day-to-day social, cultural, and other activities of the hall.

10.2.3 The Hall Management Committee comprise students elected by all residents of the hall at an election supervised by the Hall Wardens.

10.2.4 The Hall Management Committee shall appoint operators for the buttery, All payments made by the buttery operators must be paid into the coffers of the College.

10.2.5 The Hall Warden is the Executive head of the Hall. He shall be responsible for the direction of the affairs of the hall and all matters of discipline therein.

10.2.6 The date for the election to the Hall Management Committee shall be determined by the Committee of Hall Wardens.

10.2.7 The Management Committees are required to meet at least once a month and keep proper records of their deliberations and make recommendations to the hall Wardens Committee.

10.2.8 LOSS OF PROPERTY

The College will not be responsible for the loss or damage to any property belonging to students or their visitors.

10.3 Care of College Property

10.3.1 All fixtures, fittings and furnishings in Halls of Residence, butteries, common rooms, lecture rooms etc., are College properties and should not be tampered with or removed.

10.3.2 Rewiring, extending or modifying existing electrical or any other installations is strictly prohibited in the interest of safety and security. Illegal structures are also prohibited.

10.3.3 Damage to fixtures, fittings or any electrical structural faults should be reported promptly on the appropriate form to the Hall supervisor/porter on duty.

10.3.4 Students will be surcharged for any carelessness, misuse or wilful damage to any College property.

10.4 Identity Cards

10.4.1 College Identity Card will be issued to all students attending courses lasting more than three months on the payment of the appropriate fees.

10.4.2 Full-time non-resident and part-time students may use the College premises for study up till 11.00pm.

10.4.3 Student are advised to always have their identity cards on them as these may be demanded by the College Security Staff.

10.5 Bills of Posters

Under no circumstances should unauthorised inscription be made or posters and bills pasted on the walls of the College buildings.

10.6 Use of College Facilities

10.6.1 Any club wishing to make use the College Halls and other facilities should apply on a prescribed form through the students' welfare officer to the Registrar.

10.6.2 Telephone:

A couple of telephone booths are strategically located in and around the campus for the convenience of students

10.6.3 Parking:

Vehicles must be parked in the allocated spaces and must be parked in a manner to block the way of service vehicles e.g. Fire, Ambulance and Septic vehicles. Vehicles, however, are parked at owners' risk.

10.7 Private Business

No private business of any kind may be done on the campus by any student. Hawking is strictly prohibited.

10.7.1 The College has a fire station with a fire fighting vehicle and crew which can be reached at any time of the day on telephone extension 2196.

10.7.2 Fire fighting equipment and alarm bells should not be tampered with except in the case of a fire outbreak. Any person discovering a fire outbreak should raise an alarm either by breaking the glass or the nearest alarm bell switch or by calling the attention of others to it or both.

10.7.3 In the case of a fire and the alarm bell rings, students should vacate the building in an orderly manner and assemble with others well away from the building and then call the fire brigade.

10.7.5 Candles are not allowed in the halls of residence, battery operated lamps or hurricane lamps could be used in case of power failure. This is to reduce the risk of possible fire out-break.

11.0 STUDENTS UNIONISM

11.1 Membership

- i. Membership of the Union and participation in all Union activities shall be voluntary, and open to only bonafide students of the College.
- ii. Members of the Executive Council of the Union, the Speaker of the House, and the Chief Judge of the Judiciary shall be elected from the Union members whose current Cumulative Grade Point Average (CGPA) is not below 2.75
- iii. The President of the Union shall be a full time member who holds the National Diploma of the College.
- iv. All members seeking election into any post shall be screened by the College Management.
- v. The annual subscription charge on members of the Union shall be an amount determined by the House and approved by the Academic Board.
- vi. The accounts of the Union are subject to auditing as may be directed by the Rector of the College from time to time.

- vii. All activities of the Union shall be approved by the College Management.
- viii. The Union Leaders are responsible to the College authorities through the Dean, Students' Affairs.
- ix. Proposed amendments to the Union's constitution shall be approved by the Academic Board of the College before it can become binding on members.
- x. For election into executive positions the returning officer and at least four members of the electoral committee shall be Senior members of staff of the College nominated by the Academic Board.

11.2 Approved Students Union Offices

The Union is divided into 3 councils.

- a. The Executive Council
 - b. The Students Representative Council
 - c. The Judiciary Council
-
- a. The Executive Council (Exco)
 - i. President
 - ii. 1st Vice President
 - iii. 2nd Vice President
 - iv. Secretary General
 - v. P. R.O.
 - vi. Welfare Director
 - vii. Finance Director
 - viii. Director of Studies
 - ix. Director of Sports
 - b. Students Representative Council (SRC)
 - i. The Speaker of the House
 - ii. Deputy Speaker
 - iii. Chef Whip
 - c. The Judiciary Council (CJ)
 - i. Office of the Chief Justice
 - ii. Deputy Chief Justice
 - iii. Registrar

11.3 Clubs and Societies

Students wishing to form a Society or Club should apply for registration to the Dean, Students Affairs. Details of the proposed name of the Society/Club, its Officers and Constitution must be furnished when the application is made.

No club/society should operate until such approval has been granted by the Dean, Students Affairs.

The list of all approved clubs/societies shall be published annually.

The following are some of the existing ones classified under different subheads:

11.3.1 ACADEMIC/PROFESSIONAL

- i. Art and Design Students Association (ADSA)
- ii. National Association of Polytechnic Engineering Students (NAPES), Yaba College of Technology Chapter
- iii. Association of Printing Technology Students
- iv. Building Students Association
- v. National Association of Statistics Students, Yaba College of Technology Branch
- vi. Business Administration & Management Students, Yaba College of Technology Branch.
- vii. Nigerian Association of Food Science and Technology Student (NAFSTS), Yaba College of Technology Branch
- viii. National Association of Quantity Surveying Students, Yaba College of Technology Chapter
- ix. Science Technology Students Association
- x. Estate Management Students Association

11.3.2 ETHNIC

- i. National Union of Rivers State Students (NURSS), Yaba College of Technology Chapter
- ii. Delta State Students Association

- iii. National Union of Abia State Students (NUABSS)
- iv. National Association of Akwa Ibom State Students
- v. National Union of Lagos State student (NULASS)
- vi. National Association of Ogun State Students, Yaba College of Technology Chapter
- vii. National Union of Anambra State Students
- viii. Kwara State Students Union
- ix. National Association of Imo State Students
- x. Federation of Osun State Students Association (FOSSA), Yaba College of Technology Chapter
- xi. National Association of Ondo State Technological Students (NAOTS), Yaba College of Technology Chapter
- xii. Kogi State Students Union (KOSSU)
- xiii. Oyo Students Union, Yaba College of Technology Chapter
- xiv. The National Association of Cross River State Students (NACRISS), Yaba College of Technology Chapter.

11.3.3 SOCIAL /CULTURAL/PHILANTHROPIC

- i. Great Datum Club
- ii. The Club Ophelia International
- iii. The Heart Club
- iv. Yaba Leo Club
- v. Roots Reggae Club
- vi. The Yaba College of Jaycees
- vii. Kegites Club
- viii. The Jazz Club, Yaba College of Technology.
- ix. The League of Gentlemen and Ladies Club (LOG CLUB)

11.3.4 SPORTS

- i. Yaba College of Technology Scrabble Club
- ii. Yaba College of Technology Chess Club
- iii. The Universal Taewando Club, Yaba College of Technology

11.4 Illegal/Secret Society

Student must note that it is illegal to operate a secret society in the College or belong to a banned society. Any contravention of this regulation may lead to expulsion.

11.5 Campus Journalism

11.5.1 All campus journalists should ensure that whatever they publish is factual, objective and non-offensive. Journalists should, therefore, endeavour to check their facts before going to press.

11.5.2 They must refrain from defamation, indecent, malicious and ill-motivated 'bugging'.

11.5.3 They should avoid advertising or highlighting the physical deformities of persons.

11.5.4 They must respect the fundamental rights of individuals and should, therefore, avoid unwarranted incursion into the private affairs of individuals. To prevent the proliferation of newspapers on the campus all prospective newspapers must be registered with the Students' Affairs Unit. All such registrations must be renewed yearly.

To avoid impersonation, all campus newspapers must carry the names of the editor and those of the editorial board. All articles must bear names of their authors.

12.0 STUDENT'S WELFARE

12.1 The Counselling Service

The Counselling unit is located on the Students Affairs building. Counselling is a unique activity of the guidance services. It is a face to face relationship in private, where the counselled is helped to find solution to self through dynamic interaction with the counsellor.

The College Counsellor offers a professional, confidential service to any member of the College experiencing difficulties of any kind. These can range from requests for factual information, and problems with studying to more emotional and personal problems.

The Counsellor will listen to anyone who wants to talk either about themselves or someone else they are worried about. Consultations are always confidential - information is never divulged unless the student gives express permission.

The Counselling Unit offers the following services:-

- i. Provision of individual and group guidance to assist individuals in achieving more effective personal, social educational achievement.
- ii. Orientation or adaptive services are provided to help students adjust better in any new environment. At the beginning of each academic year new students are admitted into the College some fell lost socially and psychologically in their new environment.
- iii. Informational service:- This equips students with better knowledge of educational, vocational and social opportunities so that they can make choices and decisions. Information are given on some social problems such as effects of drugs, alcohol, truancy, rioting etc.
- iv. Planning and placement services is to aid an individual to get into a job or secure treatment for some ailment in case the individual requires hospitalization for one kind of sickness or another.
- v. The Unit also arranges for lectures from renowned people on social, psychological rehabilitation in the society e.g. Psychiatrists, Clinical Sociologists, Psychologist, Religious Ministers and the National Drug Law Enforcement Agency etc.

People often feel they have benefited by getting to know themselves better by talking with us, after all no one will know that you've been to counselling unless you tell them. It is better to talk your problems before they assume crisis proportion.

12.2 Students Industrial Work Experience Scheme (SIWES)

The Placement section handles all aspects of Students Industrial work experience schemes (SIWES) which is a skill training programme designed to expose and prepare students for industrial work situation they are likely to met after graduation from institution of higher learning.

The scheme aims at familiarizing students with work methods and exposing them to the needed experience in handling equipment and machinery that are not usually available in the educational institutions.

Although the scheme is financed by the Federal Government it is manned by the Industrial Training Fund (I. T. F.). It is only students studying the approved courses that could be enlisted for sponsorship every year either from the Universities, Polytechnics and College of Education. The duration of participation on the scheme is 4 months and is restricted to National Diploma One Students.

The operation of the placement office is with the cooperation of Directors of schools, Head of Department and the Management Information System (MIS) Unit where data are collected for preparation of student's placement list. Students are always given orientation training before their departure to their respective establishments.

The Students Industrial Work Experience Scheme (SIWES) is an effective instrument for exposing students to the realities of work situation in Nigeria especially and the world in general in their chosen professions, in order to achieve the much needed technology advancement of the Nation.

13.0 CATERING/CAFETERIA SYSTEM

Up till 1985, the government was partially responsible for the feeding of students in institutions of higher learning in Nigeria in the sense that every student was entitled to feeding allowance. But in 1986, the privileged of feeding was scrapped. The Students' Affairs Unit has been responsible for the arrangement of the students by hiring food vendors to man students' kitchen, cafeteria, kiosks and monitoring the hygienic condition of the food prepared and sold to the students including the price.

The Students' Affairs Unit of the College oversees the activities of the Catering/Cafeteria System on the campus. Arrangement are also made with the College Medical Unit to pay periodic visits to the students' kitchen and dining halls so as to ensure that activities of the food vendors are carried out under hygienic conditions.

It is against the hostel rules and regulations for residential students to cook in their halls of residence.

14.0 RELIGIOUS ACTIVITIES

Nigeria being a secular state, the College encourages freedom of worship and association in religious activities. Over the years, the different religious denominations on the campus which draw their membership from both student and staff alike have co-existed peacefully in brotherhood.

To foster the continued prevalence of this harmonious co-existence and thereby ensure that the peaceful atmosphere of the College is not adversely affected, students are exhorted to eschew all forms of fanaticism in the practice and conduct of their worship and to strictly adhere to the Rules and Regulations pertaining to the use of College premises.

Since the ban on religious activities in the academic areas of the College several years ago, there have been designated places of worship for both the Muslim and Christian communities.

While the Mosque, located near the female hostel by the WAEC end gate, serves the Muslim community, the Chapel (near the medical centre), serves the Christian community.

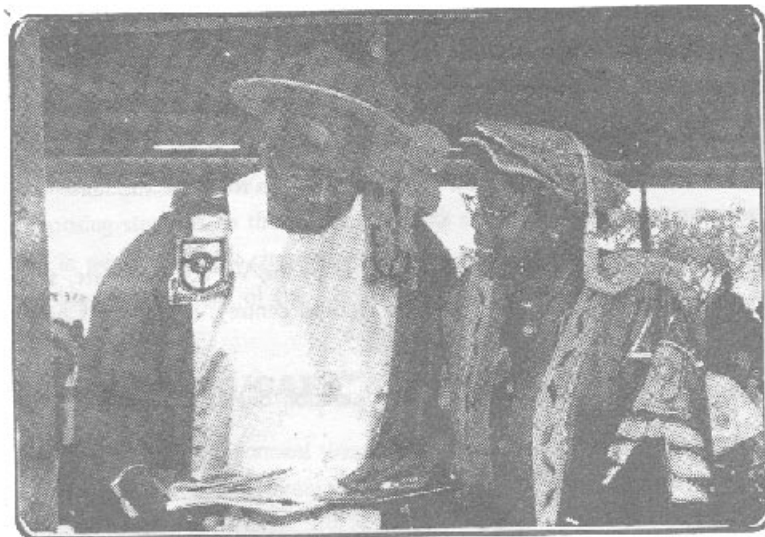
The following rules and regulations guide the operation of religious worship in the College.

14.1 The College Management recognises freedom of worship by Christian and Muslim members of the Community.

14.2 The activities of these two groups are limited to the Mosque and the Chapel.

14.3 Religious activities in the designated areas are limited from 5.30am to 9.00pm on all days.

- 14.4 Activities of Christian and Moslem groups are managed by their respective management committees.
- 14.5 All Protestant activities should be completely interdenominational in the Chapel, i.e. denominational activities shall not be allowed in the Chapel.
- 14.6 Only interdenominational groups will be recognised by the Chapel Management Committee.
- 14.7 No group of adherents should congregate for religious activities outside the designated area.
- 14.8 Rooms designated as study rooms should under no circumstance be used for religious activities.



Gen. Theophilus Y. Danjuma being congratulated by the Rector, Chief (Mrs.) F.A. Odugbesan on the Award of the Fellow of Yaba College of Technology on him.



YABA COLLEGE OF TECHNOLOGY CAMPUS YABA

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| <ul style="list-style-type: none"> 1. STAFF RESIDENCE 2. STUDENT HOSTEL 3. RECTOR'S RESIDENCE 4. STORE 5. STAFF CANTEEN 6. STUDENT CAFETERIA 7. STUDENT UNION BUILDING 8. SCRIPTURE UNION BUILDING 9. YUSUF GRILLO ART COMPLEX 10. ENGINEERING BLOCK 11. NATIONAL WELDING CENTRE
(Mechanical Workshop) 11i. HYDRAULIC & PNEUMATIC LABORATORY 11ii. FOUNDRY WORKSHOP 12. COLLEGE HALL 13. CONCPETE LABORATORY 14. FOOD TECHNOLOGY BUILDING 15. FOOD TECHNOLOGY STORE 16. LIBRARY 17. MAINTENANCE SECTION 18. MANAGEMENT BUILDING / SAVANNAH BANK 19. SECRETARIAL STUDIES BUILDING 20. COLLEGE ADMINISTRATION BUILDING 21. POWER HOUSE 22. POULTRY | <ul style="list-style-type: none"> 23. TOILET 24. BUSINESS STUDIES BUILDING 25. STUDENT BUTTERY 26. JUNIOR STAFF QUARTERS 27. MOSQUE 28. MAIL ROOM/PORTERS LODGE 29. STUDENTS' AFFAIRS BUILDING 30. CADET ARMOURY 31. GARAGE 32. ORGANISED OPEN SPACE 33. FLOWER FENCE 34. COLLEGE SPORT COMPLEX 35. ARCHITECTURE/ESTATE DEPARTMENT 36. AUTOMOBILE WORKSHOP 37. CARPENTRY WORKSHOP 38. MEDICAL CENTRE 39. TEXTILE & POLYMER BUILDING 40. CIVIL SERVICE CLUB HOUSE 41. MAIN GATE 42. ANNEX GATE |
|--|--|

- _____ . _____ . _____ School Boundary
- _____ Minor Road
- _____ Major Road
- _____ Flower/Hedges
- _____ Tree

ACADEMIC AREA
 NON - ACADEMIC AREA
 Yaba College of Tech. Nursery School