

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 Registration

- 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, volleyball, 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.