

DELEXES INSTITUTE  
OF SCIENCE AND  
TECHNOOLOGY

APPENDIX C

STUDENTS  
'HANDBOOK'

## STUDENTS' HANDBOOK

The student handbook is to serve as your guide throughout your studentship. Students are encouraged to be familiar with the contents. Violation of any aspect of the rules and regulations **will not be tolerated** and will attract appropriate punishment where the student is found to be guilty.

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## **FOREWORD**

### **OUR VISION:**

To become an international center of excellence in providing state-of-the-art education in science, technology, business, and health sciences.

### **MISSION STATEMENT:**

The mission of Delexes Institute of Science and Technology is to:

To provide an enabling environment that makes the Delexes institute of science and technology relevant to the demands of innovation and research driven education that meets global development

Delexes Institute of Science and Technology is Delexes Institute of Science and Technology stands as a model institution dedicated to nurturing young minds through academic excellence, strong moral values, and a solid work ethic. The College Management remains fully committed to this vision, actively implementing strategic measures to ensure its successful realization.

In pursuit of these noble goals, the Student Handbook has been prepared for all bona fide students of Delexes Institute of Science and Technology. The book covers as much as possible critical areas relating to the academic and social lives of the students. It provides information on the College Structure, Admission Requirements, Student Code of Conduct and Regulations, Conditions for continuing with Programmes, Dress Code, and Regulations for conduct of Examinations, Sanctions for proven cases of Examination Misconduct, the regulation governing the stay of the students in the College Hall of Residence, the College Health Services, etc.

The Management of the Institute enjoins every student to go through the Handbook and be very familiar with all the Rules and Regulations. Failure to adhere to any part of the Rules and Regulations where proven will attract appropriate penalty. The College places premium on the student welfare and will continue to do all it can to provide the enabling environment for the pursuance of your legitimate activities.

As hinted in the First Publication for a possible review, this new Publication which is the second in the series has been reviewed to accommodate new information in tandem with the Institute experience in the last four sessions. We re-emphasize the non-exhaustiveness of the information provided and therefore where particular offence(s) are not captured in the book, the Student Disciplinary Committee (SDC) will use its initiative to recommend what it regards appropriate punishment to Senate.

Wishing you a pleasant and rewarding experience at Delexes Institute of Science and Technology.

***Professor Rachard Bani ( President)***

# **Chapter One**

## **Introduction**

### **1.1 About the College**

Delexes Institute of Science and Technology reserves the right to modify the policies, regulations, requirements, and procedures outlined in this prospectus at its discretion

Delexes Institute of Science and Technology does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information in matters of admissions, employment, housing, or services or in the educational programs or activities it operates

Delexes Institute of Science provides the opportunity for interactive activities with students.

We are a Student-centred institute with an intellectual atmosphere propelled by scholarly engagements of our faculties. We have the concern for Students to be of sound moral character and conduct research into areas that attempt to unravel problems of our dynamic and ever changing world.

**Mission Statement:**

The mission of Institute is to:

1. Provide an intellectually challenging and conducive environment for learning and research.
2. Empower Students to develop strong moral values for success and
3. Develop Scholars and intelligent leaders that are innovative.

**e. Philosophy**

1. The philosophy of the Institute centers on fostering technological growth and human development within society, with the aim of promoting self-reliance. This empowers individuals to contribute meaningfully to national progress and global advancement.

**2. Goal/Purpose**

The goal is to develop qualified and highly skilled manpower through comprehensive training, while ensuring that students undergo self-developmental education programs that are both competitive and globally relevant.

**3. Objectives**

- (1) To provide equal opportunity to all qualified students for quality education in technology.
- (2) To carry out research which can engender effective and efficient use of our natural resources for the benefit of mankind.
- (3) To enhance the development of sound moral values which have been seriously impaired and dented in most existing institutions of higher learning and by so doing eliminate students 'unrest and vandalism.
- (4) To provide new career opportunities for young people.
- (5) To produce graduates of international standard.

(6) To strive to replace imported technology with local technology and thus make Ghana technologically the leading nation in Africa







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## **Chapter Two**

### **The College Structure**

The administration of the College shall be as follow:

#### **List of Principal Officers**

A list of other key officers and their qualifications as defined by the Legal Instruments or Statutes/Rules and Regulations of the institution. (This should be made up of the top officials involved in the day-to-day administration of the institution).

#### **Chairman of Board of Directors**

The Chairman of Board of Directors shall chair all meetings of the Board and in his absence the members shall elect one of their members to preside over the meeting of the Board of Directors.

#### **President**

1. There shall be a President of the Institute who shall be appointed by Council.
2. He/she shall be the Chief Executive Officer of the Institute
3. The President shall report to Council
4. The President shall in accordance with the statutes and the decisions of the Council be responsible for organizing and conducting the academic, financial and the administrative business of the Institute
5. The President shall by the virtue of his/her office, be a member of Council, Convocation, Academic Board, Welfare Board and any other Committee of the Institute
6. It shall be the right and duty of the President to advise the Council and the Academic Board on all matters affecting policy, finance, governance and administration of the Institute
7. He/she shall have unrestricted right of attendance and speech at all meetings of Council, Boards and Committees of the Institute. Such speeches must first be discussed and agreed with the Founders
8. The President shall, subject to the approval of Council, have the power to delegate any of the functions assigned to him by these Statutes to any Senior Member(s) of the Institute as he shall see to be appropriate

9. The President shall be the Chief Public Relations Officer as well as the Chief Disciplinary Officer of the Institute
10. The President shall be the Chair of the Institute's Management Committee
11. The normal term of office of the President shall be four (4) years, and may be renewed for a further two (2) years or as Council may decide.
12. The President may resign his office by a letter addressed to the Chairman of Council and copied to the founder. Such notice must be given at least six (6) months prior to the end of the academic year.
13. He shall have regular monthly consultative meetings with the founder.

In the event of any casual vacancy in the office of the President occurring by reason of resignation, death, or any other cause, the Chairman of Council shall appoint the Vice President (to act as President

### **List of Other Key Officers**

#### **Vice President**

There shall be a Vice President of the Institute who shall be appointed by Council upon the recommendation of the search party established for the purpose of identifying a suitable candidate for the office of Vice President

He/she is the Chief Academic/Compliance Officer of the Institute. In the absence of the President, the duties, responsibilities and powers of the President shall be exercised by the Vice President. The Vice President works under the direction of the President. The Vice President, under the direction of the President, exercises the following responsibilities,

1. He may not be a voting member of Council
2. The Vice President shall relinquish any other positions such as – Head of Department, Officer, or any other statutory position previously held by him. That is if the successful candidate is a staff member
3. In the event of any casual vacancy in the office of the Vice President occurring by reason of resignation, incapacitation, death, or any other cause, the Chairman of Council, on the recommendation of the President, shall appoint the most senior Officer to act as Vice President until the Council is able to make a formal appointment.

4. The Vice President shall hold office for a term of two (3) academic years reckoned from the first day, following his appointment and may be eligible for re-appointment for another term of, not more than, two (2) years only. The maximum number of terms for any single Vice President is two terms, to a maximum of six (5) years. The Vice President may resign his office by letter addressed to the Chairman of Council through the President. Such notice must be given at least six months prior to the end of the academic year.

### **Librarian**

There shall be an Institute Librarian who shall serve as the professional and administrative head of the institute's Library system. S/He shall be appointed on such terms and conditions as council may determine.

### **Duties and responsibilities of the Librarian**

1. He shall report to the President
2. He shall be responsible for the provision of adequate reading, listening, and viewing materials to support teaching, research, and extension functions of the Institute;
3. He shall ensure the maintenance of good environment for reading and learning in all libraries of the institute;
4. He shall be responsible for the preparations and administration of library budget;
5. He shall be responsible for maintaining linkages with local and international organizations involved in library work;
6. He shall, in conjunction with the Library Committee, and subject to the approval of the Academic board, formulate policies for the maximum development and utilization of all libraries in the Institute;
7. He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of the libraries in the institute;
8. He shall perform any other function in relation to research and knowledge

He may resign his office by letter addressed to the President. Such notice shall be given at least three months as stated in the appointment letter

- i. The Librarian shall manage the libraries and related information, communication

### **The Registrar/Administrator**

The Registrar shall support and advise the President on administrative, support services and other matters, as appropriate. The Registrar will manage general operations of the Institute, including preparation of reports, conduct analyses and provide appropriate internal controls;

1. Provide leadership and supervision on the daily operations of the Administration.
2. Develop new policies and reviewing of the existing to reflect the changing trends in Higher Education.
3. Organize Human Resources audit periodically and recruitment of new staff.
4. Review staff records on appointments, promotions, terminations, leaves of absence and salaries.
5. Supervise admission procedures for the intake of students into the institute
6. Ensure the effective running of faculty or committee conferences, meetings and similar activities
7. Oversee Academic ceremonies: Matriculation, Graduation, orientation of freshmen as well as other academic functions.
8. Provide necessary information on students to officers, lecturers and other school-based bodies as required.
9. Oversee infrastructure development and facilities management
10. Advise the president on staff matters
11. Oversee the infrastructure development and facilities of the institute
12. Coordinate other administrative officers in the preparation of the institutional budgets and strategic plans;
13. Coordinate the physical plant operations, and planning, design, and construction of physical facilities of the institute;
14. Coordinate the human resource programs of hiring and management of appointments promotions, terminations, and all other employee matters, for all units of the institute, as advised by Heads of Units and the Vice-president/President;
15. Coordinate the equal employment and employee relations programs;
16. Coordinate auxiliary operations, campuses, and service centers;
17. Coordinate safety and security programs, vehicular and pedestrian traffic, and parking;
18. Coordinate media and computer support services;
19. Serve as a Liaison between the Institute & SRC

20. Serve as a Liaison between the Institute & Alumni

Serve as a Liaison between the Institute (international student

**Finance officer**

1. responsible for the management of the finances of the institute and who shall maintain the integrity of the finances of the institute
2. The officer of finance shall be appointed by the council on the recommendation of its Appointments and Promotions Committee.
3. The Officer of Finance may resign from office by notice in writing to council through the Registrar in accordance with the terms and conditions of his appointment.
4. The council may also remove an officer of finance from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the institute
5. The officer of finance may resign his office by letter addressed to the chairman of council through the president.

**The Officer of Finance shall:**

1. Inform, update and advise the President on the finances of the institute in a regular and timely manner;
2. Prepare for the consideration of the Academic Board the statements, accounts and estimates required by the council;
3. Call for and receive moneys due to the institute and make authorized payments on behalf of the institute;
4. Ensure that the institute books of accounts and records are kept in a manner and form required by the council;
5. Report to the Finance Committee a case of failure to maintain the financial and other records of the Institute in the form required by the council;
6. Prepare consolidated accounts of the units of the institute;
7. Afford every facility to both internal and external auditors in the performance of their functions;
8. Advise on or source for funds for the Institute;
9. Discharge any other assignments that the Council or president shall deem necessary.



### **Internal Auditor**

There shall be an Internal Auditor of the institute who shall be appointed by the Institute council to serve as the head of the internal Audit unit of the institute on such terms and conditions as council may determine.

#### **Duties and Responsibilities of the Internal Auditor**

1. The Internal Auditor shall report to the council
2. He shall exercise professional and administrative supervision over the staff  
Under him to ensure that the internal auditing system of the institute is efficient and effective;
3. He shall evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the institute objectives and goals to be met;
4. He shall report risk management issues and internal controls deficiencies identify directly to the audit committee and provide recommendation for improving the Institute's operation, in terms of both efficient and effective performance
5. He shall keep abreast of institute policies and procedures, current developments in accounting and auditing professions, and change in local, state, and federal laws, as applicable.
6. He shall ensure the maintenance of an adequate checks against fraud and misappropriation;
7. He shall ensure the verification of assets and liabilities at regular intervals
8. He shall ensure the examination and constant scrutiny of all system of authorization of payment to ensure an adequate control of expenditure;
9. He shall be concerned with measuring and evaluating the continuous effectiveness of internal control system;
10. He shall guarantee that various policies as put in place by the management are strictly adhered to;
11. He shall review the accounting system and related internal controls; to ensure the highest possible standards of accuracy and efficiency;

12. He shall see to the examination of financial and operational information for management, including detailed testing of transactions and balances;
13. He shall guarantee the review of economy, efficiency and effectiveness of operations and the functioning of non-financial controls;
14. He shall review the implementation of Institute's policies, plans and procedures;
15. He shall develop long-range audit plan;
16. He shall follow-up on significant findings from previous audit;
17. He shall participate in manual and automated system design as an advisor on internal controls;
18. He shall investigate occurrences of fraud, embezzlement, theft, waste and recommends controls to prevent or detect such occurrences;
19. He shall provide monthly/ quarterly reports to vice president;
20. He shall coordinate activities of external auditors
21. He shall facilitate internal Audit committee meeting
22. The internal Auditor shall, in accordance with these statutes and in conformity with locally and internationally accepted standards and procedures, carry out periodic internal audit of the Institute, and shall submit reports thereof to the finance committee of the council, through the president.

### **Chapter Three Financial Obligations of Students**

- a.) Delexes Institute of Science and Technology is a fee-paying institution; hence all students are expected to pay prescribed tuition for services provided by the Institute. The services include: Registration, Tuition, Accommodation, Practical's, Health Services, Examination and others as may be determined from time to time.
- b.) i) Each prospective Student of Unique Citizens College is to fill an entry form with recent passport photograph that should be attached. The completed form is returnable to the Institute with a form fee two fifty Ghana Cedis (250) payable through the Bank of America.
- ii) Students are to send or email appropriate documents to indicate payments in the Accounts Units; after which receipts will be issued. Students with full payment of stipulated fees will be issued clearance cards.
- iii) Students must ensure safe custody of user receipts and clearance cards.
- iv) Each student will be allotted a ledger account which will contain the details of the student 's financial transaction for the duration of his course of study.
- v) Any form of refund or excess payment will only be entertained at the end of the course of study.
- vi) A student who misses an examination on an account of non-payment of school fees shall repeat the examination at the next available time provided such a student is able to pay the default fee.

## **Chapter Four Admission Requirements and Academic Matters**

### **Admission Requirements**

#### **General Admission Requirements**

##### **Entry Requirement**

The general admission requirements for the various entry routes are as follow:

**Post- senior High School Certificate Examination (SSCE)**

**Senior Secondary School Certificate Examination (SSCE)**

i. The candidate must have credit passes (A-D) in six (6) subjects with an overall aggregate of 24 or better. Three of the six subjects must be core subjects (including English Language, Mathematics and either Integrated Science or Social Studies). and three must be electives relevant to the candidates's proposed programme of study. In addition, candidates must satisfy the specific requirement of the relevant Faculty/School.

**West African senior school certificate examination (WASSCE)**

ii. The candidate must have credit passes (A1-C6) in six (6) subjects with an overall aggregate of 36 or better. three of the six subjects must be core subjects (including English language, mathematics and either integrated science or social studies), and three must be in electives relevant to the candidate's proposed programme of study. In addition, candidates must satisfy the specific requirements of the relevant faculty/school.

**Admission through mature students' entrance examination.**

i. The candidate must be at least 25 years old by 31<sup>st</sup> December of the year proceeding the examination. a certified copy of birth certificate is required. The date of the issue of the birth certificate should not be less than five years from the date of the completion of the admission forms.

ii. The candidate must have G.C.E. "O" LEVEL OR SSSCE/WASSCE credit passes in English language and core mathematics. candidates who do not have the required "o" level/SSSCE/WASSCE passes will be required to take special entrance examination papers in the two subjects.

iii. The candidate must take the matured students' entrance examination, which consists of a general paper for all candidates and two papers in the area of specialization desired.

iv. Candidates who pass all papers in the mature entrance examination will be ranked and those who fall within the approved quota will be invited for interview.

**Professional certificate and tertiary level diploma holders**

The level of placement of professional certificate and tertiary level diploma holders will depend on the assessment of their certificates or diplomas in relation to the programme desired. The general guidelines are as follows:

**i. All professional certificate and tertiary level diploma holders must have either G.C.E. “O Level credit passes in English language and core mathematics.**

**ii. Professional certificate holders: the placement level of candidates will depend on the assessment of their certificate by the relevant agency, preferably, the national accreditation board.**

**iii. Holders of diplomas awarded by other tertiary institutions: the relevant agency will assess the curriculum content of the diploma in relation to the programme on a case-by case basis**

**iv. HND candidates: the level of placement of the candidates will depend on the match between the contents of the diploma and Delexes Institute of Science and Technology programme. Where there is a good match, a minimum of Second Class Upper Division is required for admission to level 300. Where the match is not good the candidate is admitted to level 200.**

#### **Foreign Students**

**In the case of foreign students, the Ghana Tertiary Education Commission may consider their equivalent qualification for admission.**

## **ACADEMIC MATTERS**

### **a. Course Unit System**

Instruction shall be by the prescribed course system in Delexes Institute of Science and Technology, by which specific academic programmes are packaged, with interaction among various Departments in the College, culminating in the acquisition of a minimum workload towards the award of a given Degree. The Course System breaks the workload into Course \units. One credit shall be a minimum of fifteen (15) one-hour lecture or thirty (30) hours of tutorials, practicals, seminars, workshops, fieldwork or studio work. A course may, therefore, be by lectures only or by combination of lectures and practical aspects. Every fulltime student may register for not less than fifteen (15) and not more than twenty-four (24) credits per semester.

## Course Designation

A 3-letter prefix and a 3-digit number shall designate all courses. The prefix shall be indicative of the programme while the numbers shall indicate the level and year of the course as stated below:

100 Level (Year One)	101 -199
200 Level (Year Two)	201 -299
300 Level (Year Three)	301 – 399
400 Level (Year Four)	401 – 499

Example: DIT 101 – A course in Accounting Programme offered in the first year of the Programme.

### c. Course Enrolment Patterns

There are different categories of courses in the workloads, each indicating its role as far as the load is concerned. They are classified as stated below;

- a. **Compulsory:** These are courses specified by the Department offering the programme which must be taken and passed by all students with at least 40% grade in order to graduate.
- b. **Required:** These are courses specified by the Department for the programme which a student must take but not necessarily pass. However, he/she must obtain a minimum of 30%.
- c. **Elective:** These are courses specified, from which a student could freely select in order to make up the required minimum number of units for the award of the degree.

- d. **Pre-Requisite:** A course that must be offered and passed prior to offering another specified course.
- e. **Concurrent:** Specific courses that must be offered within the same semester.
- f. **General & Entrepreneurial Studies:** This is a group of compulsory courses to be offered by all students in the college irrespective of their programmes, into which some elements of flexibility are incorporated to further recognize the peculiarities of some degree programmes.

**d. Course Examination**

A course shall be taught and examined within the designated semester as stipulated by the DHE Guidelines, which is a period of 14 – 18 weeks.

The students who pass shall be credited with the assigned number of units.

**Any student who has not attained 75% attendance at lectures/practical's/tutorials in any course he/she registers for shall not be allowed to sit for the examination in that course.**

**e. Student's Performance Evaluation**

The student's performance evaluation shall normally be guided or evaluated through continuous assessment and course examination. The pass mark shall be a minimum of forty percent (40%) except in the College of Health Sciences where the minimum pass mark shall be 50%. Continuous Assessment shall carry an allocation of 30 – 40% of the total obtainable score depending on the decision of the College Board in respect of specific programmes. The marks obtained shall be converted into letter grades (A, B, C, D, E or F) and transformed to credit points as follows:



**Table 1: Student's Performance Evaluation**

<b>% Scores</b>	<b>Letter Grade</b>	<b>Credit Points</b>
70 – 100	A	5 credit points
60 – 69	B	4 - -
50 – 59	C	3 - -
45 – 49	D	2 - -
0 – 44	F	0 credit point

**f. Cumulative Grade Point Average (CGPA)**

Students shall be credited with the number of course units assigned to the course they have offered and passed. A student who fails in any compulsory course or does not obtain the specified minimum score in a required course shall re-register for the course. The student's performance level over a period would be determined from the computation of his Cumulative Grade Point Average (CGPA).

**Computation of CGPA (An example)****FIRST SEMESTER**

GNS	GNS	MAT	STA	ZAS	PST	PHY	CHM	CURRENT SEMESTER				PREVIOUS SEMESTER				CUMULATIVE			
101	103	101	101	101	101	101	101												
2(C)	2(C)	3(C)	3(C)	3(C)	3(C)	3(C)	3 (C)												
								TCP	TNU	GPA	TNUP	TCP	TNU	GPA	TNUP	TCP	TNU	GPA	TNUP
60	55	83	60	50	40	45	70	74	22	3,37	22	-	-	-	-	74	22	3,37	22
B4	C3	A5	B4	C3	E1	D2	A5												
4x2=8	3x2=6	5x3=15	4x3=12	3x3=9	1x3=3	2x3=6	5x3=15												

**SECOND SEMESTER**

GNS	GNS	MAT	CPS	ZAS	PST	PHY	CHM	CURRENT SEMESTER				PREVIOUS SEMESTER				CUMULATIVE			
102	104	102	102	104	104	107	106												
2(C)	2(C)	3(C)	3(C)	3(C)	3(C)	3(C)	3 (C)												
								TCP	TNU	GPA	TNUP	TCP	TNU	GPA	TNUP	TCP	TNU	CGPA	TNUP
45	54	67	75	58	50	65	47	72	22	3.27	22	74	22	3,37	22	146	44	3.31	44
D2	C3	B4	A5	C3	C3	B4	D2												
2x2=4	3x2=6	4x3=12	5x3=15	3x3=9	3x3=9	4x3=12	2x3=6												

KEY:

1. TCP = TOTAL CREDIT POINT
2. TNU = TOTAL NUMBER OF UNIT

3. GPA = GRADE POINT AVERAGE

4. TNUP = TOTAL NUMBER OF UNITS PASSED  
CALCULATIONS:

1. TOTAL CREDIT POINT =  $8+6+15+12+15+3+6+15 = 80$

2. TOTAL NUMBER OF UNITS = 22

3. GPA =  $\frac{\text{TCP}}{\text{TNUP}} = 80/22 = 3.64$

TNU

At the end of the first semester, this student has a GPA of 3.37 while in the second semester, he has 3.27. His CGPA at the end of the session was 3.31



## **Good Academic Standing, Withdrawal and Probation**

A student whose CGPA is below 1.0 at the end of the first semester of first year shall be deemed to be on probation. Any student who fails to obtain a CGPA of 1.0 at the end of second semester of the first academic session shall be asked to withdraw from the college. Subsequently, a student whose CGPA falls below 1.0 at the end of the second semester of any session shall be asked to be on probation in that session and if he /she fails thereafter, he/she will be asked to withdraw from the programme.

### **h. Schedules of Semester in the Academic Sessions**

Delexes Institute of Science and Technology shall adopt the semester system, the first semester of 18 weeks commencing in October and ending in February of following calendar year. There will be a 2 to 3 weeks break. The second semester of 18 weeks shall commence in March and end in June. The long vacation shall be July to

September, during which the Students' Industrial Work Experience Scheme (SIWES) and professional excursions shall be undertaken.

### **i. Time-Tabling**

The Institute shall adopt the KNUST guidelines on the academic year. The Institute shall adopt the following computation of contact hours for each course in a programme of study

- a. A two- Semester year to be known as First and Second semesters for regular courses.
- b. The First and Second semesters shall last for 18 weeks each. A two-week mid-semester break shall be observed for each semester.
- c. The balance of 12 weeks shall be devoted to the Students' Industrial Work Experience Scheme (SIWES) for those programmes that require participating in the scheme.

**Table 2: Academic Sessional Schedule**

Semester	Registration	Lectures	Examination	Total
1 <sup>st</sup> Semester	2 week	14 weeks	2weeks	18weeks
	SEMESTER BREAK			2 weeks
2 <sup>nd</sup> Semester	1 week	15 weeks	2 weeks	18 weeks
	LONG VACATION			14 weeks
	SIWES (12 WEEKS + 2 WEEKS break)			14 weeks
Total	52 weeks			

**j. Conditions for Continuing in Programmes**

- a. The student must remain in good academic standing, having a minimum Cumulative Grade Point Average (CGPA) of 1.00 at the end of each session in addition to satisfying other conditions that may be prescribed by the Academic Board and approved . Subsequently, **for a student who fails to obtain a CGPA of 1.0 at the end of second semester of the First session, the candidate will be asked to withdraw from the Institute** A student who is not in good academic standing at the end of two consecutive semesters shall be placed on one-year academic probation. If he or she is still not in good standing at the end of the following session, he or she shall be asked to withdraw from the programme.
- b. A student who is asked to withdraw from a programme, may be allowed to enter into another programme, provided he or she has the minimum requirements admitted into that programme.

- c. A student, with valid reasons and with the approval of council, who suspended his or her programme of study for a definite period, normally not exceeding one academic session.

### **Award of Degree and Classification of Undergraduate Degree Programmes**

To be eligible for the award of a degree, a student must pass all prescribed courses as well as obtain a total number of credits as prescribed by the Academic Board and approved by council. The first Degree shall be earned with Honors Classification.

The Class of degree obtained shall depend upon the Cumulative Grade Point Average (CGPA) attained by the student. Consequently, four classifications of Degree shall be awarded based in the CGPA at the end of the programme, as follows:

**Table 3: Classification of Undergraduate Degrees**

<b>CLASS OF DEGREE</b>	<b>RANGE OF CGPA</b>
First Class Honours	4.50 – 5.00
Second Class Upper Division	3.50 – 4.49
Second Class Lower Division	2.40- 3.49
Third Class Honours	1.50 – 2.39

## **Chapter Five Registration and Orientation of New Students**

### **Registration Exercise**

1. The official registration in the institute shall be the first assignment for all students admitted into the institute to run degree programmes in specified disciplines.
2. It begins with the payment of Tuition fees, Accommodation fees, Course Registration fees, Sports fees, Medical deposit, Examination charges and any other levies that may be prescribed by the Institute.
3. A student can only obtain the Institute registration forms if and when he/she has paid all the specified fees to the institution.
4. A maximum period of TWO weeks shall be allotted for the Registration Exercise during which students shall be required to sign for all institute.
5. Only students who pay their fees (in full or in part as may be determined by the Institute) shall be considered bona fide students of the Institute, and shall be eligible for Matriculation.

### **5.2Orientation for Fresh Students**

1. The first important assignment for every fresh student who gets into the admission is to report at the Administration for the completion of Clearance.
2. There shall be an Orientation programme for all fresh undergraduates of the Institute. This programme shall be organized and coordinated by the Institute, through the Administration Unit for all newly admitted students of the institution.

It aims to make fresh students become familiar with the College environment.



3. There shall be specific programmes on Institute student's ethics and moral, education, health care, religious affairs and human relations organized for fresh students during Orientation Week.
4. Such fresh students shall be arranged in groups and conducted round the various Departments/ Units of the Institute.
5. All fresh students shall be expected to participate fully in all the Orientation programmes and activities.

### **5.3 Matriculation**

The admission of students into any of the programmes at Delexes Institute of Science and Technology :

1. be strictly based on the fulfilment of specified requirements as contained in the screening Test conducted by the institution.
2. All students offered admission to pursue degree programmes in the Institute from the first year shall be required to fill the matriculation forms online. This takes place after the Registration exercise.
3. On Matriculation day, each fresh student receives a Matriculation Number, signs a declaration, and takes an Oath of allegiance to respect and promote Delexes Institute Science and Technology ideals, and to observe its statutes and regulations throughout his/her stay in the Institute.
4. Only Matriculated students shall be members of the Institute.

### **5.4 Use of Matriculation Number**

1. Every fresh student who is fully registered shall, from the day of Matriculation, be assigned a Matriculation number.
2. All Institute examinations taken shall bear only the student's Matriculation Number and not the candidate's name or any other information for the purpose of identification.

3. Any student's document may be regarded as complete or valid only if such carries the correct Matriculation Number. All students are therefore strongly advised to know very well their matriculation numbers and to use such on all official transactions in the Institute.

### **Use of Identity Card**

Every student of the, upon full registration and matriculation, shall be issued with the Student's Identity Card valid only for the period or duration specified on the card. The cost of the identity card, which may vary from time to time, shall be paid by each student and in a manner as may be directed by the Administration. A student may be required at any time, to identify him/herself upon request by authorized institute officials acting in the performance of their assigned functions or duties. Moreover, certain institute facilities are open or available only to students who are able to present valid Identity Cards.

Any student whose Identity Card is lost at any time shall be expected to make necessary arrangement for replacement by writing officially to the Registrar through the Head of Administration and pay the appropriate dues at the Account unit.

### **5.6 Change of Name (Students)**

- a. The Institute does not completely prohibit the change of name by any of its students.
- b. A male student may change his name by swearing to an affidavit and making the necessary publication in any of the National Newspapers. All publications for change of name, together with an original page of the Newspaper showing name of Newspaper, page and date of publication should be addressed to the Senior Assistant Registrar (Examinations and Records). He should not use the new name until he has secured approval in writing and the request has been circulated to all officers concerned in the Institute.

- c. Female students may change their names on getting married after providing the necessary documents relating to the marriage. They should also produce a Newspaper publication of the marriage.

A student is permitted to change his/her name only once throughout the period of stay in the Institute and in the manner described above. Copies of application for change of names should not be sent to the Heads of Departments. Such applications shall be fully processed and approved by the Registrar or any other assigned officer of the Institute.

### **Sanctions for Violating College Rules and Regulations**

The under-listed sanctions may be imposed on students found guilty of contravening Institute rules and regulations:

- a. Reprimand: This is a serious warning to any student(s) by president through the Registrar, or someone delegated by president to do so.
- b. Fines: Fines may be imposed for minor damages after due consultation with the Works and Services Department. These must be paid within specified period to avoid imposition of further stringent action on the student(s) concerned. Official receipts shall be issued for all such payments.
- c. Restitution Fee: This is payment made by student(s) for any lost, damaged or defaced property of the Institution or others.
- d. Probation: This is a disciplinary measure for a specific period during which the student(s) under punishment must conduct himself/herself in a manner acceptable to the institute authority. The sanction or punishment may restrict the student(s) from participation in Institute functions and activities or enjoyment of some Institute facilities.
- e. Suspension: This involves the exclusion of students from either registration, lectures, hall of residence or use of College facilities for a specific period.
- f. Ejection from the halls: This is a punishment meted on students resident in the halls.

It involves sending out the affected student(s) from the halls for a definite period.

- g. Rustication: This involves the sending away of students from the institute temporarily and the loss/repetition of a semester or academic year or more.
- h. Expulsion: This is the outright withdrawal of all privileges of studentship from any undergraduate of the institute by the President. Such a student automatically loses the privileges of the use of all institute facilities. Any student so expelled by the institute on the recommendations of the Students' Disciplinary Committee may appeal to the Institute Governing Council against the verdict within seven days of the receipt of such a verdict.

### **Use of College Facility**

In order to ensure smooth functioning of activities, Student Affairs Unit are given powers to establish regulations and procedures governing the use of buildings and other facilities in their institute and/or Departments/or Halls. Students are advised to acquaint themselves with such regulations and procedures.

- a. Any Lecture Hall in the Institute may be reserved by registered organizations / individuals with the permission of the Registrar in accordance with the regulations through the Student Affairs Unit of the Institute.
- b. Every application for the use of Institute sporting facilities including the football field, tennis courts e.t.c must be made to the Registrar through the Director of Sports of the Institute.
- c. All persons and organizations are treated on equal basis of first-come first served in the granting of permission to use institute facilities except that official Institute activities, programmes and events are given precedence over all other forms of requests.

- d. No reservations may be regarded as being finalized until notification has been received in writing from the appropriate office that such arrangements have been approved by the institute as to conditions, time, place and manner.

Institute facilities may be used by non-College staff or organizations only with the prior approval of the Registrar or Head of Department, and only for purposes which are compatible with the functions, norms and ideal of the Institute.

## **Admission**

### **Admissions Board:**

The Admissions Board shall be presented with a list of all candidates who satisfy the conditions for admission as stipulated in paragraphs 3.1, 3.2 and 3.3, for the Board to decide which candidates may be offered admission and to which subjects.

Candidates who do not satisfy the conditions for admission as in paragraphs 3.1, 3.2 and 3.3 are not eligible for admission and may not be considered by the Admissions Board.

The College reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements as in paragraph 3.1, 3.2 and 3.3 to withdraw from the institute, notwithstanding progress made in the course.

## **Course of Study**

A candidate who is admitted to a degree programme shall be required to follow the approved programme of study over the prescribed period. No change of subject is allowed without the approval of the Dean of Faculty. A student may not graduate if he/she is found not to have followed the subjects assigned to him/her at Level 100 or 200.

### **Academic Session**

The Academic Session shall comprise two Semesters, as follows:

First Semester            - August - December

Second Semester        - January - May

### **Structure of semester**

A Semester shall be of 17 weeks' duration and shall be structured as follows:

12 weeks of Teaching

1 week of Revision

2 weeks of Examinatio

### **Academic Adviser**

Students shall be assigned academic adviser(s) in every department who shall provide counsel on course offerings.

### **Registration**

For a student to obtain credit in any course, he or she must be admitted into the Department, and must be properly registered for that course during the official registration period at the beginning of each semester. The student shall plan his/ her courses in consultation with his/her academic adviser(s). Choice of free electives must be consistent with the subject groupings, the teaching and examination timetables.

A fine shall be imposed on any student who fails to register during the normal time stipulated for registration by the Institute.

A student who fails to register during the registration period specified may forfeit his/her right to register for the semester or the entire academic year.

No student shall be permitted to register by proxy. In such a situation the impersonators registration shall be cancelled. The implication is that the impersonator cannot pursue studies for that academic year.

### **Duration of Programmes**

a The minimum period for completion of the Bachelor's degree programmes in Arts, Social Studies, Administration, Agriculture, Engineering Sciences, Pharmacy and Science shall be 6 semesters and the maximum period shall be 10 semesters for Level 200 entrants. For Level 100 entrants, the minimum shall be 8 semesters and the maximum shall be 12 semesters.

In the case of language students in the Faculty of Arts who go on year abroad programmes, however, the minimum period shall be 8 semesters for Level 200 entrants, and 10 semesters for Level 100 entrants.

These minimum and maximum periods are calculated from the date of first registration.

After exhausting the minimum duration as specified in 10.1 a above, a student in Arts, Social Studies, Administration, Agriculture, Engineering Sciences, Pharmacy or Science may apply for extension of up to four more semesters, during which he/she shall be required to pay the relevant fees, pro-rated, according to the number of credits offered.

Under exceptional circumstances, a student in any of the programmes mentioned in 10.1 above, who is unable to complete his/her programme within the maximum period specified, may be allowed up to four additional semesters to complete his/her programme, on a fee paying basis.

A student who is unable to complete his/her programme within 8 semesters beyond the minimum period allowed (altogether 14 semesters for Level 200 entrants and 16 semesters for Level 100 entrants) shall lose all credits accumulated, and his/her studentship cancelled. Such a student may be allowed to re-apply for admission into the Institute.

### **Interruption of Programme**

A student may interrupt his/her study programme for two continuous semesters only, provided that the maximum period allowable for the completion of the programme is not exceeded.

A student who wishes to interrupt his/her study programme shall apply at least four weeks before the commencement of the semester to his/her Dean of Faculty, through the



Academic Board, stating reasons why he/she wants to interrupt his/her study programme, with permission duly granted before he/she leaves the Institute. The decision of the Dean shall then be communicated to the Registrar who shall also communicate same to the applicant before he/she leaves the Institute. The Dean, in giving approval, may consult with the Counselling and Placement Centre, where necessary.

With the express written permission of the President, a student may be permitted to interrupt his/her studies by two additional semesters, but not exceeding four semesters overall.

A student who interrupts his/her studies for more than 4 continuous semesters shall be deemed to have lost any accumulated credits. Consequently, his/her studentship shall be cancelled. Such a student may, however, be allowed to re-apply for admission into the Institute.

Where the ground for interruption of studies is medical, the Director of Medical Health Services shall be required to advise the Registrar on the propriety and length of period of interruption. The Registrar shall cause the Director of Health Services to investigate any medical report reaching his office from any health delivery facility outside the College Hospital and advise accordingly.

Any student who does not go through the approved procedures before interrupting his/ her studies shall be deemed to have abandoned his/her studentship. Subsequently, the Registrar shall cause the name of such a student to be removed from the student roll.

#### **Inability to complete study programme within maximum period**

A student who is unable to complete his/her study programme within the maximum period allowed shall lose all credits accumulated and his/her studentship cancelled. Such a

student may be allowed to re-apply for admission into the Institute on a fee paying basis.

### **Course Credit**

One (1) course credit shall be defined as follows:

One-hour lecture,

One-hour tutorial, or

One practical session (of two or three hours), or

Six hours of field work per week for a semester.

### **Coding and numbering of courses**

All degree courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by a three-digit number in one of the following ranges:

Level 100 Courses : 100 - 199

Level 200 " : 200 - 299

Level 300 " : 300 - 399

Level 400 " : 400 - 499

The third digit in the number code shall be: Zero (0), for a course that is offered in both Semesters; Odd (1, 3, 5, 7, or 9) for a course offered in the first Semester; Even (2, 4, 6, or 8) for a course offered in the second Semester.

### **Minimum and Maximum Work-load per semester for full-time study**

A full-time student shall be required to carry a minimum workload of 18 credits per semester and a maximum of 21.

Under special circumstances, a student may, with the approval of the Dean of Faculty, be allowed to carry a workload outside these limits, provided that the minimum workload will not fall below 15 credits per Semester.

### **Part-time study**

A student may, on application to the appropriate Faculty Board, be allowed to study for the Bachelor's degree on part-time basis.

A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students and shall also be required to complete the degree programme within the periods specified in paragraph 10 above.

### **Study programme for bachelor's degree**

The Total Study Programme (TSP) for the Bachelor's degree shall comprise:

- i. General College Requirements
- ii. Faculty Requirements (where applicable)
- iii. Core Courses - i.e. Major Departmental requirements
- iv. Prescribed Electives (to be defined by Department)
- v. Free Electives - i.e. of student's own choosing

### **Admission into faculties/programmes**

#### **GCE Advanced Level Certificate Holders and its equivalent**

Students offered admission into Level 200 in the Faculties of Arts and Social Studies shall be offered three subjects.

Level 200 students in the School of Agriculture and the Business School shall follow the programme approved by the Academic Board.

### **High Senior School Certificate Holders**

High Senior School (HSS) candidates shall be admitted into Level 100 in the Faculties of Arts, Science, Engineering, Social Studies, Business School, School of Agriculture, School of Pharmacy or School of Veterinary Medicine according to one's elective area of study at the Senior Secondary School Level and/or subject area or programme of interest at the university level. The programmes at this Level are so designed as to give students a firm grounding in the respective disciplines to enable them cope with the specialized areas of study in the subsequent years.

Level 100 students in the Faculty of Science shall be admitted to read one of the following programmes: Biological Sciences, Bio mathematical Sciences, Mathematical Sciences, Physical Science or Earth Sciences. Biology at Level 100 shall not be a pre-requisite for Level 200 Biology.

### Departmental Majors

Students in the Faculty of Science and Business School shall, with the approval of the Department(s)/School concerned, indicate their **major** (subject of study) before the beginning of Level 300. Students in the Faculty of Science may, however, opt to study for a combined major degree.

Students in the Faculty of Engineering Sciences shall indicate their **major** fields of study (two options) and shall be granted one such option before starting Level 100.

All students however will take the common Levels 100 and 200 courses.

In the Faculties of Arts and Social Studies students shall follow the 3:2:1/ 3:2:2 Bachelor of Arts degree structure. This means that students shall be required to study in two principal subjects towards either a **Major** and a **Minor** or a **Combined Major** degree.

For students in faculties other than Agriculture, to major in a particular subject, at least 50% of the total number of credits required for graduation shall have been earned in respect of **core** and **prescribed elective** courses of the relevant department.

Where a student opts for a combined major, 30-40% of the credits required for graduation shall have been prescribed by each of the two departments and shall cover core courses in the two subjects or departments.

### Grading system

Student performance in a course shall be graded as follows:

Grade Marks %	Numerical	Interpretation Point	Grade
A	70 - 100	Excellent	4.00

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A-	65 - 69	Very Good	3.75
B+	60 - 64	Good	3.50
B	55 - 59	Above Average	3.00
B-	50 - 54	Average	2.50
C+	45 - 49	Pass	2.00
C	40 - 44	Pass	1.50
C	30 - 39	Fail <sup>6</sup>	1.00
F	0 - 29	Fail	0
X	-	Fail	0
Z	-	Disqualification	-
I	-	Incomplete	-
Y	-	Continuing	-
AUDI	-	Audit	-

**May be accepted as fulfilling pre-requisite for other courses**

**Grade Point (GP):** Each Grade is assigned an equivalent grade point as indicated above.

The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent letter of the grade obtained in that course.

**Cumulative Grade Point Average (CGPA):** The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specified time, by the total number for credits of **all** courses for which the student has registered up to that time.

**Final Grade Point Average (FGPA):** The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

#### **DEFINITION OF GRADES**

**Pass Grades:** Grades A to C constitute **Pass** grades.

**Failure Grades:** Grades D, F, X, Z constitute **Failure** grades.

**Continuing:** A grade Y (for **Continuing**) shall be awarded at the end of a Semester to any student who is taking a course which continues into the next semester.

**Audit:** A grade AUDI shall be awarded for attendance at lectures, but where no examination is taken, or where an examination is taken, but no mark can be returned, for good reasons. The Grade AUDI is not factored in the calculation of the FGPA.

#### **Non-Completion of Course:**

- i. A grade I (for **Incomplete**) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.
- ii. A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

#### **Disqualification:**

- i. A grade Z denotes **Disqualification** from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a Principal subject

or an Ancillary or any other paper. ii. A candidate awarded a grade Z may be debarred from taking a College Examination for a stated period, or indefinitely, or may be expelled from the College altogether.

iii. A grade Z may be awarded only by the Board of Examiners.

### **Eligibility for examinations**

A student shall attend all such lectures, tutorials, seminars and practical and undertake all other assignments as are approved by the Institute.

Further to (23.1), a student shall be expected to attend lectures, tutorials, practicals and other activities prescribed for the courses for which he/she has registered, and to execute all assignments given.

Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.

In any case, a student who is absent for a **Cumulative Period of 25 %** from all lectures, tutorials, practicals and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester examination.

### **Registration for Examinations**

Registration for a College Examination shall require endorsement of the Registration List by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.



Endorsement as in shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study. In any event of the withholding of an endorsement, the Head of Department shall request the appropriate Faculty Board to confirm the action taken.

Where applicable, candidates shall have up to 3 weeks (21 days) from the commencement of the semester within which to **ADD** or **DROP** courses.

After 21 days of the Semester, Departments shall publish for verification by students, lists of registered candidates for all the courses offered by the departments. The lists of registered candidates shall be forwarded to the Office of the Director, (Academic Affairs Directorate) before the end of the sixth week of the semester. **These lists shall be deemed as constituting final registration for end of Semester examinations.** This means that by the end of the sixth week, students whose names do not appear in any course list shall not be allowed into the end-of-Semester examination for that particular course. Similarly, students who are duly registered for a course but who fail to take the end-of-Semester examination for that course shall be deemed to have absented themselves from the examination of that particular course, for which grade X shall be awarded.

### **Semester examinations**

Each course, with the exception of a Project, shall normally be completed in one semester.

A final (end-of-semester) examination shall normally be required as a part of every course. An examination schedule showing time and place of examination for each course shall be published each semester.

In the Sciences, the marks obtained in the end-of-semester examination shall contribute 70% of the grade for the course while continuous assessment contributes the remaining 30%, except for practicals or other courses which are assessed entirely by continuous assessment. Continuous assessment is suspended in the Humanities. The end-of semester examination therefore constitutes 100% of the grade for the course.

Time allotted to examination papers shall be as follows:

- 1- Credit Course - 1 hour
- 2- Credit Course - 2 hours
- 3 or 4- Credit Course - 2 to 3 hours

### **Student in good standing**

A student in good standing shall be one whose Cumulative Grade Point Average (CGPA) is at least 1.50 (Grade C).

## **PASSING, PROBATION AND WITHDRAWAL**

### **Level 100:**

A Level 100 candidate shall be deemed to have satisfied the requirements for progression to Level 200, if he/she has obtained a CGPA of 1.50 or better overall in all Level 100 examinations.

There shall be no probation at Level 100.

A candidate who does not qualify to progress to Level 200 on the basis of poor performance shall be asked by the Registrar to withdraw him/ her the Institute.

**Level 200:**

**Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.50 or better and has passed a minimum of 24 credits of required courses at the end of Level 200.

**Probation:** Means repeating failed courses and, where possible, making up the workload with the appropriate courses from the next Level. Accordingly, a student shall be put on probation if he/she has:

CGPA of 1.50 or better and has passed between 18 and 23 credits at Level 200, **or** ii. a CGPA of less than 1.50 and has passed 24 credits or more.

A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to resit his/her failed courses as a non-residential student.

**Level 300:**

**Pass:** A student is deemed to have passed, if he/she has a CGPA of 1.50 or better and has passed a minimum of 60 credits of required courses at the end of Level 300.

**Probation:** Means repeating failed courses and, where possible, making up the workload with the appropriate courses for the next level. A student at Level 300 who does not pass as in 27.3.1 shall be put on probation if he/she has:

a CGPA of 1.50 or better and has passed between 48 and 59 credits at the end of Level 300., **or** a CGPA of less than 1.50 and has passed 60 credits or more.

A student who is put on probation shall forfeit his/her residential status. Such a student shall be made to resit his/her failed courses as a non-residential student.

### **Withdrawal**

A student who does not pass as prescribed for Levels 200 and 300 above and also does not meet the requirements for probation, as in Levels 200 and 300, shall be asked by the Registrar to withdraw from the institute, **or** A student who, after a year's probation, does not pass as prescribed for Levels 200 and 300 above shall be asked by the Registrar to withdraw from the Institute.

### **Deferment of Examination**

**On Grounds of ill-Health:** A student who has satisfied all the requirements, but is unable to take the main (end of semester) examination on grounds of ill health, shall, on application to the Registrar, and on provision of a Medical Certificate issued by the Director of College Health Services, be allowed to defer the semester examinations, and shall be allowed to take the examination at the next offering. Subsequent applications for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

**On Grounds Other than Ill-Health:** In cases of requests for deferment on grounds other than ill-health, the appropriate Dean shall invite the applicant for an interview and advise the College accordingly. It shall be the student's responsibility to satisfy the institute beyond reasonable doubt why he/she wishes to defer the examinations.

In all cases of requests for deferment of examinations, the applicant(s) shall obtain written responses from the Registrar before leaving the institute.

### **Declaration of results**

Results of Semester examinations taken at the end of each Semester shall normally be published by the Registrar before the commencement of the next Semester.

A result slip indicating the student's performance in the examination, may be accessed through the MIS web portal on the Institute's website.

### **Eligibility for the bachelor's degree**

A Bachelor's Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the College, and who has followed the approved courses of study over the prescribed period and has satisfied the following conditions:

#### **Institute Requirements:**

- a. evidence of regular enrolment in the degree programme;
- b. discharge of all obligations owed to the College;
- c. a pass in all College required courses;
- d. satisfactory performance in the appropriate College Examinations.

**Faculty/Departmental Requirements:** satisfactory discharge of such requirements as may be prescribed for the degree.

For the avoidance of doubt, a student may be denied graduation if he/she does not follow subjects assigned to him/her at either Level 100 or 200

Candidates who are graduating major and minor as well as candidates graduating Combined Major from both the Faculties of Arts and Social Studies must satisfy the Faculty requirements prescribed by both Faculties.

### **Requirements for bachelor's graduation**

A student shall be deemed to have satisfied the requirements for graduation if:

he/she has satisfied all General Institute and Faculty requirements;

he/she has accumulated the minimum number of credits required by the Faculty, including core and prescribed electives as follows:

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**Administration, Arts, Social Studies, Home Science, Nursing and Science**

Entry into Levels 100 and 200

- a. 108 credits and passed at least 90 credits.
- b. he/she must not have failed more than 18 credits of core courses and prescribed electives, provided that the failed grades are not lower than “D”

Entry into Level 300

- a. 72 credits and passed at least 60 credits.
- b. he/she must not have failed more than 12 credits of core and prescribed electives, provided that the failed grades are not lower than “D”

**Classification of degree**

All end-of-semester examination results from Level 200 except Institute and Faculty required courses, shall be taken into account in the computation of the Final Grade Point Averages (FGPA) for the classification of the bachelor's degree. Level 100 courses in the Faculty of Engineering Sciences shall, however, count towards computation of the FGPA for the classification of the bachelor's degree.

The GPAs at Levels 200, 300 and 400 shall be weighted in the proportions 1:2:2. In the Faculty of Engineering Sciences the weighting shall be 1:1:2:2.

In the determination of the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with D at first attempt and an A at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

The full scheme of classification shall read as follows:

<b>First Class</b>	-	<b>FGPA of 3.60 or better</b>
<b>Second Class (Upper)</b>		<b>FGPA of 3.25 - 3.59</b>
<b>Second Class (Lower)</b>		<b>FGPA of 2.50- 3.24</b>
<b>Third Class</b>	-	<b>FGPA of 2.00 - 2.49</b>
<b>Pass</b>	-	<b>FGPA of 1.50 - 1.99</b>
<b>Fail</b>	-	<b>FGPA of below 1.50</b>

The following degrees of the College of Health Sciences, BSc (Med Sci), MB ChB, BDS and BSc in the Allied Health Sciences shall not be classified, when available in the institute.

College and Faculty required courses shall continue to remain ancillary subjects and a pass in every subject shall be required by all undergraduate degree students for the award of a Bachelor's degree; marks obtained shall be entered on the student's transcript, but shall not count towards the classification of the degree.

#### **Confirmation of award of degree**

A list of candidates who are deemed eligible as in Sections 30, 31 and 32 shall be laid before the Academic Board for approval at the first meeting in the following academic year. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree.

#### **Presentation of award**

Following confirmation of an award of a degree as in Section 33, the candidate shall be entitled to be awarded a diploma of the appropriate Bachelor's Degree under the seal of the College at a Congregation of the College assembled for that purpose. The diploma shall indicate the Principal Subject or Subjects offered and the class of degree awarded.

### Cancellation of award

Notwithstanding previous confirmation of an award of a Degree as in Section 33 and presentation of a diploma as in Section 34, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the College with false qualifications, or
- ii. a candidate had impersonated someone else, or
- iii. a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded, or
- iv. that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on Institute Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

### Dating of bachelor's degree

The Bachelor's Degree of the Delexes Institute of Science and Technology shall be dated with reference to the last day of the Semester during which the final examination is taken.

### Transcript of academic record

At the end of a student's programme, the institute shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked ***Student Copy*** and shall record all courses attempted and all results obtained.

In writing the Bachelor's degree certificate or in writing a student's transcript, it shall be clearly indicated which subjects constitute the candidates **Major, Minor** or **Combined Major** disciplines, where appropriate.



### **Transfer students**

A student transferring from one college to this college shall accumulate a minimum of 72 credits over a study period of 4 semesters as a full-time student in this Institute before he/she shall become eligible for graduation. For the BSc. Agriculture, a minimum of 84 credits shall be accumulated.

The classification of the degree shall be based only on the courses taken at this Institute

### **Repeat examination**

A student may decide to re-register for and repeat **a failed course only** on a future occasion upon payment of the appropriate fee. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

However, in determining the FGPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with a D at first attempt and an A at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

## **Chapter Six**

### **Students Code of Conduct and Regulations**

#### **Moral Code**

The utmost concern of Delexes Institute of Science and Technology, is to give its esteemed and highly valued undergraduates an all-round education that would emphasize morality and academic excellence. The Institute believes that the attainment of the set goals towards making our students morally upright can only become a reality if the parents/guardians would be fully prepared to join in this important struggle and mission. It is obvious that through the joint participation of the institute and our parents/guardians in the provision of sound moral education to our youths, we shall be contributing in no little way to the eradication of moral decadence and thereby, check the raging evil of corruption at all levels in the country. All students of the institute must abide by the various moral codes stated hereunder. The failure of which will attract sanctions and in some instances it could more severe.

#### **Handling of Matters Relating to Students Discipline**

There shall be established Students 'Disciplinary Committee to handle all matters relating to students 'discipline in the Institute. In general, the handling of the offences listed earlier shall be the responsibility of the Committee.

a) Responsibilities of the Committee:

The Committee's responsibilities shall include:

- i. Maintenance of law and order among students within the College.

- ii. Regulation of Students 'conduct to be in consonance with institute ideals, set goals and standards.
- iii. Prompt intervention in the case(s) of contravention of any of the College laws by any student or group of students.

- iv. Deliberation on all reported cases of disobedience or damages to any institute property by any student or group of students.
- v. Deliberation on all reported cases of rampage, arson, theft, brigandage, violence and all other acts of lawlessness by any student or group of students in the institute.
- vi. Resolution of all matters in conflict among students for the promotion of peace and stability in the institute.
- vii. Preparation of resolutions from deliberations on every case before the committee, and submission of same to the President for appropriate action.

The Composition of the Students 'Disciplinary Committee shall include: the Dean of Student Affairs who would serve as the Chairman. Other members of the Committee shall be appointed by the President. Two students' representatives shall also be appointed to serve as members of this committee.

### **Disciplinary Process**

- i. For every disciplinary case, the student(s) so charged with an offence shall be expected to provide a written statement of defense in support of the case.
- ii. Such student(s) shall also be expected to make a physical representation of himself/herself or themselves before the Students 'Disciplinary Committee for the purpose of oral testimonies and cross-examination.
- iii. The date, time and place for the appearance of a student before the disciplinary committee shall be officially communicated to the student in question at least one week before it will take place. This is to give the affected student(s) the opportunity to prepare adequately and defend himself/herself properly before the Committee.

- iv. The recommendation of the Students' Disciplinary Committee shall be submitted to the President not later than 2 weeks after its sitting. The decision of the President shall be communicated to the affected student(s), the Head of Department (HOD) and Dean of College to which he/she belongs, and the parent/guardian.
- v. Any student or group of students that is being sanctioned by the College on account of indictment by the Students' Disciplinary Committee has the right to appeal against such decision to the institute Governing Council within two (2) weeks of the decision being communicated to him/her.

## **Chapter Seven**

### **Dress Code**

#### **Dress code**

The following are the specific dress codes, which should guide the dressing pattern of students of the Institute. These codes represent a standard to which every student (male or female as the case may be) should conform at all times.

All students must be properly dressed in line with the institute dress code.

#### **Prohibition of Flamboyant Garment**

The public display or use of any cloth or attire by any student or group of students that commands or may likely command unnecessary attention or arouse the curiosity of the members of the institute community is prohibited; and therefore shall not be allowed within the institute.

#### **Prohibition of Tattered Jeans, Trousers and Shorts**

The Institute does not intend to place a complete ban on the use of Jeans materials by interested students. But the regulations guiding the use of Jeans are:

-

It must have a uniform colour throughout.

It must not be tattered, stretched or tight.

It must not reveal or expose any of the physical features of the user.

It must be properly sewn, without any of its threads removed or in loose form.

It must not be the worn-out type or with colors already fading away.

Male students only can appear in jeans trousers and female students only in jeans skirts. Both should cover from the waist to reasonable length below the knees for male students and up to the ankle for female students.

No student (male or female) is allowed to appear in public with jeans materials or any other material designed in the form of shorts except during sports/games and for male students only. **There is a complete ban on the use of any other form of Jeans that may fall outside the above specifications whether stretched or outstretched, by all categories of students (male/female) in the institute.**

No male student of the institute shall be allowed or authorized to use on the campus or in the Halls of Residence any type of cloth or apparel that does not properly cover his body, including the arms, legs up to below the knees and other sensitive parts of the body.

The institute strictly prohibits the use of short-sleeve blouse, tops, body hugs/tights, jumpers, mini-skirts, and all other indecent attires by any female student on the campus or in the Halls of Residence.

All dresses made from dazzling, glittering or shining fabrics are prohibited for use by any student either in the academic area or at the Halls of Residence.

The use of face-caps by both male and female student is unlawful in the College.

Transparent dresses must not be put on in the College. Any student found guilty of such an offence shall face disciplinary actions.

All students must be **CORPORATELY DRESSED AT ALL TIMES** on the Campus.

## **Chapter Eight**

### **Regulations for The Conduct of Examination**

#### **Eligibility**

Only those students who are duly registered for courses in a given semester are eligible to sit for examinations in those course(s) except:

A student, who for upward of six weeks, is absent from the College without official permission. president shall normally regard such a student to have withdrawn from the institute.

A student who does not have record up to 75% attendance in Lectures/Practicals.

#### **Instructions to Candidates**

Students must ensure that they acquaint themselves with the instructions governing the conduct of examination.

Students must attend punctually at the time scheduled for their papers. Any student who appears after half an hour the examination has started shall be admitted only at the discretion of the Invigilator.

Students must bring with them to examination hall their ink, pen, ruler, erasers, pencils and any other material permitted by those regulations (as stated or contained hereunder) except any other books or papers.

Students are strongly warned in their own interest to ensure that lecture notes, textbooks, jotters, hand-sets, bags, etc, are not brought into the examination halls.

For purpose of orderliness in the examination hall, seats shall be allotted according to number of groups taking examination at each particular time.



Students are not expected in the examination hall earlier than 30 minutes to the commencement of the examination.

Students should endeavor to keep strictly to the sitting arrangements and all chairs arranged and/or used for examination purpose should not, under any circumstance, be removed by any students.

Once examination is in progress, any kind of communication between students is strictly forbidden, and any candidate found to be giving or receiving irregular (illegal) assistance shall be required to withdraw from the examination.

Students should maintain silence in examination hall. Any students who requires any form of assistance should attract the attention of the invigilator only by raising his/her hand.

Any form of smoking or drinking in examination hall is strictly prohibited.

No scrap papers should be used or brought into the examination hall. All rough work must be done in the answer books, crossed out neatly and submitted along with the answer booklet.

All candidates taking courses in Mathematics/Statistics must bring their own Mathematical or drawing instrument.

Only the matriculation number (not names) of a student must appear on the Examination answer booklet.

Candidates must ensure that they insert at the appropriate places their Matric. Number, the questions answered and other relevant information before they hand in their scripts at the end of the examination.

Except for the question papers and other personal materials, candidates are not allowed to remove or mutilate any materials supplied by the institute .

At the end of every examination, candidates must remain seated while invigilators go from row to row to collect answer scripts.

Every candidate is required to enter and sign against his/her Matric No. on the Attendance register.

### **The Use of Calculators**

For students permitted to use calculators in institute examinations, the following regulations shall be observed.

- . Students shall be permitted the use of electronic calculators except programmable ones in the Institute Examination.

It should be small (hand-held) and battery operated.

A student is not permitted to borrow another candidate's Calculator during examinations, since this may result in giving irregular assistance to students(s).

The candidate shall be fully responsible for correct operation or otherwise of the calculator or machine.

All forms of instruction manual, calculator packets and containers are forbidden in examination halls. The Invigilators and Examination Assistants have been empowered to remove them whenever and wherever they are discovered in the examination halls/laboratories.

Only one calculator per student is allowed. vii. The calculator must be switched-off until commencement of examination.

A candidate shall make available for inspection by invigilator his/her calculator on entry into the examination hall and at any time during the examination.

- . Students should realize that the contravention of any of these regulations shall be treated in the same way as –Cheating|| in an examination.

## **Examination Misconduct and Disciplinary Actions**

### **Examination                      Code**

Students shall:

be allowed to consult, during examination, only books, instruments or other materials specifically permitted or provided by the Department or College in which the examination is being held.

not introduce or attempt to introduce handbags, books, notes, mobile phones, instruments or any other materials into the examination room.

not pass or attempt to pass any information from one person to another during examination.

not act in collusion with any other candidate(s) or person(s), or copy or attempt to copy from another candidate or engage in any similar activity.

not disturb or distract any other candidate(s) during the examination.

### **Examination Misconduct**

Any attempt by a candidate or group to disregard or not to observe any of the rules/regulations (i-v) above, shall constitute examination misconduct.

### **Procedure for Investigating Alleged Examination Misconduct**

The Chief Invigilator may, at his discretion, require a student to leave the examination room when his conduct is judged to be disturbing or likely to disturb the examination.

Any such action taken by the Invigilator shall be reported to the Dean immediately after the completion of the examination.

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A candidate suspected of any examination irregularity shall be required to submit to Invigilator, a written statement immediately after the paper.

Any failure by a candidate to make a written statement on the alleged examination malpractice shall be regarded as an admission of the charge against him/her.

The Dean shall promptly set up a Committee of academic staff to investigate the alleged examination misconduct reported to him.

### **Investigation of Examination Mal-Practice**

The Institute strictly prohibits any form of examination malpractice.

Any student established to be in possession of incriminating material at the examination or involved in any other examination malpractice before, during and after an examination, including impersonation, shall be expelled from the institute.

There shall be prompt treatment of all cases of examination malpractice to avoid delay in disposing reported cases. Each institute shall ensure that its examination standing committee submit to the Registrar the report of all examination cases within four (4) weeks after the examinations.

The Students 'Disciplinary Committee shall treat and conclude all existing cases Within a month of receipt of report from institute.

Every student suspected to be involved in any examination malpractice during any semester examination shall be required, in writing, to remain on campus after such semester examinations to facilitate the process of investigation of the matter by the assigned Committee.

### **Invigilation of examination**

Organization of invigilation shall be the responsibility of the Time-Table Committee in conjunction with the registry. They shall select suitable

examination halls and draw up a list of invigilators from members of staff of each institute at least a week before the commencement of examination.

There shall be a Chief Invigilator for each examination session comprising a listed numbers of papers.

There shall be in each hall two invigilators for the first fifty candidates or less and one additional invigilator for every 100 candidates or part thereof. Due provision shall be made for the needs of male and female candidates.

All invigilators and students shall be at the examination hall thirty minutes before the commencement of the examination with all the examination question papers and answer booklets.

For each examination, the examiners of the respective papers shall be present at the examination for the first thirty minutes to address all matters that they may arise and should submit a written situation report on the conduct of the examination to the Chief Invigilator.

Students shall not be allowed to bring in paper, including blotting papers, programmable calculators, mobile phones, or any incriminating object into the examination hall. They should normally enter the examination hall only with pen, ink, pencil, eraser, ruler and other materials such as mathematical instrument which may be allowed in the examination hall.

Bags, books, lecture files and all other students' properties must be left outside the examination hall.

The Invigilator shall inspect the hall and may search the candidates before they are seated for the examination or any other time during the examination or any other time during the examinations to ensure that no student has on him/her any unauthorized materials.

### Absence from examinations

It is required that candidates should present themselves at such institute examination for which they have registered under those regulations.

A candidate who fails to attend any examination(s) for reasons other than illness or accident or exceptional cases, shall be deemed to have failed such examination(s).

Any form of misreading of time-table and such lapses on the part of the

Candidates shall not be accepted as a satisfactory explanation for absence from Institute examination(s).

Any student who is absent from an examination on account of illness confirmed by Medical evidence from the Director of the Institute Health Services Unit may be allowed to sit for a make-up examination at the appropriate period without repeating the course concerned if he/she so desires. The approval for a make-up examination shall be given by the institute president on the recommendation of the Department and the institute Board.

### Sanctions for proven cases of examination misconduct

#### LIST OF OFFENCES

The following are regarded as acts of examination misconduct and recommended punishments.

S/N	OFFENCE	PUNISHMENT( maximum unless otherwise stated)
1	Non – display of ID Card	Reprimand / Suspension
2.	Noise making during examination	Strong reprimand / Suspension

3.	Refusal to submit oneself for search by an Invigilator	Rustication for one Semester
4.	Use of scrap papers with written notes in Examination hall	Expulsion
5.	Irregular possession of the College Answer sheets (whether used or unused)	Expulsion
6.	Mutilation or removal of any paper or answer script supplied	Expulsion
7.	Failure to submit answer script to invigilator after an examination	Expulsion
8.	Oral communication between candidates during an examination	Rustication for one semester
9.	Communication involving passing of notes or other accessories to aid performance in an examination	Expulsion
10.	Possession or use of any material such as notes, scraps, etc., to aid performance in examination.	Expulsion
11	Refusal to sit for and/ or preventing other students for an examination.	Expulsion
12.	Smuggling of prepared answer scripts into an examination hall or submission of same under false pretence that they were prepared in the examination hall.	Expulsion



13.	Use and / or smuggling of cell phones or unauthorized books into the examination hall.	Expulsion
14.	Possession and /or acquisition of live question paper.	Expulsion
15.	Arrangement/Collusion with another person to write examination on one's behalf.	Expulsion
16.	Writing an examination on behalf of another student.	Expulsion
17.	Assault on Invigilator and Examination Attendant	Expulsion
18.	Absence from examination without due Authority.	Expulsion
19.	Any other misconduct concerning, connecting with or pertaining to an examination (not being one of those listed above), which is inimical to subversive of the integrity of the College examination process, shall be an offence and shall attract appropriate sanctions.	

## **Chapter Nine**

### **Institute Accommodation**

#### **Halls of Residence**

As part of its utmost goal of making students of this institute become morally upright and with academically sound minds, the institute sees the provision of standard residential facilities as being crucial to its attainment. The full potentialities of our youths can only be discovered and effectively utilized when they are fully accommodated in the Halls of Residence with adequate facilities. This would make them to remain focused at all times, and to also imbibe the spirit of patriotism, devotion to their academic pursuits and religious obligations. The institute hostel would therefore not only be a centre for students to relax after each day's activities but also a place where they could interact better with their mates, share the joy of brotherhood and sisterhood, and prepare them adequately to meet the challenges of the future.

It is our hope that as Delexes Institute of Science and Technology attains gradual growth, the existing facilities in the Halls of Residence would be properly maintained and improved upon for the benefit of its students. The institute will provide the required monitoring of the legitimate activities of its highly valued students during their lecture periods in school and after the completion of each day's academic and other related activities in the halls of residence. All those who live in the Halls of Residence are expected to conform to certain rules and regulations, and equally obey all instructions as may from time to time emanate from the Administration through the Student Affairs Unit of the Institute.

#### **Mode of room allocation to students in Halls of Residence**

The Institute has an established standing policy on the allocation of rooms to its students in the Halls of Residence. The Students' Welfare Committee shall from time to time provide the necessary guidelines for allocation of rooms to all students.

### **Eligibility for space in Halls of Residence**

The College shall give consideration for hostel accommodation to any student after fulfilling the following obligations: -

Should be a duly - registered student of the College.

Should have carried out full payment of the appropriate fees.

Should provide for his/her own personal use mattress, other bedding items such as blankets, bed sheets, and pillow cases etc.

The College shall only make available (or provide) items such as iron beds, wardrobes, reading tables and chairs for students.

### **Rules and regulations in Halls of Residence**

All students in the Halls are expected to strictly abide by the regulations as may be provided and reviewed from time to time by the College. Some of these rules and regulations to which students in the Halls of Residence must comply include:

#### **Non-Transferability of Space or Room**

Any room or space being allocated to a particular student or group of students in the Halls of Residence is not transferable.

It is illegal for students to engage in any form of transactions in the Halls.

Appropriate disciplinary action shall be taken against any student or group of students that engage in such acts of illegal transactions in the Halls. This would attract appropriate sanctions as may be determined by the College.

## **Visiting Hours**

Visitors are not normally allowed into Halls of Residence during the official lecture hours of 8:00am - 6:00pm each day of the week except on weekends and public holidays from 10:00am - 7:00pm.

All visitors who intend to see any student(s) in Halls during lecture hours shall be allowed to do so only after the Hostel Managers have confirmed that such student(s) is still available in the hostel at that period.

Before any visitor(s) shall be allowed into the Halls of Residence, such person(s) would be required to fill the visitors 'Note Book.

Male visits to students in female hostel shall be strictly regulated, and permission shall be granted to only those with genuine claims. No male visitors to female hostel shall be allowed into the rooms. Such visitor(s) would be received at reception hall at the Hostel Managers 'Office.

Visitors who arrive before or after the official visiting hours shall be required to stay at the Hostel Manager 's Office while one of the Managers goes to call the student(s) concerned.

The residential policy of the institute is that on no account/under no circumstances whatsoever shall any male student(s) and male staff and other male visitors be allowed into the female hostel between the hours of 8:00pm and 9:00am.

The Hostel Managers assigned to the Halls by the institute are not authorized to collect from any visitor(s) goods or items for students without proper documentation. Visitors who chose to keep their belongings with anyone at the Hostel Manager's or at any other place during any visit to Halls of Residence only do so at their own risk, as the Institute shall not take responsibility for loss of items kept with Hostel Managers, or at any other place.

All visitors to the Halls of Residence are advised to make a direct delivery of items or goods they bring for any student(s) to the Hostel Managers. The College shall not take responsibility for any item or property delivered through any unaccredited agent within or outside the institution.

No student in either the Male or Female hostel should harbor any visitor(s) beyond 7:00pm on each day, including weekends and public holidays.

Except for the Hall Masters and other assigned officers, no College staff member should be found in the Male or Female Halls of Residence beyond 8:00pm of each day.

Any student who violates any of the stated regulations in the Halls of Residence shall be arraigned before the Students 'Disciplinary Committee, and the penalty may take the form of rustication or expulsion from the College Hostel.

### **Hostel Sanitation**

Since a clean environment guarantees a safe and healthy life, all students accommodated in the Halls of Residence are required to maintain a high degree of sanitation in the ways expressed hereunder: -

Any form of body cleaning exercise in the toilet should be done with the use of tissue paper and ordinary water only. The use of hard paper or any other form of paper or hard object is not allowed in the toilet by students.

All students in the Halls of Residence should do their bathing only in the bathrooms provided for that purpose.

Students should use the toilet facilities provided in the Halls of Residence with a very high sense of decency and with consideration for other users.

On no account should any student(s), especially those in the female hostel, use the toilets for the disposal of sanitary pads.

All the unwanted or waste papers, materials and other forms of refuse generated by students in each room should be properly packed and dumped inside the refuse bins placed at appropriate locations in the hostels.

Every form of washing by students in the Halls of Residence should strictly be done in the laundry and not on the corridors in the Halls. Students should also note that all clothes they wash should be spread on the lines provided in the open spaces on the lawn and not on the rails or on any other object(s) within the residential premises.

The penalty for violation of any of the regulation (iii) (a - f) is strong warning, rustication or expulsion from the Institute

### **Indiscriminate Posting of Bills**

Students are not allowed to paste posters, pictures, make inscriptions on or drive nails into the walls in the hostel. A violation of those rules by a student would result in ejection or expulsion from the Halls of Residence. Such student shall, in addition, be surcharged and be required to pay a specified amount to effect the repainting of the affected parts of the walls.

**NOTE: Once ejected, the student loses studentship since it is residential.**

### **Destruction of Chairs, Cables, Doors, Keys (Locks), Net etc**

All students in the Halls of Residence should ensure that they take proper care of Institute property especially furniture and electrical fittings in their respective rooms. In the case of malfunctioning of any of these items, the Hostel Manager should immediately be informed in order that all the necessary repairs could be effected on the said item(s). But if such an item in any room in the Halls completely breaks down, the student concerned or all students who occupy that

room shall be required to pay a specified amount with which the College could repair or purchase the item(s) for complete replacement.

It is illegal for any student in the Halls of Residence to break into any of the rooms, cut the mosquito net, damage chairs, tables, doors, locks and any of the ceiling boards provided in the rooms. **The penalty for violation of this rule is rustication for a specified period or expulsion from the College.**

### **Damage to/Removal of Electrical Fittings, Louver Blades, Ceiling**

#### **Fans, Circuit Plugs and Appliances**

All students in Halls of Residence are expected to adequately and always protect the College property by way of giving necessary surveillance to all fittings and installations in their rooms.

- . Any student who violates any of the rules on installations in the hostel shall be surcharged and thereafter evicted from the Halls of Residence. Such a student would be made to face the Students 'Disciplinary Committee for appropriate punishment or sanction.

### **Use of High Voltage Appliances**

No student should come to the Halls of Residence with any High Voltage appliance. The use of high-voltage appliances such as electric grinders and related devices, electric cookers, refrigerators, toasters, ovens etc. by anyone is prohibited in the students' Halls of Residence. Any student who violates this rule shall be expelled from the University. **Use of Light (Low) Voltage Appliances:**

#### **Radio Sets, Television, Fans**



### **Pressing Irons, Lamps**

The Institute permits the use of low-voltage appliances by students in the Halls of Residence. The appliances in this category include table and standing fans, radio sets, pressing irons, reading lamps, etc. But students who intend to use such appliances must ensure that they are properly connected to electric power circuit installed at appropriate location(s) with a 3-pin fuse and earth plug. All students are warned that under no circumstances should anyone tamper with or alter in anyway, the electrical fittings or installations in any room or section of the hostel.

All appliances mentioned in (a) above should be duly registered with the Student Affairs Unit at the beginning of the session.

**The violation of any of the rules would attract appropriate sanction including expulsion.**

### **Use of Hostel Key by Students**

A main keyboard is provided for each Hall at the Hostel Managers 'Office. All students allocated to a room are advised to always leave the room key on the keyboard in the Hostel Managers 'Office for the benefit of other occupants. On no account should a student in the Halls of Residence move about or travel out of town with the room key(s) in order to avoid unnecessary embarrassment or discomfort for others. Any violation of this rule would lead to expulsion from the Halls of Residence.

### **Cooking in the Hostel by Students**

The Institute makes provision for students 'meals at the students'/staff canteen where varieties of dishes are made available at moderate charges. It is strongly believed that much precious time which students often waste on cooking in the hostel could be better devoted to their academic and related activities.

Therefore, all students in the Halls of Residence are strongly warned that under no circumstance should meals be cooked within the rooms or along the corridors or at any other place in the hostel premises.

**Anyone who violates this rule shall be liable to a punishment in the form of expulsion from the institution.**

### **Accommodation for Couples/Nursing Mothers in the College**

The Institute does not provide accommodation for nursing mothers with their babies; and does not provide for married student couples. The case of such students shall be discussed and each one handled on its merit to allow the candidates seek for accommodation elsewhere.

### **Use of Notice Boards**

All students in the Halls of Residence are not allowed to circulate any information or paste any notice on the Notice Board without the prior approval of the Chief Hostel Manager. It is also mandatory that such notice should only be posted by the Hostel Manager. Any violation of this rule would attract the appropriate sanctions.

### **Quarrelling/Fighting**

Every student in the Halls of Residence should avoid quarrelling or fighting as this is not allowed in the College. Any student(s) involved in physical assault or fighting within or outside the Halls of Residence shall be arraigned before the Students' Disciplinary Committee for necessary sanctions including expulsion.

### **Bad Conduct**

The moral uprightness of students at all times is the utmost concern of the institute, and this we are determined to pursue vigorously. It is against this

background that gambling with all its traits in whatever form is directly prohibited whether in the Halls of Residence or within the institute environment.

Similarly, all kinds of immoral and disorderly behaviors such as those arising from smoking, stealing, drunkenness, pilfering, drug abuse etc are strictly forbidden.

Any student who violates this rule by way of aiding or abetting or caught in the act shall immediately be made to face the Institute Student Disciplinary Committee for appropriate sanction including expulsion.

### **Use of Candles:**

The use of candles by students in the Halls of Residence is not authorized. It is advisable that students in the Halls should always use torch lights and rechargeable lamps instead of candles whenever the need arises.

### **Noise Making**

The Institute considers the Halls of Residence as alternative homes for its students. It is therefore necessary that peace and sanity should be guaranteed at all times by the users of the Halls.

All forms of noise of any kind especially through the use of electronic/musical gadgets or other means in the rooms are prohibited. Those students with radio, any type of television and other sets should always turn-down the volume of such set whenever they operate them in the Halls of Residence.

Any persistent violation of this rule or any reported case of outright disregard for the serenity of the rooms or any section of the Halls would lead to the ejection of the student(s) involved from the Halls of Residence.

## **Holding of Meetings**

All members of approved societies, social and religious organizations, individuals or groups, and others wishing to hold meetings (including prayer meetings/sessions) should obtain a written and approved official document from the Chief Hostel Manager. All such written and approved document should be produced on request by any of the College security personnel.

## **Guest and Visitors for Students in the Halls**

The privacy of every student in the Halls of Residence is to be ensured at all times. This is an ideal that should be respected by fellow students of either sex or their visitors/guests from within and outside the College. On no account shall female visitors be allowed into boys 'rooms'. Male visitors shall also not be allowed into girls 'rooms'. A main common room have been provided in each hall where the female students are expected to entertain their male guests and vice versa.

The visitor is NOT allowed to go into students 'rooms or to the common room directly. Rather, they must first report at the Hostel Managers 'Office where they shall be required to sign the visitor's book. They are also expected to sign the book at the end of their visits.

It is relevant to state that for the purpose of this rule, male students visiting anyone in the female hostels shall also be regarded as visitors while female students that pay visit to anyone in the male hostels shall equally be considered as visitors. They (either males or females) shall be required to fill the appropriate visitors 'book before they would be permitted to see or visit any student(s) in the Halls of Residence.

Students of the Institute fully accommodated in the Halls should ensure that they do not receive guests or visitors at odd hours. The institute implores all its students' guests or visitors not to extend their stay in any of the rooms or the

hostel premises beyond 7:00pm each day. All students in the Halls of Residence and their guests or visitors are therefore advised to strictly abide by the period allotted for visits.

A student who violates any of the rules/regulations as specified above shall be liable to ejection from the Halls of Residence or rustication from the institute. Any external visitor or guest who violates any of the stated rules/regulations in this section shall be arrested by the Institute security agents and shall later be made to face prosecution in a Court of Law.

### **Transfer from One Room/Hall to Another**

The allocation of bed space(s) or rooms to all duly registered students of the institute is strictly based on the application of the principle of equity, fairness and transparency.

Once a student has been allocated a space in a particular room or hall, he/she shall not normally be permitted to change or transfer to another one except on health grounds and for such other genuine reasons acceptable to the relevant hall authorities. It is only in such circumstance(s) that the Institute can effect changes in room allocation or transfer students from one hall to another at any moment within the session.

Any student who violates this regulation, i.e. who either illegally changes his/her room or transfers to another hostel without the certified permission of the hall authorities shall be liable to ejection from the Halls of Residence.

### **Transfer of Bed Space**

Every member and eligible student of the institution shall be allocated a space in the halls. The institute strictly prohibits the transfer of bed space through sale or lease by any student. The violation of this regulation shall result in the expulsion

of the culprits (both the seller and the buyer) from the Halls of Residence. They shall later be arraigned before the Students 'Disciplinary Committee and the appropriate sanctions shall be imposed on anyone found guilty.

### **Exacts**

It is against the Institute regulation for student accommodated in the Halls of Residence to be away from the hall without a prior knowledge of the Hostel Managers. Any student who, for unavoidable reasons, intends to leave the Hall overnight should collect exact forms from the Halls Supervisor's Office and the

Same must be completed in duplicate. The affected student must submit a copy of the forms to the Chief Hostel Manager (or any other assigned officer in the Halls) before his/her departure.

It is only in extreme emergency situation which cannot be avoided that the student must leave with the Hostel Manager on duty a written statement to indicate destination, reasons for his/her departure, number of hours, days or weeks to stay outside the halls, and the probable period (or date) of his/her return to the institution.

Any student who violates this rule shall be suspended from the Halls of

Residence and his/her parent/guardian shall be required/requested to provide explanations regarding the unauthorized movement of his child or ward.

### **Keeping Money and Valuables in the Halls of Residence**

The Institute environment is fully devoted to learning and moral

uprightness, and should not be used by any student or group of students as a base for money laundering or the display of affluence. We encourage our dear parents/guardians to impart in their children/wards the ideals of tolerance,

devotion and respect for everyone in the College. They should be made to know from their youth the vanity of all forms of affluence attached to materialistic possessions. We therefore advise our parents/guardians not to allow their children/wards to be over pampered to such an extent that it could negate their moral standards at any period or moment of their stay in the institute.

All students are therefore advised in their own interest NOT to carry with them or keep any large sums of money and other expensive valuables in any of the Halls of Residence. Any student who chooses to bring large sum of money to the Institute are strongly advised to open a Bank Account.

The Institute does not accept responsibility for any loss of money and other valuables which are kept in the Halls of Residence, and would also frown at allegations of theft or report of loss of such by any student accommodated in the Halls.

For all matters that relate to student's personal items brought into the Halls of Residence, the advice of the Hostel Managers could be sought by any student who wish to keep large sums of money and other valuables in order to guarantee the safe-keep of their property/valuable.

### **Vacating of Room at the end of Semester**

It is compulsory that at the end of each semester, all students in the Halls of Residence shall be required to vacate the rooms on that very day and declare the properties in the rooms. They shall be expected to hand over the keys and other College property to the Hostel Managers in charge in order to make the rooms available for maintenance or for such other purposes as may be determined by the Institute.

Provision shall however be made for foreign students in the Halls of Residence to maintain their occupancy during inter-semester breaks if they chose to stay behind in the halls at the end of each semester.

Any student who hangs-around or is found still living in any of the rooms in the Halls after official vacation or during inter-semester breaks shall immediately face eviction from such room(s), and later he/she made to face the College Student Disciplinary Committee for appropriate sanctions.

### **Squatting/Illegal Tenancy**

The Institute does not in any way legalize any form of squatting by anyone in its Halls of Residence. It is in consonance with this policy/objective that all students who are legitimately allocated rooms in the Halls of Residence shall be made to sign

an undertaking not to harbor any squatters (students or non-students) as a precondition for the continuation of their tenancy in the Halls.

The violation of this regulation by any student shall attract an appropriate disciplinary action, including immediate eviction from the Halls of Residence.

### **Expelled/Rusticated Students**

It is illegal for any student already expelled or rusticated from the Institute for any reason whatsoever to retain his/her stay in the Halls of Residence.

Any expelled or rusticated student shall neither be entitled to a refund of accommodation fees nor to any other payment which he/she could have made for the period of his/her absence from the Halls of Residence.



A gross violation of this regulation by any expelled or rusticated student shall attract serious sanctions, including immediate arrest and detention of such student by the College security personnel or government 's law enforcement agents.

Such a student shall later be made to face prosecution in a Court of Law.

## **General matters regarding halls, welfare & discipline**

### **Halls of Residence Admission**

- . Student seeking admission to Halls of Residence should obtain clearance from Students Affairs Unit at the beginning of each academic year.

Once a student is admitted to Halls of Residence, he/she shall come under the disciplinary supervision of the Halls of Residence Administration.

A student shall not be allowed to occupy room in the Halls of Residence until he/she signs the code of conduct document as prescribed by the Students Affairs Unit.

### **Discipline**

Each Hall of Residence shall have a Hall Warden appointed by the Institute authority. Each Warden shall assist the Halls of Residence administration in maintaining discipline in each of the Halls.

Any violation of the regulation or order issued by the Halls of Residence Administration will render a resident liable to sanctions or dismissal from the Halls or to such other disciplinary actions as the Hall Administration may deem necessary.

The Chief Hall Warden in consultation with the Dean of Students' Affairs will deal with all cases of indiscipline or breach of regulations and order relating to the Halls of Residence affairs.

Each student shall keep his/her room and toilets clean. The College authority is not responsible for the cleanliness of the rooms and toilets.

Students in the Halls are allowed to bring complaints, if any, against the Halls of Residence employees to the notice of the Warden and shall not deal directly with such employees.

Any student who does not comply with the above requirement shall be made to face the Student Disciplinary Committees for appropriate sanctions including expulsion.

### **Consumption of Drugs and Alcohol**

Consumption of alcohol is **strictly forbidden**. Any student found drinking alcohol or believed to have taken alcohol shall face instant expulsion from the College.

No student shall consume intoxicating drug unless such consumption has been prescribed by a certified Medical Officer recognized by the College.

No alcohol or intoxicating drug in whatever concentration is permitted on the College campus.

Smoking is **totally prohibited** on campus and in the Hostels.

Any student who violates this regulation shall be made to face the Student Disciplinary Committees for appropriate sanctions including expulsion.

### **Social and Cultural Activities**

All kinds of ceremonies in the form of political, religious, cultural, and social celebrations including birthday parties are strictly prohibited on the Institute campus including the Halls.

The only celebration that shall be allowed to be organized on the campus shall be those of official nature. i.e. ceremony organized by the Institute Administration itself or the approved Students 'Clubs and Societies.

No form of dance shall be organized by any students' body on or off-campus.

Any form of interaction of male and female members in a manner that may provoke intimate feeling is strictly forbidden within the Institute. These include: Shaking hands, Hugging and provocatively being close together especially in isolated or hidden place, at night etc. To minimize this practice, free interaction of students of the opposite sex is prohibited. Students of the opposite sex found interacting outside the library and lecture rooms at night will be guilty of an offence punishable by Institute. Any group of students that violates this regulation shall be subjected to appropriate disciplinary action. These measures are taken for uprightness and to create a peaceful environment for students on the campus, and to enhance attainment of students' academic objectives.

## **Chapter Ten**

### **The College Library System**

#### **Library Services**

##### **Internet Services**

To enhance reading and learning skills of the students, internet services are provided in the library. The library officers will assist the students and other users in exploring opportunities of the visual library to the fullest. Work stations fully dedicated to the Internet section will be provided purely for academic assignments.

Internet browsing of general purpose is available in the Institute 's ICT 's Centre and other access points that will be made known to you in due course.

##### **Registration**

As part of the registration exercise, every student must register in the College Library. Thereafter, students should visit the library regularly and conform to the rules of the library. Some of these rules are:

Library users are expected to show respect for the rights of others by keeping the library quiet for study and research, therefore all handsets are required to be put or kept on silent mode while in the library. No call should be received in the library.

No library material should be taken out of the building without signing for it at the circulation desk.

All library materials borrowed out are to be returned promptly on the due date.

Library materials are to be treated with proper care whether when borrowed out or when used in the library.

No food or drink is allowed in the library.

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All readers are to surrender their bags and books for inspection at the security post when leaving the library.

All library users must show library cards before entry is granted into the library.

While entering the library, all personal belongings except purses, handsets, notebooks, private books and books meant to be returned to the library shall be deposited by each reader at the Property counter.

No furniture in the library should be defaced; if caught, the student shall be surcharged.

In addition, students should note that any act of misconduct in the library will attract appropriate sanctions.

### **Penalties**

- a. Possession of library materials beyond officially stipulated time shall attract a fine of GH 100/per day for a maximum of 15days, after which such student shall be surcharged by the Institute Librarian and / or, blacklisted.
- b. The Institute Librarian will surcharge student for any loss of Library materials.

### **OPENING HOURS**

#### **a. During Session:**

Monday – Friday 8am – 9p.m.

**Saturday:** 8am – 1p.m.

**Sunday :** Closed

#### **b. Vacation:**

Monday – Friday 8am – 5p.m.

**Saturday:** 8am – 1p.m.

**Sunday :** Closed

**c. Public Holiday:**

The library will be closed on public holidays.

## **Chapter Eleven**

### **College Health Services**

#### **Conditions for Medical Care**

- a. Only those who are current students of Delexes Institute of Science and Technology and are duly registered with the Health Management Service Providers are qualified for medical care.
- b. Dependents, relatives or friends of students are qualified for medical treatment with the Health Service Providers.
- c. Parents of students would be responsible for the cost of treatment for students referred to other hospitals.
- d. Any student who exceeds the limits of the agreed payment shall be required to pay the excess amount.

#### **Endorsement of Sick Leave Certificates for students**

A student may not be able to attend some important academic assignments such as lectures and examinations due to ill health. In this situation, the president would only consider the cases after appropriate authentication and recommendation by the Health Service Provider.

The following are conditions guiding the endorsement:

If the Institute is in session, a student who is ill at the Institute approved hospital.

The Medical Officer, on proper evaluation of this student may decide to refer him or her as appropriate.

If after being seen at the hospital, the student for financial or other reasons has to go home for further treatment, the Dean, Student Affairs must be aware of this situation.

If a student falls ill during the holidays and the period extends to the period of resumption, such student shall notify his Head of Department, his Dean of



Institute and the College Board. However, he must have notified the Dean, Student Affairs. On resumption by the student, he/she shall report to the Dean, Student Affairs for necessary clearance.

Other cases that come outside the conditions discussed will be considered strictly on their own merit. In such circumstances, endorsement of leave certificate will not be automatic.

## **Chapter Twelve**

### **Use of laboratories**

The conduct of effective and practical teaching in science-based disciplines cannot be fully achieved without well-equipped laboratories. These laboratories are to be mainly used for practical's. The laboratory equipment has to be properly maintained in order to ensure result-oriented practical training of students in relevant programmes. The users of the laboratory facilities, most especially the students, are strongly advised to join the Institute in cultivating a maintenance culture for all its laboratory equipment and related items used for promotion of learning and research in the Institute. Students who receive practical training in the science laboratory should therefore ensure that they handle properly and with great care any of the laboratory equipment they use during any of their lectures. The following rules and regulations shall guide science students on the use of facilities in the laboratories of the Institute.

#### **Damage to Laboratory Equipment**

The damage done to any of the laboratory equipment by a student or group of students shall, as the case may be, attract sanction(s) in any of the forms listed hereunder: -

Any form of deliberate damage done to any of the Institute equipment and installations in the laboratory through improper handling of such by a student or group of students shall be immediately reported to the appropriate authority. ii. The student(s) involved shall be compelled to make a written statement concerning the form of damage that he/she has (or they had) done to the said equipment, including the date and the time, as well as the circumstances that surround the damage. iii. Any student(s) involved in the damage of laboratory equipment shall first be made to appear before a panel that would include a student's 'representative, which shall investigate the matter, based on report of the laboratory technologist and the accused student.

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Once a case of damage of any laboratory equipment or related Institute property is established against any student or group of students, and proved

beyond reasonable doubt, such student(s) shall be made to pay into the Institute. Account an amount that is commensurate to the current market value of the said property or equipment.

A maximum period of four (4) weeks shall be given to any student within which he/she shall be required to pay the specified amount to the Institute Account. Where the damage to any laboratory equipment or Institute property involves more than one student, the total amount of the charges for the replacement of the damaged property or equipment shall be borne equitably by the students involved.

### **Use of science laboratories**

The Institute shall not grant permission to students in other disciplines or programmes outside those in the natural and or applied sciences to use the science laboratories. It is also illegal for any Non-Science student to be found in the science laboratories except otherwise authorized by a science instructor or the Chief Technologist in charge of the Science laboratories.

The science laboratories shall be opened to eligible students only during their assigned period of lectures or practicals.

Each of the equipment or facilities to be used by any student or group of students at a given time (or period) in any of the science laboratories shall always be put in a proper state for the purpose of experiments or practical.

Each of the student users of science equipment in any of the science laboratories is strongly advised to ensure that such equipment or facility is thoroughly inspected and in proper working state or condition duly ascertained by the assigned Laboratory Technologist before the commencement and also at the completion of every lecture or practical class

in any of the Science Laboratories. Students are strongly advised not to accept to use any laboratory equipment that is faulty or not in proper working condition as such student would be surcharged in case of any damage to the said equipment.

- vi. Except for the purpose of general observation and related forms of induction for undergraduates who offer courses in the GNS unit, the Engineering Workshops are designed for students who run degree programmes in Engineering and Technology. Therefore, no student shall be allowed to use the Engineering Workshop(s) for any form of activity after the official working hours except with the permission of the Chief Technologist or the Dean of the Institute of Engineering and Technology, or any other Officer so empowered in the Institute.

**Procedure for sanctions, penalty for non-payment of levy to replace damaged laboratory equipment.**

Any student or group of students involved in the damage of any equipment provided in the laboratories would be surcharged once he/she is found guilty of an offence of damage to the said property of the Institute.

A specified period of time, which shall not in any case exceed four (4) weeks shall be given to the affected students(s) within which to make all the necessary remittance(s) to the Institute in the form of payments for the replacement of the damaged equipment.

Such student(s) shall be given the permission to leave the Institute within the specified period of four (4) weeks to meet their parents/guardians and source for funds with which to settle the Institute in respect of the case of damage to equipment in the laboratory preferred against the said student(s).

The details of all forms of damage done by any student or group of students to equipment in the laboratories or to any other property of the Institute shall be officially communicated to both the student(s) concerned and also the parent/guardian of the said student(s), or any other person or authority that is responsible for the payment of his/her tuition at for particular academic session during which the offence was committed by the student.

Any student(s) who contravenes this regulation in form of non-remittance of appropriate levy (in full) to the Institute account for the replacement of any damaged laboratory equipment or any other institute property by any student(s) within the specified period of four (4) weeks shall be liable to any or all of the penalties stated hereunder:

- a. Warning/restriction to use of certain equipment in the laboratories.
- b. Rustication for one semester or academic session.
- c. Expulsion from the Institute.

## **Chapter Thirteen**

### **Counselling Services**

Delexes Institute of Science and Technology runs counselling services for students. The Students 'Counselling Unit is directly under the Student Affairs Unit. This is in line with the Institute policy to attain the goal of the total man 's concept. Students should feel free to visit the Dean, Student Affairs, over issues that require attention such as alter ego, health challenges, family crisis, bad habit and spiritual problems.

Any student who experiences any emotional stress or social discomfort while within the Institute should feel free to speak in confidence with the Dean of Student Affairs, Coordinator, Student Affairs, Hostel Managers, or any other officer designated to provide such spiritual and emotional counselling to students. Every Institute Student is expected to relate with other students and staff and the entire Institute Community as a happy Family. The Institute will assist students to develop spiritually, academically, emotionally, socially and physically during their period of study in the Institute.

## **Chapter Fourteen**

### **Performance Audit/Assessment of the Academic Standard**

#### **Preamble**

This chapter will provide a basis for the performance audit of the Academic Standard, while the performance audit deals with the assessment of the objectives of the Institute as well as the estimates herein contained in the previous chapters.

#### **Aims and objectives of performance audit**

- (i) To help in evaluating organizational activities, identifying potential areas for improvement.
- (ii) To provide feedback to stakeholders on the state of the Institute. Thus, performance audit is a means of enforcing accountability and efficient resource allocation and utilization.

Based on the fact that essential institutional activities such as admission, academic calendar, convocation and budgeting occur yearly, performance audit would be undertaken on an annual basis at the Institute.

In essence, it is proposed that an annual evaluation of the performance of the Institute will take place at all levels of operation, i.e. Department, Institute Service Units etc... Therefore, annual performance audit against set targets will commence at the end of the first academic session i.e. at the end of the first year of operation.



### **Performance Parameters**

Amongst the factors that are known to enhance the growth and stability of higher educational institutions are:

- Stable socio-political climate
- Favorable working condition
- Adequate funding
- Provision of right type of human and material resources.

Results, that are derived from the above factors, referred to as parameters, would be used for the performance audit in the Institute. These parameters include:

- Academic programmes / matters
- Financial Management / funding
- Physical and other infrastructural development
- Equipment procurement and
- The College Administrative management

The above listed parameters are often expressed in qualitative terms; however, in assessing set targets, performance indicators, (which are qualitative in nature) would be used.

### **Academic Programmes/matters**

In an effort to promote scholarship and encourage the advancement of learning, the Delexes Institute of Science and Technology will thoroughly screen its input factors, comprising students and staff; with a view to ensuring that the right type of materials are brought into the system.

The Institute will prescribe and adhere strictly to high standards for admission of students and recruitment of staff.

In order to ensure qualitative teaching, only Ph.D. holders shall be employed as Lecturers and contact person for students in each department and the number shall be undoubtedly adequate.

In addition, the institute shall operate strictly in line with the phasing patterns and commencement plans as described in the Academic Standard.

In this regard, the following indicators would be used for assessment:

- Students intake - at least 90% of admissions will be through the institute  
Assessment and requirements.
- Growth rate of student population i.e. pattern of growth will decline from 120% in the 1—2 year to 12% in the 10th year.
- Teacher / Students ratio — in line with standard institute ‘guidelines
- Structure of academic staff - Mix of staff in line with Standard  
Institute guidelines (20:35:45)
- Quality of teaching - peer rating using standardized instruments.
- Library allocation - 10% of the College recurrent grant.
- Graduate production - Not less than 90% of student intake are expected to graduate

Quality of graduate - High quality standard but as assessed by employers' labor.

Academic program status — to be assessed by the GTEC'S panel.

### **Financial Management/Funding**

The availability of funds at the right time and to the required level is essential to the development of any higher institution.

The breakdown / analysis of fund generation for the institute is as shown in the attachment and discussed therein.

Of equal importance to the development of the institute is the allocation of funds to its various units. To this end, the following indicators of disbursement of funds would be utilized for performance evaluation.

- Direct teaching unit/Administration unit      - Ration 60:40
- Library fund      - 10% recurrent grant
- Books and journals      - 60% of Library fund
- Research Grant      - 5% of Recurrent grant
- Staff Development      - 1% of Recurrent grant
- Pension and Gratuity      - 1% of Recurrent grant

More importantly, the College will ensure judicious spending of allocated funds.

