



IFO COLLEGE OF MANAGEMENT AND TECHNOLOGY



STUDENTS' HANDBOOK

2025 / 2026



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A publication of **Ifo College of Management and Technology**, Ogun State, Nigeria.

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GENERAL NOTICE

This students handbook of information is to be meticulously studied by every student. Rules, regulations and other information contained in this student handbook are subject to review as may be necessary. Students are therefore urged to watch out for amendment at all time. Every student is also expected to print and sign the last page of this student handbook and return it to the Student Affairs Unit immediately, submission a requirement for ND I 1st semester examination.



NATIONAL ANTHEM

ARISE, O Compatriots,
Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labour of our heroes past
Shall never be in vain
To serve with heart and might
One nation bound in freedom
Peace and unity.

O God of creation,
Direct our noble cause
Guide our leaders' right
Help our youth the truth to know
In love and honest to grow
And live in just and truth
Great lofty height attain
To build a nation where peace
And justice shall reign

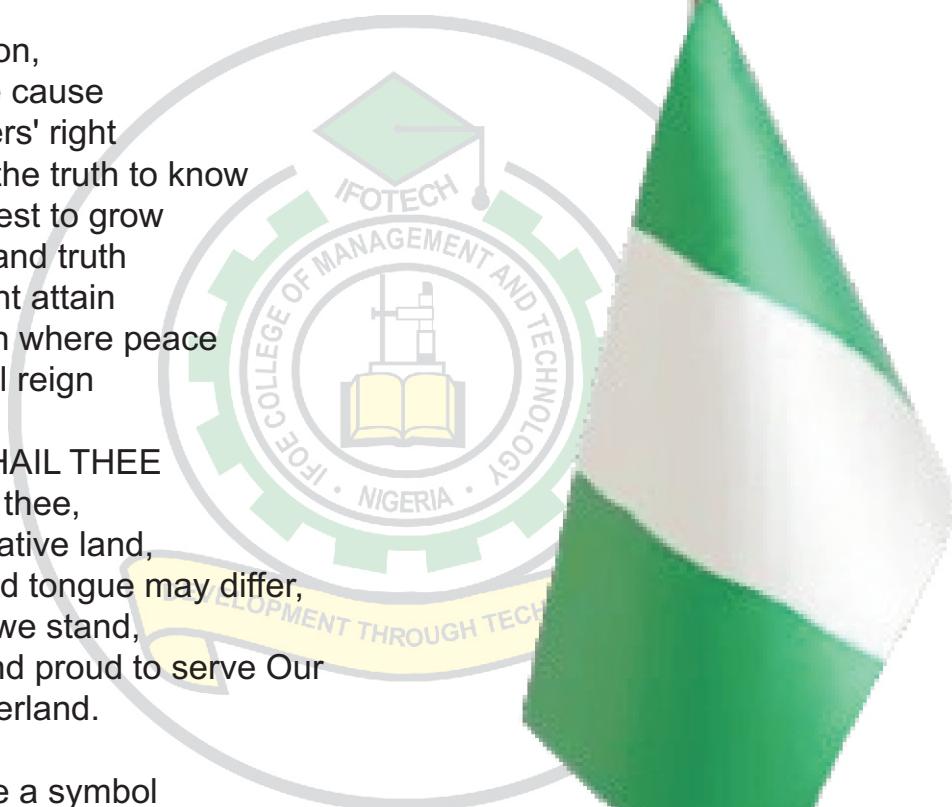
NIGERIA, WE HAIL THEE
Nigeria, we hail thee,
Our own dear native land,
Though tribe and tongue may differ,
In brotherhood we stand,
Nigerians all, and proud to serve Our
sovereign Motherland.

Our flag shall be a symbol
That truth and justice reign,
In peace or battle honored,
And this we count as gain,
To hand on to our children
A banner without stain.

O God of all creation,
Grant this our one request,
Help us to build a nation
Where no man is oppressed
And so with peace and plenty
Nigeria may be blessed.

THE PLEDGE

I pledge to Nigeria my country
To be faithful, loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God.





OUR VISSION STATEMENT

To be a world-renowned Institution that is committed to the development and transformation of society through environmentally friendly technology and other innovations.

OUR MISSION STATEMENT

To discover, disseminate and apply the knowledge of Science and Technology for human well-being and the development of society.



PHILOSOPHY

The philosophy of the institution is to reflect its motto development through technology.

THE MOTTO

The motto of Ifo College of Management and Technology is: Development through Technology.



MESSAGE FROM THE RECTOR

I rejoice with you for being fortunate to secure admission into the Ifo College of Management and Technology, Ifo, Ogun State. I welcome you to our esteemed institution. I would like to extend my congratulations to our new students for taking the bold step in their academic journey applying to Ifo College of Management and Technology, Ifo, Ogun State and upon admission, registering for respective programme of study.



This Student Handbook has been carefully design to provide guidance and regulations that govern the conduct of all the students in our institution. As such, it is mandatory for every student to study it through and comply with the provisions therein.

Throughout your studentship at Ifo College of Management and Technology, Ifo, Ogun State, Students Handbook will serve as a guide that contains information on every aspects of student life, including academic directives, student discipline and grievance process, student services and support. The purpose is to help you navigate your academic career with ease during your studentship in our institution.

I implore you to read this Handbook and refer to it at all time during your studentship, Ifo College of Management and Technology is committed to providing you with a conducive and supportive learning environment and adherence to the regulations in this Handbook to maintain a serene academic community.

Once again, I welcome you to Ifo College of Management and Technology, Ifo, Ogun State and wish you a successful and fulfilling stay.



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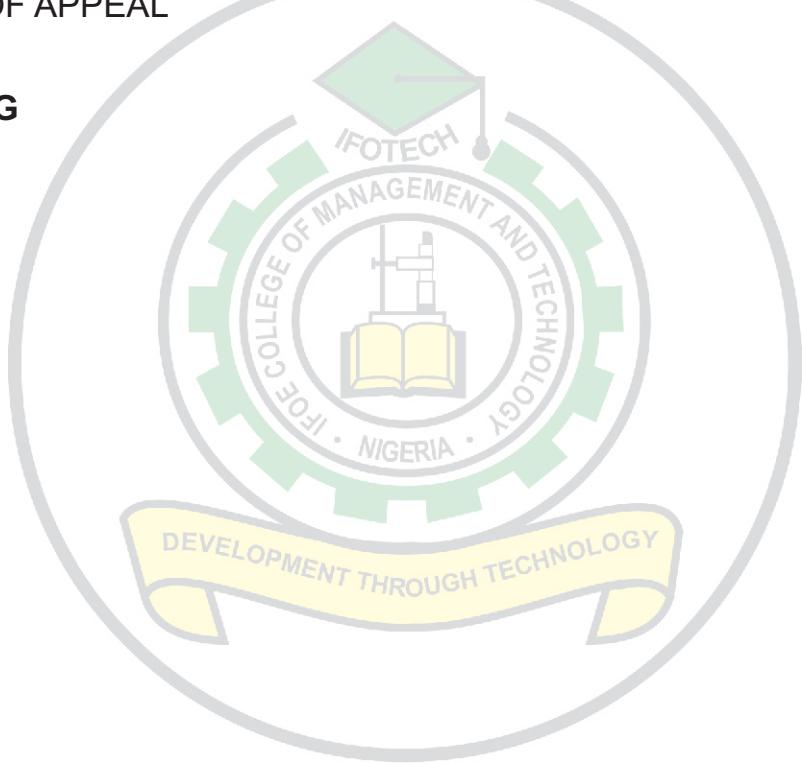
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Chapter 1

IFO COLLEGE OF MANAGEMENT & TECHNOLOGY (What it is and what it stands for?)

1.0 INTRODUCTION/PREAMBLE

Ifo College of Management and Technology is a Public Partnership (PPP) established Institution. It was approved by Federal Government of Nigeria and accredited by National Board for Technical Education (NBTE) and listed on Joint Admissions and Matriculation Board (JAMB).

Ifo College of Management is intended to be locally and internationally unique in its programme focus; the curriculum is designed to ensure that its graduates are computer literate, staff and students are linked with industries to support economic and enterprise development, as well as technology transfer.

GOVERNANCE OF IFO COLLEGE OF MANAGEMENT AND TECHNOLOGY

The proprietor is fully involved in the running of the Institution along with the Governing committee board comprising of members from both the academic institution, industries, ministry and other fields of endeavors.

1.1 THE GOVERNING COUNCIL

The Governing Council is headed by a Chairman and the council has members made up of the following.

1. Chairman
2. The Rector
3. Two persons representing a variety of interests
4. One representative of the parent forum
5. One representative of the Ministry of Education
6. One representative of the host community
7. Registrar-Secretary

The Governing Council has the power and overall responsibilities to:

- i. Make statutes for the constitution, policy, structure, powers, organization, development, financing, responsibilities and general management of the Institution.



- ii. Acquire landed and other forms of property for the Institution.
- iii. Control and superintend the affairs of the Institution.
- iv. Determining the terms and conditions of appointment of the Rector and Other staff of the institution.
- v. Appoint, promote and discipline the staff of the Institution on the advice of appropriate committees;
- vi. Consider and approve the annual report and
- vii. Consider and approve Auditors report at the end of each academic year.

The Council normally operates through the committee system. The major committees of Ife College of Management and Technology Governing Council are: Finance and General Purpose Committee (F&GPC), Tenders Board, Staff Disciplinary Committee, and Staff Appointment and Promotions (Committees Academic and Non-Academic).

1.2 ACADEMIC BOARD

The academic board is the chief academic policy organ of the institution. It is the organ that directly deals with students. Unlike the Governing Council, the academic board has no fixed membership or term of office and consists exclusively members of staff.

Member of academic board are as follows:

- a. The Rector
- b. The Deputy Rector
- c. Doctors (Phd) holders
- d. Head of Academic Departments
- e. The Librarian
- f. Two members of Academic Staff.
- g. Registrar Secretary.

The Rector is the Chairman of the Academic Board. The general function of the academic board is to organize and control the teaching and learning, examination, the admission and discipline of student, as well as to promote research in the institution.

The specific functions and responsibilities of the academic board include:

- a) Establishment, organization and control of the Department in the Institution and the allocation to the different Department of responsibility for different branches of learning
- b) Organization and control of courses of study and examination in the institution.
- c) The award of Diploma and such other qualification as may be prescribed in connection with examinations held as mentioned above;
- d) The selection of candidates for admission as students of the Institution;



- e) The supervision of the welfare of students and the regulation of
- f) The grant of fellowship, scholarship, prizes and similar awards base on the recommendation of the Committee of HOD.
- g) Determination of what description of dress shall be academic, for the purpose of the Institution and regulating the use of academic dress.

1.3 THE RECTOR

The Rector is the academic head and chief executive of the Institution, The office of the Rector serves as the nerve center of activities in areas of protocol, external relations and coordination of the various internal organs of the Institution. He is the Chairman of academic board. The Rector is appointed by the Council in consultation with the Proprietor. He holds office for a term of five years, provided that no Rector shall hold office for more than three consecutive terms of five years each.

1.4 THE DEPUTY RECTOR

The Deputy Rector is appointed by the Governing Council on the recommendation of the Rector and Academic board. He acts in the place of the Rector when the Rector for any reason is unable to perform his function as Rector or when the office of the Rector is vacant. Apart from this, the Deputy Rector has the following specific responsibilities and functions:

- a) Oversees supporting and community services including students and staff oriented services; business services; health, socio-cultural religious services;
- b) Chairs the academic committees on research, academic planning and committee of HODs.
- c) Assist the Rector to generate revenue

1.5 THE REGISTRAR

The Registrar is the Chief administrative officer of the institution. He is responsible to the Rector for the day to day administrative work of the institution except as regards those for which the Deputy Rector and Bursar are responsible. He is Secretary to the Governing Council, Academic Board and Convocation. The Registrar is appointed by the Council for a term of five years renewable for a further term of five years and more.

1.6 THE BURSAR

The Bursar is the Chief financial officer of the institution. He is responsible to the Rector for the day to day financial administration of the institution.

1.7 THE INSTITUTION LIBRARIAN

The Institution librarian is the academic and administrative head of the institution Library. He is



responsible to the Rector for the development of the Institution Library system. The Institution Librarian is appointed by the Council for term of five years renewable for a further term of five years and no more.

1.8 FRONT LINE OFFICERS, THEIR RESPONSIBILITIES

The Frontline officers of the Institution are The Directors of Academic Planning, Physical Planning and Works; Research and Development, and student Industrial Work Experience Scheme (SIWES) and Director of Students affairs, Examination officer, Public Relation/Counseling Officer.

1.9 DIRECTOR OF ACADEMIC PLANNING

The Director of Academic Planning is responsible to the Rector for the Planning of academic programmes of the Institution. He is the head of the Academic Planning unit of the Rector's office.

1.10 DIRECTOR OF PHYSICAL PLANNING AND WORKS

The Director of Physical Planning and Works is responsible for the Planning and Maintenance of physical facilities and grounds of the Institution.

1.11 DIRECTOR OF HEALTH SERVICES

The Director of Health Services is the head of the Institution Health Service Unit, who is responsible for the curative and preventive aspect of the health of the Institution community including sanitary aspect in form of fumigation. The Director advises on matters of health in the Institution.

1.12 DIRECTOR OF RESEARCH AND DEVELOPMENT CENTRE

The Director is the head of the center charged with the responsibility of coordinating the research efforts of the Institution and ensuring that research programmes and activities are focused, directional and result oriented with clear prospect of utilitarian value

1.13 DIRECTOR OF SIWES

The Director is the head of the SIWES Unit, which is charged with performing the following functions:

- a) Coordinating, administration and overall management of industrial Training programmes of students of the Institution.
- b) Liaison with industries, government establishments and relevant parastatals in operating the Scheme;
- c) Securing job placement for students, industrial training follow-up activities, industrial training supervision and allied functions; and



- d) Providing necessary information to students on industrial training matters and advising them on manpower development needs of industries.
- e) Ensure that all students going on SIWES, pay SIWES fee as prescribed and determined by the Management before collecting their Log Book.

In a nutshell, the functions of the Director of SIWES is to coordinate and administer industrial training programmes of the Institution.

1.14 STUDENT AFFAIRS OFFICER

The Officer is the head of the Directorate of student affairs and is charge with coordination and administration of student services. The directorate was established to support student, in continuing basis, for such activities as;

Students' accommodation;

Registration and monitoring of student's professional, cultural and social clubs, sports and games

1.15 THE EXAMINATION OFFICER

The Examination Officer is to co-ordinate the conduct of all Institution Examinations and any other function as may be prescribed by the Management.

1.16 THE PUBLIC RELATION/COUNSELING OFFICER

The Public Relation/Counseling Officer is the image of the Institution. He is also to advice and counsel students on both academic and personal issue that may affect the psychological well being of the student and any other functions as may be prescribed by the Management.

1.17 THE SCHOOL OFFICER:

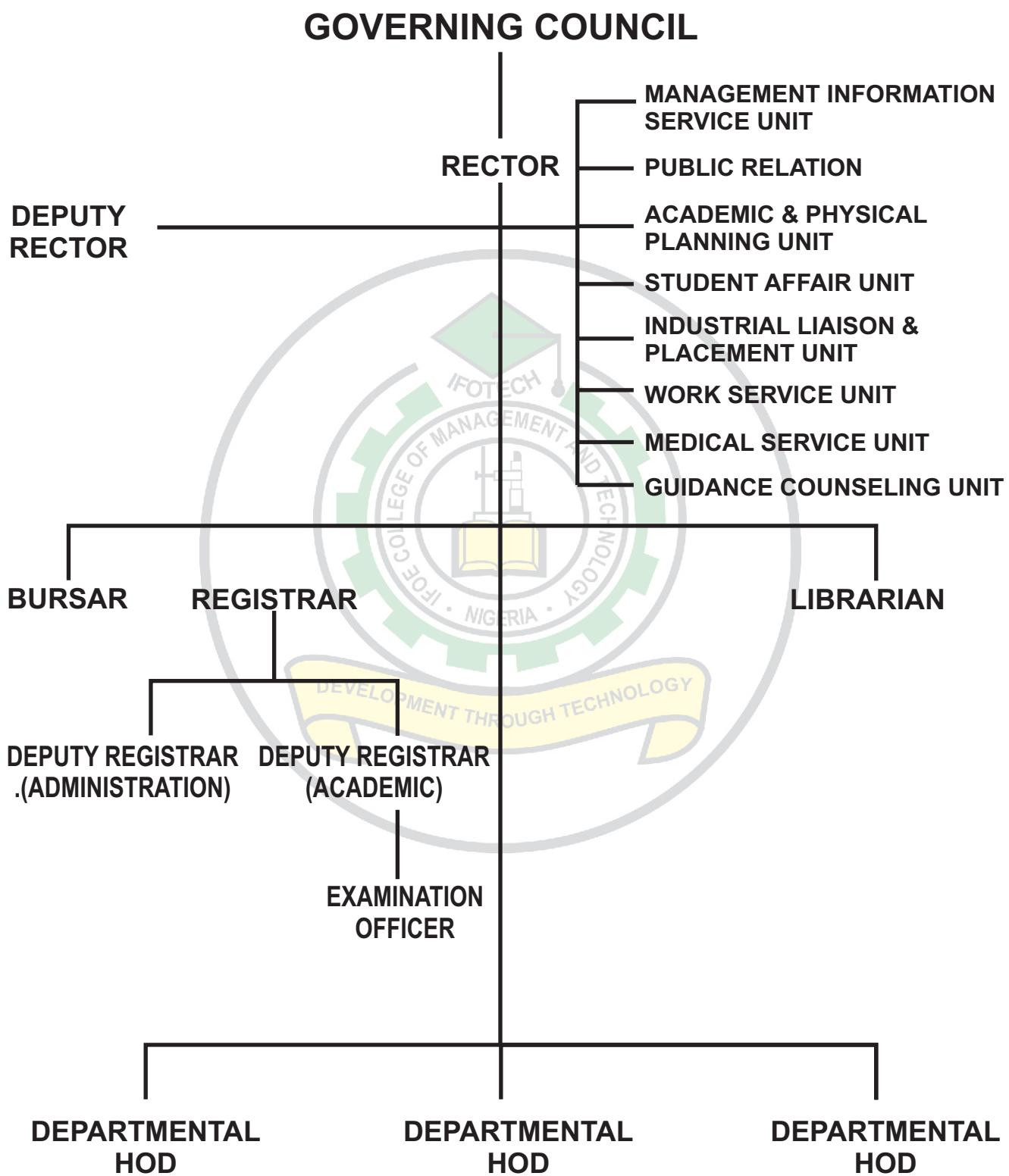
The School Officer is responsible to the Rector on day to day activities on students conduct on Campus and its environment, also to work in line with the Students Affair Officer for smooth running of the Institution.

1.18 THE ORGANIZATION STRUCTURE

The organizational structure of Ifo College of Management & Technology is shown below



ORGANIZATIONAL CHART





Chapter 2

2.0 STUDYING AT IFO COLLEGE OF MANAGEMENT & TECHNOLOGY

A successful study at Ifo College of Management & Technology entails meeting and complying with a regime of conditions and regulations governing studentship in the Institution. The first hurdle to scale is admission. To be admitted into Ifo College of Management & Technology, the prospective student must satisfy the Institution admission requirements.

2.1 ADMISSION REQUIREMENTS

As mentioned earlier, admission into Ifo College of Management & Technology is open to all qualified candidates irrespective of gender, creed, race, religion, physical ability or political leaning.

Candidates seeking for admission into Ifo College of Management & Technology programmes must apply through the Joint Admission and Matriculation Board (JAMB) (UTME).

UTME candidates seeking admission into Ifo College of Management & Technology are required to have obtained five credit passes at Senior School Certificate Examination (SSCE) or equivalent in relevant subject, including Mathematics and English Language, at not more than two sittings in relevant subjects.

To be offered admission, the candidate must obtain acceptable UTME score as determined by academic board in the relevant subjects for the Diploma Programme of interest and pass the screening test conducted by Ifo College of Management & Technology. The screening exercise may consist of a written aptitude test and oral interview.

Successful candidates are communicated in writing, short text message, etc.

2.2 REGISTRATION AND MATRICULATION

2.2.1 New Students' Registration

Acceptance of offer of admission does not make a candidate a bonafide student of Ifo College of Management & Technology. To become a bonafide student of the Institution, such a candidate must complete the **due process of registration and matriculation**.



Registration entails the following:

- a. Screening of provisional student's credential and verification of admission by the Admission officer.
- b. Payment of the prescribed fees by the provisional student (if cleared by the Admission officer).
- c. Collection of registration forms from the Academic Office of the Registrar (if student is cleared by the Bursar).
- d. Completion of course registration forms after due consultation with appropriate departmental and Course coordinator.
- e. Submission of completed course registration and other forms duly signed by the course/programme coordinators, Head of Department, and other officers to the Academic Office.
- f. Registration (including documentation, medical examination) at the Institution Health Centre.
- g. Registration at the Institution Library/Online on payment of prescribed fee.
- h. Assignment of accommodation in the hall of Residence (HOSTEL) on availability.
- i. Payment of prescribed Matriculation fee.

2.2.2 Stale Students' Registration

It must be emphasized that registration is not exclusive to provisionally admitted students. Every student, fresh or stale, is required to register at the beginning of every semester before the commencement of lectures. The Academic Office publishes the detailed procedure and fee for registration prior to the commencement of a semester/session.

2.2.3 Late Registration Schedule

According to a Section in the Affidavit Sworn by you from High Court **Matriculation** is a formal admission process and only those who have completed the registration formalities are eligible. All such properly registered fresh students are formally admitted into the Institution at a matriculation conducted on a date specified by the academic board.

A candidate becomes a bonafide student only after subscribing to the matriculation oath, signing the matriculation register, and being assigned a Matriculation number.

The importance of matriculation is underlined by the fact that no official communication or transaction of the student is complete or valid unless it carries the correct matriculation number. This includes examination script and students identity card.

Once a student is assigned a matriculation number, it cannot be changed. By convention, student cannot matriculate more than once in the same Institution.



Matriculation candidates are required to be formally dressed, robed in the Institution academic gown.

The matriculation ceremony normally marks the end of registration of fresh students.

2.3 ORIENTATION PROGRAMME FOR FRESH STUDENTS

Ifo College of Management & Technology organizes orientation programme for fresh students. The programme which precedes the Matriculation Ceremony exercise is mandatory for all fresh students; they are required to attend all orientation activities and sign the attendance register.

The orientation programme which expose the student to the social and academic life of the Institution as well as social life outside the Institution (e.g. culture of the host community) is designed to introduce the fresh students to the various activities and facilities (e.g. Health Centre, Library, Sports Unit, etc) will be exposed to in the course of their studentship at Ifo College of Management & Technology. It also provides fresh students the opportunity to familiarize themselves with the rules and regulations and procedures of the Institution.

The orientation activities enable the fresh students to meet and interact with the principal and front line officers of Ifo College of Management & Technology and in particular, Deans of their Faculty.

The orientation programme is the responsibility of the Directorate of students' Affairs.

2.4 DEFINITIONS AND TERMINOLOGIES IN THE UNIT COURSE SYSTEM

2.4.1 Academic Session

An Academic Session consists of two semesters

2.4.2 Academic Semester

Each semester shall consist of a period of about 15 weeks of instruction and examination.

2.4.3 Core Courses

Core courses are specified courses that are fundamental to a particular department.

2.4.4 Elective Core Courses

These are courses offered within the department for the students' specialization in their areas of interest.

2.4.5 Ancillary Courses

These are complementary to the core courses in providing a well-balanced and broad based education to the students. These are basic studies. General studies and related studies. Ancillary courses should be from 10% of the total contact hours available to students.



An elective course can be offered to make up the units required for the award of diploma.

2.4.7 Pre-requisite Course

This is a course that the students must pass before he can proceed to a more advanced course of the same nature, for instance, structured query Language 1 CSE 241 is a pre-requisite for Structure query Language 2 CSE 222. It is a course whose knowledge is essential to taking another course.

2.4.8 Course Load

This is the total number of course units student take- in one semester. The minimum number of course unit will be 18 while the maximum will be 30. the school should endeavour to keep this limit. Also, students on probation should be advised by Course adviser not to exceed the minimum of 18.

2.5 ADDING AND DROPPING COURSES

A student may withdraw from a course for which he/she is registered by duly completing the **Add and Drop** form within the period stipulated by academic board regulations to that effect. This is usually good before that course is examined. To be valid, the form must be endorsed by the course coordinator and Head of Department. The Add-and Drop form can also be used to add on a course for which the student did not register at the beginning of the session or semester, as the case may be.

2.5.1 Duration of Studentship

A National Diploma programme shall normally be completed in four semesters (2 - year programme) or eight semester (4-year programme).

2.5.2 Students' Performance Evaluation

The performance of students in a course shall normally be evaluated through course examination and continuous assessment. The pass mark shall be 40%. Continuous Assessment & Online Assignments will carry 30% weighing of total course assessment in any course of study.

Continuous assessment of students (at least 3 per semester) should be by means of a combination of term papers, test, and assessment in Workshop/Laboratory/Studio/ Exhibitions/Assignment, etc, as may be applicable to respective programmes of study. Examination result in each course shall be recorded as percentage marks more letter Grades, and shall be converted to grade points as follows



MARK RANGE	LETTER GRADE	GRADE POINT	PERFORMANCE
75% and Above	A	4.00	Excellent
70%-74%	AB	3.50	Very Good
65%-69%	B	3.25	Good
60%-64%	BC	3.00	Above Average
55%-59%	C	2.75	Average
50%-54%	CD	2.50	Very Fair
45%-49%	D	2.25	Fair
40%-44%	E	2.00	Pass
Below 40%	F	0.00	Carry Over

Cumulative Grade Point Average (CPGA)

Candidates shall be credited with the number of course Units assigned to the courses that they passed. A student who fails in any compulsory course or does not attain the specified minimum score in a required course shall re-register for the course. The level of performance of candidates over a period may be determined from the calculation of his or her cumulative grade point average (CPGA). CGPA is calculated using the formula:

L is the total number of course taken (whether passed or failed) since entering the programme while P is the grade point scored in course "I" with unit U.

Ensure that they sit in an orderly manner in spaces marked according to their Matriculation Numbers. Blank answer booklets and graph papers, where required, shall then be distributed.

- ii. About five (5) minutes before the commencement of the examination, the envelopes containing the question papers shall be opened and the papers distributed face down, while the candidates are warned not to start until they are told to do so.
- iii. At the scheduled time for the commencement of the examination and after the distribution of papers has ended, the invigilators shall ask the candidates to start, and note the exact time of commencement and the exact time to end the examination, depending on the amount of time allowed for the various examinations holding in the hall.
- iv. Invigilators shall pass round the candidates the Attendance Registers corresponding to their courses for the candidates to fill and sign at the beginning and end of the examination.



- v. Invigilators shall familiarize themselves with institution to candidates and enforce the rules and regulation contained in these instructions.
- vi. Invigilators shall exercise constant and vigilant supervision over the candidates.
- vii. In any case of examination misconduct by candidates, the Chief Invigilator shall require the candidate(s) to proceed with the examination. The Chief Invigilator shall report such cases to the Chief Examiner and Head of Department concerned within 24hours.
- viii. Invigilators shall ensure that candidates bring only authorized materials into the Examination Hall. Bags, books and other candidates' properties must be left outside the Examination hall. For this purpose, invigilators shall inspect the hall after candidates have been seated before the commencement of each examination.

III health or accident or other exceptional causes shall be deemed to have failed that examination. Misreading of the time table and such lapses on the part of the candidates shall not be accepted as a satisfactory explanation or absence. A student who is absent from an examination on account of illness confirmed by Medical evidence from the Institution Health service may obtain the permission of Academic board to make up the examination on another occasion. Approval for a Make-up examination shall be by academic board on the recommendation of Departmental board.



Chapter 3

3.1 EXAMINATION MISCONDUCT

Examination Malpractices include:

- i. Possession of question papers before examination/test or attempt to do so.
- ii. Swapping or attempt thereof of answer before, during or after examination/test.
- iii. Bringing into the examination hall any unauthorized pieces(s) of paper whatsoever.
- iv. Tattooing: inscription of answers, hints or codes thereof on any of the candidate's body/dress, or any other manner whatsoever.
- V. Passing information from one candidate to another in the examination hall.
- vi. Seeking or soliciting any assistance whatsoever from any student or any other unauthorized person in the examination hall.
- vii. Any disorderly conduct before, during or after any examination or test.
- viii. Pre-arranged sitting pattern by any student or group of student in the examination hall with a view to facilitating unauthorized exchange of information.
- ix. One candidate arranging with another persons to write an examination on his/her behalf.
- x. Unauthorized possessions of the Institution answer booklets or attempts thereof.
- xi. Assaulting/manhandling invigilator and/or attendant.
- xii. Any action or inaction of any student in and around the examination hall, which is inimical to or subversive of the integrity of the Institution examination process, such as the offences listed above, shall constitute examination misconduct.
- xiii. Offering information/assistance and accepting information/assistance from another student during examination is a bridge of examination regulation and both carry equal punishments.

3.2 HANDLING OF CASES OF EXAMINATION MALPRACTICE

- i. Examination misconduct shall be handed by the Students Disciplinary Committee.
- ii. The Chief Invigilator shall require the candidates concerned to write and sign a statement on the incident and allow the candidates to proceed with the examination.
- iii. The Chief Invigilator shall write his own statement and report the case(s) to the Chief Examiner who is also the Head of Department concerned and forward a report to academic board.



- iv. On receiving the report, the academic board shall set up a Malpractice Committee of not less than three members to investigate the case. The report of this committee shall then be forwarded to the Rector by the academic board.
- v. At his discretion, the Rector may act on the report submitted by the academic board or forward it to the student Disciplinary Committee for advice.
- vi. At the discretion of the Chief Invigilator, a candidate may be required to leave the examination room when his/her conduct is judged to be disturbing or likely to disturb the examination. The Chief Invigilator shall submit a written report on any such action to the Head of Department immediately after the end of the examination.



FIRST SEMESTER EXAMINATIONS RESULTS

S/N	Course Code	Course Title	Course Unit	Score	Grade	Grade Point	Weighted Point
1	BAM 111	INTRODUCTION TO BUSINESS	2	64	B	3.00	6.00
2	BUS 116	PRINCIPLE OF ACCOUNTING	2	65	B+	3.25	6.50
3	GNS 101	USE OF ENGLISH I	2	83	A+	4.00	8.00
4	GNS 127	CITIZENSHIP EDUCATION 1	2	77	A+	4.00	8.00
5	GNS 129	HISTORY AND POLITICS IN NIGERIA	2	77	A+	4.00	8.00
6	MMP 111	INTRODUCTION TO COMPUTER	2	83	A+	4.00	8.00
7	MMP 112	MULTIMEDIA FOUNDATION CONCEPTS	2	76	A+	4.00	8.00
8	MMP 113	DIGITAL FILM ANIMATION, PRINT AND PUBLISHING	2	74	A	3.50	7.00
9	MMP 114	INTRO. & INTERMIDIATE NEWS GATHERING AND WRITTING	2	72	A	3.50	7.00
10	MMP 115	INTRO. TO MASS COMMUNICATION	3	76	A+	4.00	12.00
11	MMP 116	ENGLISH FOR MASS COMMUNICATION 1	2	83	A+	4.00	8.00
12	MMP 117	INRODUCTION TO BROADCASTING	2	76	A+	4.00	8.00
13	MTH 131	BUSINESS MATHEMATICS 1	2	53	C	2.50	5.00
CURRENT COURSE UNIT:		PREVIOUS COURSE UNIT:	-	CUMULATIVE COURSE UNIT:		27	
CURRENT TOTAL POINT:		99.5	PREVIOUS TOTAL POINT:	-	CUMULATIVE TOTAL POINT:		99.5
CURRENT GPA:		3.69	PREVIOUS GPA:	-	CUMULATIVE CGPA:		3.69
GPA for 1st Semester=Total CTP divided by Total CU=99.25/27=3.69							



SECOND SEMESTER EXAMINATIONS RESULTS

S/N	Course Code	Course Title	Course Unit	Score	Grade	Grade Point	Weighted Point
1	ACC 121	ACCOUNTS AND BRAND MANAGEMENT	2	45	D	2.25	4.50
2	ART 121	ART HISTORY	2	49	D	2.25	4.50
3	BUS 123	PRINCIPLE OF ECONOMICS	2	45	D	2.25	4.50
4	GNS 102	USE OF ENGLISH 11	2	55	C+	2.75	5.50
5	GNS 128	CITIZENSHIP EDUCATION AND POLITICS	2	61	B	3.00	6.00
6	MMP 121	INTRODUCTION TO CRITICAL THINKING	2	67	B+	3.25	6.50
7	MMP 122	MULTIMEDIA TECHNIQUES	2	51	C	2.50	5.00
8	MMP 123	INTRODUCTION TO WEB	2	51	C	2.50	5.00
9	MMP 124	MULTIMEDIA MANAGEMENT AND POLICY 1	2	67	B+	3.25	6.50
10	MMP 125	PRINCIPLES OF MULTIMEDIA PROGRAMMING	2	61	B	3.00	6.00
11	MMP 126	ENGLISH FOR MASS COMMUNICATION II	2	55	C+	2.75	5.50
12	MMP 127	INTRO. TO PUBLIC RELATION	2	77	A+	4.00	8.00
13	MMP 128	GRAPHIC AND DESIGN	2	56	C+	2.75	5.50
14	MMP 129	PRECISION JOURNALISM	2	51	C	2.50	5.00
15	MTH 131	BUSINESS MATHEMATICS 11	2	45	D	2.25	4.50

CURRENT	PREVIOUS	CUMULATIVE
CURRENT COURSE UNIT:	30	PREVIOUS COURSE UNIT:
CURRENT TOTAL POINT:	82.5	PREVIOUS TOTAL POINT:
CURRENT GPA:	2.75	PREVIOUS GPA:
		CUMULATIVE COURSE UNIT:
		57
		CUMULATIVE TOTAL POINT:
		182
		CUMULATIVE CGPA:
		3.19

CGPA for 2nd Semester = Current Total Point (CTP) + Previous Total Point (PTP)/
 Current Course Unit (CCU) + Previous Course Unit (PCU) $82.5+99.5/30+27 = 3.19$



Classification of Diploma

Classification of the Diploma awarded on successful completion of either the National Diploma is dependent on the student's Cumulative Grade Point Average at the end of the last semester examinations. It is highlighted as follows:

3.4 CLASSIFICATION OF DIPLOMAS

CGPA	Class of Diploma
3.50 and above	Distinction
3.00-3.49	Upper Credit
2.50-2.99	Lower Credit
2.00-2.49	Pass

Examination and Related Matters

A. Eligibility Conditions

Students must fulfill the following conditions before they become eligible to write all Diploma Examinations, that is, first and second semesters' examinations.

(i) Registration for Semester Examination

All students must be registered for all Semester Examinations by filling the appropriate forms after payment of prescribed fees.

(ii) Class Attendance

Every student should have at least 75% class attendance at the end of each Semester. Any student whose class attendance falls below this requirement shall be prevented from sitting the semester examinations.

B. Moderation of Examinations

All examination question papers, marking schemes and answer scripts are moderated before and after each semester's examinations. The moderation exercises are done internally and externally. All moderators should submit a report on the general standard of the examinations.

(I) Internal Moderation

Internal Moderators nominated by the Head of Department from among the senior and experienced academic staff in the Department shall vet all examination questions, marking schemes and answer scripts for 100 and 300 levels semesters examinations.



(ii) **External Moderation**

External Moderators shall be appointed for the moderation of 200 level and 400level examination questions, marking schemes and answer scripts. External moderators are drawn from experienced persons in other sister or equivalent tertiary academic institutions, research institutes, relevant industries or institutes.

3.5 EXAMINATION COMMITTEE

There shall be an Examination Committee set up by the Academic Board.

The functions of the Examination Committee shall be:

- i. To organize and conduct the semester examinations;
- ii. to prepare a time-table for the semester examinations;
- iii. to arrange the venues for the semester examinations;
- iv. to organize and prepare a duty roster for invigilators;
- V. to arrange for materials to be provided for the semester examinations;
- vi. to collect answer scripts from the invigilators and hand over to examiners;
- vii. to cancel/audit all blank pages in the students' answer scripts/booklets;
- viii. to report cases of examination malpractice to the Academic Board; and
- ix. to perform any allied function(s) that may be referred to it by the academic Board.



**D. Rules and Regulations Governing The Conduct of an Examination**

- i. Candidates are to arrive in the examination hall at least 15 minutes before the commencement of a paper.
- ii. Candidates who arrive in the examination hall 30 minutes after the commencement of a paper shall not be allowed to sit for that particular paper.
- iii. Candidates shall provide themselves with: Pen (it is advisable to have two of the same colour at a time), Pencils, Eraser, Razor blade or Sharpener, Ruler, Mathematical Set (where necessary), and Drawing Instruments (where necessary).
- iv. Non-programmable calculators, pocket computers, Communication gadgets (mobile phones, etc) are forbidden in the examination hall.
- v. Every student should strive to be self-sufficient during examination; where it becomes so seriously unavoidable to borrow, the student concerned shall indicate to the invigilator.
- vi. For written examinations, no handbag/purse, paper etc, shall be carried into the examination hall; only Registration Slip and Identity Card issued by the Polytechnic shall be allowed in the examination hall.
- vii. Students should not expect letters of clearance from their Heads of Departments for the purpose of writing semester examination in place of their Identity Card.
- viii. Only examination numbers (no names) shall be used on examination scripts. A candidate shall be given all the papers he/she needs. Any rough work should be done in the answer booklet provided by the Polytechnic but such rough work should be neatly canceled. Any candidate who writes a wrong number or fails to write his number shall score zero.
- ix. No candidate shall bring into the examination hall, any prepared scripts or working aids like protractors or gadgets for visual display, models sketches or formulae. Where a candidate is in doubt as to what he/she is allowed to take into the examination hall, he/she should find out from the Examination Committee/Departmental Examination Officer/Invigilator before the start of the paper.
- x. All forms of cooperation between candidates e.g. conversation; exchange of papers, writing and drawing aids, calculators, eraser, all forms of communication in the examination hall are not allowed.
- xi. Where a candidate is in extreme need of help or in an uncomfortable circumstance, he/she should attract the attention of the invigilators by raising his/her hand. Tapping on the table or desk and all forms of noise in order to attract attention, are a violation of proper conduct in the examination hall and shall be considered offenses.



- xii. A candidate can visit the toilet during the examination but strictly under escort.
- xiii. It is a punishable offence to solicit for marks before or after an examination.
- xiv. Possession of examination stationery before or after an examination is prohibited.
- xv. A candidate who is involved in any situation that prevents him/her from writing or completing an examination shall be treated as being absent.
- xvi. Candidates must individually submit their answer scripts by hand to the invigilator and sign an examination attendance sheet to signify that they sat for the paper and submitted their answer scripts.
- xvii. A question paper becomes the property of the candidate only where the nature of the examination permits it to be taken out of the examination hall.
- xviii. A candidate may submit his/her answer script anytime but not earlier than 30 minutes after the commencement of the examination if he/she so wishes, and must leave the examination hall immediately. On no account should such a student be allowed back into the examination hall.
- xix. Candidates shall obey all lawful instructions given by the invigilator.
- xx. Any candidate in ill-health who requires any form of special attention or supervision or who feels that his/her health may affect his/her work in the examination hall should notify his/her head of department prior to the examination date and produce a report signed by a medical practitioner from a Government hospital.
- xxi. In case a candidate falls ill during an examination, he/she should report to the invigilator who shall take necessary action.
- xxii. In case a candidate falls or reports seriously ill prior to or during the examination period and is attended to at the Medical Centre, a written report on the candidate shall be prepared by the doctor and forwarded to the Head of Department of the candidate concerned within one week of such an occurrence.
- xxiii. If, in about a week to the examination or during the examination period, a candidate falls or reports seriously ill and he/she is attended to by a nurse at the Medical Centre a situation report shall be made in writing 72 hours to the Polytechnic medical-officer-in-charge who shall forward it to the student's Head of Department within one week.
- xxiv. Where a candidate is referred to a specialist or another hospital, the external report on the candidate shall be countersigned, with comments if need be by the Polytechnic medical officer and be forwarded to the Head of Department of the candidate concerned.



E. Reports.

All cases of examination malpractice reported by the Examination Committee will be forwarded to Examination Malpractice Committee for investigation to ascertain and make Recommendations on further necessary action. Concerned students are summoned to defend themselves. After thorough investigation, the Examination Malpractice Committee shall present its report to the Academic Board for consideration. All examination malpractice shall be dealt with as appropriate and as prescribed by the Academic Board. Sanctions deemed appropriate by the Academic Board is given.

F. Examination Results

i. Marks and Marked Scripts

All Marks and marked scripts shall be forwarded by the examiners to the Head of Department who will compile, and forward the marks to the Dean of School for the consideration of the School Board of Studies. Marked answer scripts shall remain with the Head of Department for 2 years before disposal.

ii. Consideration of Results by the School Board of Studies

The Dean of School shall convene the meeting of the School Board of Studies to consider departmental results and later send the recommended results to the Academic Affairs Officer.

iii. Approval of Results by the Academic Board

The Academic Affairs Office shall check the departmental results and forward them to the Academic Board for consideration and approval.

iv. All graduating students must make payment in Wema Bank Draft (Ifo Branch Only) for

- * Certificate ₦30,000
- * ND-Notification of Result ₦20,000
- * 1 Year I.T Letter ₦10,000
- * Transcript (Excluding Courier fee) ₦25,000 to Print **Convocation and Transcript clearance form**, part of requirement to sit for 2nd Semester ND II final examination and return same with other requirements to get final examination clearance approved.

Release of Result

The Academic Affairs Office shall release the result after approval by the Academic Board.

G. Petitions and Examinations

i. A student may petition if he/she has justifiable reasons or proof that his/her academic performance has been wrongly assessed in a course, test, or course work that forms part of the semester/Diploma Examinations.



- ii. A student forwarding a petition shall state his/her case in detail and refer to or attach all relevant facts and documents.
- iii. The result of any petition shall be communicated to the petitioner in writing within two months of its receipt.
- iv. The petition shall be forwarded on payment of (Five thousand Naira only) N5,000.00 per subject/Course (or as determined by the Academic Board).
- v. Any petition received one month after the date of release of results of that particular examination shall not be entertained.



3.6 PROCEDURE FOR OBTAINING ND-NOTIFICATION OF RESULT

Notification of Result shall be issued to individual graduate without any outstanding carry over course(s), O'Level result clearance with 5 credit pass in not more than 2 sittings relevant to programme and NDII-Project work and after the release 2nd Semester ND II examination result on submission of below requirements

- a. Request Letter
- b. Copy of Convocation and Transcript Clearance
- c. JAMB Admission letter or Evidence of Registration for JAMB P/T

3.7 PROCEDURE FOR OBTAINING CERTIFICATE

Certificate shall be issued to individual graduate on next convocation day preceding graduation year of the applicant submitting below requirements:

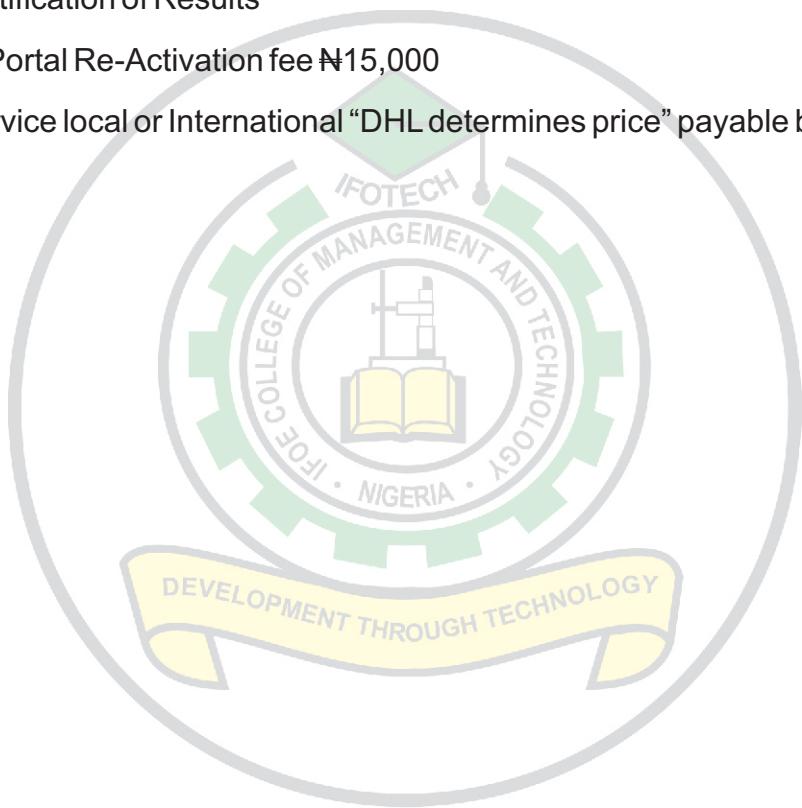
- a. Request Letter
- b. Copy of Notification of Results
- c. Copy of Convocation and Transcript Clearance
- d. Jamb Admission letter Institution copy



3.8 PROCEDURE FOR OBTAINING ACADEMIC TRANSCRIPTS

Academic Transcripts shall not be sent to any individual student or any employer, but only to Institutions of Higher Learning or Scholarship Boards on request, with attached below requirements

- a. Request Letter
- b. Copy of Convocation and Transcript Clearance
- c. Copy of Notification of Results
- d. Graduate Portal Re-Activation fee ₦15,000
- e. Courier service local or International “DHL determines price” payable by applicant.





Chapter 4

4.0 ACADEMIC SUPPORT FACILITIES

Ifo College of Management and Technology has established a number of academic support facilities in order to enrich its curricula. Invariably, the facilities are in the development stage and the students will be enjoying them as we continue upgrading the facilities day in day out.



4.1 LIBRARY

The Library is the central focus of any educational institution. It is the basic and central bibliographical organ of support to the academic programmes of the institution. It serves as a support not only to teaching but also to research and development activities. Consequently, Ifo College of Management and Technology plans to construct a purpose, built, user-friendly library shortly: the model and drawing are already done in the meantime, the temporary library is located in the 1st floor of the main academic building.

About 10% of the recurrent revenue of the institution devoted to the library. This is to ensure that very current books and journal titles are available to satisfy major research interests of staff and provide suitable reading materials for students.



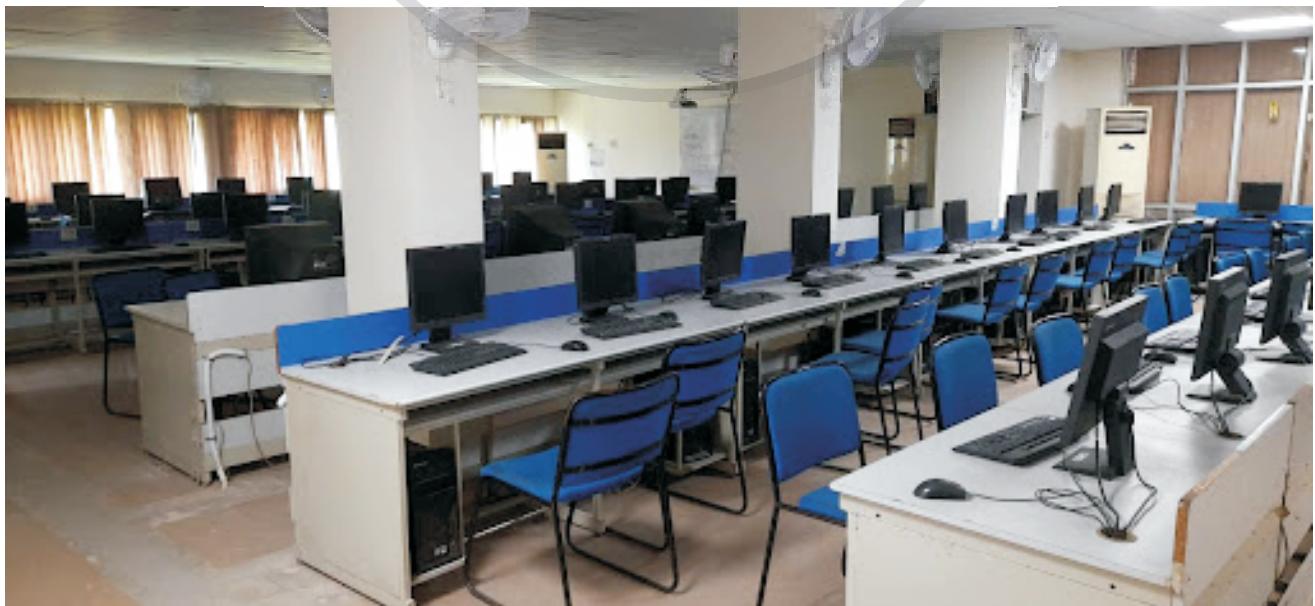
The proposed main library is designed to incorporate an electronic library. When completed and fully developed, it would have a capacity for about two hundred thousand of books in the various subjects and about 300 periodic titles. The electronic library section will have a reference collection of CD-ROMs for easy access to the current library information and audio-visuals as well as Internet facility to provide access to the libraries in other Institutions. The reading room of the proposed new library is a topmost priority project of Ifo College of Management and Technology. Some of the key facilities such as internet facility proposed for new library shall also be provided in the temporary.

4.2 THE COMPUTER SOFTWARE, HARDWARE LABORATORY, MULTIMEDIA STUDIO, ACCOUNTANCY, BUSINESS ADMINISTRATION & MANAGEMENT AND PUBLIC ADMINISTRATION RESOURCE ROOM

These facilities are pre-requisite for attaining the objective of Ifo College of Management and Technology to run programmes that are ICT-driven and at the cutting edge of science and technology.

Ifo College of Management and Technology also recognizes that ICT is a key to run the institution and also producing graduates that would generate employment and not job seekers, also the multimedia studio has been put in place with complete hi-tech Editing systems with World class Editing, graphics, animation and sound effect softwares.

Most of the key infrastructural facilities, such as VSAT facility, shall soon be install while alternative is in place.





4.3 STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES) AND INDUSTRIAL TRAINING PLACEMENT

Student Industrial Work Experience Scheme (SIWES)

It is mandatory for students studying technology-based courses at the end of their 100 level courses, to undergo a skilled training programme (related to their study) in industries and establishments for a period of four (4) months. The scheme is supervised by the Staff of the Institution, officials from Industrial Training Fund (ITF) and Industry which the student is attached.

The objectives of the SIWES:

1. Provide an avenue for students to acquire industrial skills and experience in their programme of study.
2. Prepare students for work settings expected to meet after graduation.
3. Expose the students methods and techniques in handling equipment and machinery that may not be available in the Institution.
4. To provide students with the opportunity applying knowledge in real work settings thereby bridging the gap between academic knowledge and actual practice.

Preparatory to the commencement of the scheme, students are expected to purchase **ACTIVATION PIN for SIWES E-Logbook (N5,000:00 payment in Wema Bank Draft, Ifo Branch Only)** for placement approval along with submission of **letter of job acceptance** from an establishment any students' who fails to activate Logbook shall not be entitle to in-person or virtual inspection at the academic session in question which turns to be an automatic carry over.



After completing the second semester examinations, ND I students will commence SIWES immediately. Students on the scheme are expected to submit their SPE 1 Forms to their industry-based supervisor for endorsement and thereafter to the nearest ITF Area Office two (2) weeks after resumption at the places of attachment.

On completion of the programme, students are to submit to the Industrial Liaison and Placement Office of the Institution the following:

E-Logbooks duly filled on weekly basis of their work activities while on attachment (NB: Download and Print e-log in Pdf + sketches, diagram and graph where necessary at back of each pdf).

1. Form 8 duly completed by students, and endorsed by the Industry-based supervisors and Institution-based supervisors.
2. One copy of SIWES Technical Reports (NB: Students to follow below SIWES guide for writing the Technical Report).

Students should however, note that SIWES is a graded course and the following will be assessed to arrive at the grade.

1. Logbook
2. Technical Report
3. SIWES Seminar
4. Period of attachment
5. Reports given by Industry based supervisors and Institution based Supervisors





4.4 SIWES TECHNICAL REPORT FORMAT

- Tittle Page
- Declaration
- Certification
- Dedication
- Acknowledgement
- Table of Content
- List of Tables
- List of Figures
- Abbreviations
- Abstract

1.0 INTRODUCTION

- 1.1 Background of the Industrial Training Fund
- 1.2 Student Industrial Work Experience Scheme (SIWES)
- 1.3 Vision of SIWES
- 1.4 Mission of SIWES
- 1.5 Aim and Objective of SIWES
- 1.6 Definition Of Terms

2.0 OVERVIEW OF THE ORGANISATION

- 2.1 Brief history of the organization
- 2.2 Objective / Function of the Organization
- 2.3 Department/Units/ Sections in the organization and their duties
- 2.4 Organogram of the Organization

3.0 ACTIVITIES /EXPERINCE ACQUIRED

- 3.1 Preamble
- 3.2 Activities during the Training
- 3.4 Application of Physical Laws, Theories and Principle Observed
- 3.5 Limitation and Challenges Encountered

4.0 SUMMARY, CONCLUSION AND RECOMMENDATIONS

- 4.1 Summary
- 4.2 Conclusion
- 4.3 Recommendation

REFERENCES

APPENDIX



1 Year Industrial Training Placement

On completion of the course work and all necessary semester examinations, all successful 200 level National Diploma graduants are expected to undertake a one year Industrial Training (IT), as condition for admission into Higher National Diploma programmes it should be noted that only students that have passed all courses prescribed for their programme of study are qualified to undertake the industrial attachment. Students who have outstanding Carry-over Courses are not qualified for IT placement.

Consequent all ND 2 students without any carry-over course(s) as at the end of second semester second year of the Programme will be given **1 year I.T Letter** of Introduction for placement in the Industry. However, if such students now have carry-over in any of the courses taken in the second semester or third semester for the ND2 part time students they are not qualified to partake in the 1 year IT programme

4.4 GUIDANCE, ADMISSIONS AND COUNSELLING SERVICES

The Guidance, Admissions and Counselling Unit was established to help students in actualizing themselves and maximizing their potentialities. It rendered services in the areas of admission, educational, vocational, social and personal counselling. These varied opportunities are geared and focused proactively on producing citizens who are equipped adequately for the world of work.

It equally promotes healthy mental well-being by sensitization through workshops, lectures and retreats on social vices like incidences of cultism, Acquired Immune Deficiency Syndrome, drug-addiction, rape, alcoholism, smoking, etc.

The one-on-one counselling environment facilitates students' access to assistance whenever they are troubled. This ultimately helps in producing students whose abilities and aspirations are well coordinated for job placement.



Chapter 5

5.0 STUDENTS WELFARE

Hostel Accommodation

The Institution provides hostel accommodation to deserving students on the basis of need, and subject to the availability of bed space in the halls of residence. The IFOTECHPOLY does not provide accommodation for pregnant ladies and she reserves the right to expel a student from the hostel where genuine reasons exist. Allocation of space in the hostel shall therefore depend on the availability of accommodation and compliance with the rules and regulations governing residence.

In view of the shortage of the accommodation, criteria for admission into halls of residence are established from time to time. The criteria are such that every student may expect to live off-campus at some point in his/her stay in the Institution





5.1 20 HOSTEL-ROOM CODE OF CONDUCT

1. Respect the staff and fellow hostel mate & do not intrude into privacy & Right of others.
2. It is forbidden to collect phone/device from another student/person for changing in school.
3. Use of others cooking gas without consent of the owner is regarded as STEALING.
4. Do not walk around in the hostel NAKED.
5. Your bed, blankets/duvet must be straight & Pillow puffed & neatly place at all time.
6. Your room must be swept clean & Neat on rotational base at all time by all hostel mate.
7. Cooking gas/cylinder not allow inside room except in the kitchen.
8. No clothing, shoes, books should be left flying around in hostel room or compound.
9. No polish marks should be found on the floor/carpets/Wall/Bed, polish your shoes outside.
10. No wet/dry clothes should be hang on fence, door or else where except on drying lines.
11. Do not paste poster or nail on the walls as they damage the paint.
12. Garbage that is found outside your windows or door it is your responsibility as a room.
13. Toilets & Bathroom must be wash on rotational base everyday by hostel mate.
14. Littering: You are responsible for keeping your premises & room litter free.
15. Lights out: Every person has a right to a good night's rest. If you don't rest enough, you will not be able to concentrate enough in class the next day lights out is 10:00pm daily.
16. You are not allowed to sleep in bed other than the one allocated to you.
17. You are not allow to sleep outside hostel room without the EXIT-PASS.
18. Fighting, Yelling, Bullying & Bad Languages is prohibited in the hostel.
19. Jumping school Fence or tampering CCTV, Summary dismissal & handing over to Police.
20. Damages to school property shall be restituted by concern student(s).

S/N	REQUIRED & ACCEPTABLE ITEMS	S/N	HOSTEL PROHIBTED ITEMS
1.	Un-breakable plate 2 –no	1	Knife, Razor Blade & Sharp object
2	Plastic Spoon & Folk 2-no each	2	Pressing Iron & Boiling Ring
3	Bucket 2- no	3	Insecticide
4	Plastic 2 –no	4	Alcohol
5	Cooking pots small & Medium 2-no	5	Drugs/Smoke of any substance
6	Broom & Packer 1 set	6	Pets / Animals
7	Laundry Soap	7	Electric Stove
8	3 Kg Gas Cylinder Cooker	8	Gambling
9	Nail Cutter	9	Firework / Weapons
10	Personal Care needs / Toiletries	10	Pornographic / porn Materials
11	1 Bag for Clothes & Shoes	11	Yelling & Bullying
12	1 Bag for other Accessories	12	Fighting & Bad Languages
13	Other personal use at minimal Quantity	13	Moving & Removing furniture



5.2 SANCTION/PUNISHMENT:

The management frown to any student with prohibited Item or conduct

*** First Offender: Four weeks suspension from the hostel**

*** Second Offender: Dismissal from the hostel**

Hostel Decorum

Since the halls of residence are a centre of community life, all resident students are therefore expected to contribute their quota to make the hostel a happy home. Every student is also required to exercise the greatest discretion and self-discipline in relation to other students, hostel authorities and staff as well as the general public. The following rules and regulations are intended to promote the well-being of students in the hostel:

a. Guests and visitors.

- i. No visitor is allowed into any of the halls of residence.
- ii. No male visitor is expected to be entertained in the residential areas of the female hostel vis-a-vis. Rather, male and female relationship are expected to be restricted to the open students' centre, Campus and classes.
- iii. Any visitor to the male and Female hostels is supposed to fill the register at the security post. Each student will be Responsible for the behaviour of his/her visitor while in the waiting room beside the security post.

b. Occupation of a Room

The right to occupy a room is not transferable. It is an offence which may attract the expulsion of a student from the hostel. Any student asked to withdraw from the hostel will forfeit the accommodation fee already paid for the session

c. Hostel Furniture, Plumbing Fittings, Taps, W/C, & Electrical bulb & wires

Students are to be held liable for any careless or willful destruction or damage to any Institution property. Regular cost to proven damage or destruction will be charged to the student(s).

d. Use of Electrical Appliance

In the interest of hostel residents, the volume of radio sets and music players must be kept to the minimum. Wireless sets, radio, stereo sets, etc. can be used not later than 10.00 p.m. each day. These appliances should not be played in such manner as to constitute nuisance or disturbance at anytime. For this purpose, music being played in one bunk should not be audible to hostel residents located two bunks away

**e. Cooking**

- i. Cooking outside designated places is prohibited. Kerosene stove and 3kg gas cylinder are allowed to be used in the kitchenettes.
- ii. Any student who violates the rules tagged hostel decorum shall be expelled from the hostel and the accommodation fee which he or she would have paid for that session would be forfeited.
- iii. All major problems regarding the welfare of students and the state of facilities and amenities in the halls of residence should be reported to the Management through the hall executives

f. Pets

For health and sanitary reasons, the rearing of pets, animals, etc are forbidden in the students' hostels or around the premises.

Breach of Peace

Students involved in acts that are likely to cause disturbance to others, or acts likely to cause breach of the peace such as fighting, rioting, incitement, etc., will be subjected to severe disciplinary action and in extreme cases may be expelled from the Institution. Students are therefore advised to report any disturbance in the hostels, classrooms and in any other place in the Institution to the hostel Supervisors, Dean of Student Affairs, Heads of Department, whenever such are about to happen or are happening.

Loss of Personal Property

Any student caught stealing in the halls of residence shall be expelled from the Institution. Loss of property should be reported in writing to the Dean of Student Affairs through the hostel executive.

Meals

All students should provide their own meals, but to enable students live comfortably, food vendors operate at designated areas on the campus.

Kitchenettes are provided in each hostel for those who may wish to Cook their meals. No student is allowed to cook in the room. Any student caught violating this regulation shall be ejected from the hostel without any refund of fees paid.

Hawkers

Hawkers are not allowed under any circumstance to operate anywhere on the campus.



Off-Campus Students

A large proportion of the student population live off campus. Though the responsibility of securing accommodation in town is theirs, how they live and conduct themselves in such residences, including their relationship with their landlords/caretakers must reflect their status as law-abiding students. Students are urged to meet their financial obligations to their landlords. Any adverse reports from landlords/caretakers on any student shall be viewed seriously, if ascertained to be true.

Religious Worship

The Institution encourages freedom of worship for staff and students. This is in keeping with the policy of non-discrimination in admission and employment on the basis of gender, race, tribe, creed or religion. However, precisely as our extension of that affirmative non-discriminated policy Ifo College of Management & Technology has opted to limit religious worship on campus to personal level specifically,

- a) No church or mosque would be built on campus.
- b) No building or room would be specifically designated for religious activities.
- c) Students are however free to pray in the privacy of their individual rooms and to go off campus on Fridays and Sundays to worship in their respective mosques or churches.
- d) The registration and practice of religious and **ethnic associations** on campus is discouraged.

Secret Organizations

All forms of Secret Organizations are forbidden. All students are advised to report any such organization to the Dean of Student Affairs or Management staff, Any secret cult member is encourage to renounce his/her membership with full protection and assistance of the Student Affairs. Any student found to belong to any secret club or association shall be expelled and handed over to the police.

HEALTH CARE SERVICES

Medical Certificate Excusing Students from Academic Activities:

Students are advised to obtain medical certificates excusing them from participating in all academic activities from the Government hospital, Also, they are required to convert all private medical certificates obtained from private medical practitioners to those issued by government hospitals to be acceptable by the Institution Academic Affair Officer any time they fall sick outside the Institution. A comprehensive sick report must be sent to the Institution's Academic Affair Officer by the sick student's or relative of the sick student

Medical Test/Report For New Students' Registration.

All new students must undergo a comprehensive medical test and present report under from a government hospital for submission in registration File, Students are also required to submit a comprehensive history of their sickness from their private doctors and to be satisfy by Government hospital when occasion demands. Mere sick leave papers are not acceptable.



5.3 APPROVED STUDENTS ASSOCIATIONS & SOCIETIES

The Management has approved Three (3) students Associations

1. Association of Management Students
2. Association of Computer Science Students
3. Association of Multimedia & Mass Comm. Technology Students.

The Directorate of Student Affairs normally draws up rules and guidelines and prescribes the procedure, for registration of students association. Students seeking to form such association must therefore first seek the advise of the Directorate.

Registered associations are required to abide by rules and regulation prescribed by the Directorate, which has responsibility for monitoring their activities.

The pioneer students should not expect to from and register any association earlier than the second semester as the guidelines on registration and operation of students association are still undergoing due process and are yet to be approved by the academic board be noted that the provisions of the guidelines would include the following:

Application for registration and constitution must be in conformity with those of the institution.

Association must renew their registration at the beginning of each session paying prescribed fee.

An association shall not be permitted to have a special dress or costume.

Association that desire to publish magazine/journals must first register the names of the publications as well as the editorial Board members are feature writers/columnist and obtain.

Students associations publications must not engage in slander, approval before commencing publication, malicious attacks on individuals or plagiarism and those who do so will be banned and the editorial staff disciplined accordingly.



Chapter 6

6.0 POLICY, RULES AND REGULATION ON STUDENTS CONDUCT AND DISCIPLINE

Policy on Students Conduct and Discipline

Pursuant to its philosophy and goal of producing graduates with a well-balanced education, morally and intellectually, Ifo College of Management & Technology places very high premium on morals and good character formation. The Institution therefore considers inculcation of good character and disciplined social behaviour as an integral and development of the student. Accordingly, it has instituted the requisite rules and regulation to guide orderly development of good, discipline social behaviour. The rules and regulation also make for harmonious co-existence in a heterogeneous community like Institution as well as facilitates good governance.

A candidate's acceptance of admission offer implies acceptance to abide by these and other rules and regulation made from time to time by the Institution for its governance and signed by the candidates and his/her parent/guardian as part of the admission acceptance process. The student is further required to reaffirm the undertaking by subscribing to the Matriculation Oath at Matriculation Ceremony. The undertaking carries with it an obligation to be a law abiding and responsible member of the academic community in accordance with the standard, rules and regulation established by the academic board and other constituted authorities of the Institution.

Every student of Ifo College of Management & Technology therefore, is required to maintain a high standard of personal integrity. The institution considers as a serious offence any act of unethical, immoral, dishonest, disloyal or destructive behaviour. It is the responsibility of a student to adapt himself/herself with laid down rules and regulations and obey them at all times.

6.1 GENERAL GUIDELINES ON CONDUCT

- a) A student shall not engage in any act that can constitute an offence under the law of the country.
- b) A student shall not constitute a threat to the life of the students.
- c) A student shall not be rude to the institution principal officers and other authorized officials,
- d) Lecturers, non-academic staff including the security persuade.
- e) A student shall not be a member of any proscribed or unregistered organization
- f) A student shall not hold any illegal, open or secret meeting organized by secret societies/fraternities both on campus, around the campus and in residence.
- g) A student shall not engage in sexual harassment, student shall not molest, intimidate or harass any member of Institution staff.
- h) Students on resumption for lectures shall not leave the Institution compound until when



he/she finished lectures for the day by 4pm or as re-schedule by their Lecturers, but any student who may have a strong reason to go out of the Institution before closing for the day must obtain a Gate Pass on submission of students I.D. Card from the Open Registry.

- i) Students must never sit or standby on any vehicle parked by either staffs or visitors on campus.
- j) Students must not for any reason Enter the Security Office or seen loitering around the Institution entrance and exit gates.
- k) Students are to eat their foods inside the restaurant only, it is for bidding for any student or students to eat or drink in the lecture hall, library, workshops, laboratories, and students' centre.
- l) Offenders shall, depending on the seriousness of the misconduct face the student Disciplinary Committee or suspended from the institution 2 to 4 weeks depending on the case.

6.2 RULES ON MALE-FEMALE RELATIONSHIP

- a) Unrestricted association between men and women, including any conduct such as clandestine meeting and loitering in the dark that might lay the oral of a student open to question is forbidden.
- b) Courtship among adults is expected and respected. Courtship procedures however, should not violate Institution regulations.
- c) If a student decides to get married during his/her studentship in the Institution, information on the changed Marital Status must be given in writing to the Directorate of Student Affairs.

6.3 PROHIBITED ITEMS AGAINST PUNISHMENT FOR OFFENDER

S/N	OFFENCE	PUNISHMENT (Maximum Unless Otherwise stated)
1.	Non-display of Student I.D. card	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
2.	Use of Wrist Band of any Kind	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N 10,000 in-lieu for second offender
3.	Use of Hand or Ankle Chain (Both Sex)	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
4.	Use of Nose Rings	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
5.	Wearing of Armless or reveling dressing	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
6.	Body Tattooing (Exposed)	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
7.	Use of Untidy or ruff coils hair	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
8.	Wearing of Body-Hug	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in lieu for second offender



9.	Charging of Phones, Laptops and any other devices with restricted area	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
10.	Wearing of Suspicious dress codes	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
11.	Use of Fashion Sunglasses	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
12.	Use of GSM within the restricted area	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender
13.	Folding of long sleeve shirt is prohibited	1 week Suspension or N2,000 in-lieu for first offender 2 weeks Suspension or N10,000 in-lieu for second offender

6.4 RULES ON USE OF CELL PHONE

The Institution allows students to have personal cell phones, pagers, beepers and electronics reminder. The following rules and regulation are set in place for the use of these cell phones and aids:

- a) It must be switched off during lectures, practical (s); and in the library
- b) Cell phones are not allowed in examination halls and classes
- c) The institution does not allow the use of cell phones by student while discussing with lecturers, Institution administrative officials and Principal officers.
- d) Students who wish to use cell phone for commercial purpose should apply to the Director of Student Affairs for approval.
- e) Students are not allowed to switch on their cell phone within the restricted areas on campus.
- f) Students are advised to re-charge their cell phones using only appropriate sockets in their hostel/rooms, student must not charge phones in the school compound, lecture rooms or practical laboratory and library.

6.5 GUIDELINES ON ACTIVITIES INVOLVING A GUEST SPEAKER/HONOUR FROM OUTSIDE THE INSTITUTION

In coping with the Institution's traditional commitment to freedom of enquiry and the Pursuit of truth students' organization are allowed to organize activities featuring Guest speakers of their choice from within and outside the Institution.

However, the Institution has an obligation to ensure that activities on the campus are conducted in appropriate manner with requisite protocol. Where an outside guest Speaker is concerned the approval of the Rector must be obtained in writing before contacting the person concerned.

Student Disciplinary Procedure

The law governing the Institution vests the Rector with the power to discipline students' also there is an Ad-Hoc Student Disciplinary Committee with general function of dealing with individual cases of indiscipline.



Type of Sanction

The following are some of the disciplinary sanction which may be imposed for violation of Institution regulations:

a. Disciplinary Probation

Disciplinary probation is a trial for a specific period of time during which a Student must have behave in a manner acceptable to the Institution. The Disciplinary Committee may impose terms, which will restrict the student's participation in extra-curricular and/or other activities.

b. Suspension

Suspension is an action, which excludes the student from registration, class attendance, residence in an Institution hall of residence and the use of Institution facilities for a specified period of time. This action means that the Student must immediately leave the Campus and shall not return until the suspension period is over.

c. Expulsion

Expulsion is the permanent withdrawal by the Rector of the privileges of registration, class attendance or residence in the Institution hall of residence. The privileges of the use of Institution facilities are also withdrawn by the sanction. This action means that the Student must leave the Campus Immediately, and cease henceforth to be a Student of the Institution.

6.6. RIGHT OF APPEAL

A Student has right to appeal against any disciplinary action taken against him/her by the Student Disciplinary Committee. However, the student is forbidden from going to court without first exhausting these internal channels of redress. The only Exception are circumstances where fundamental human rights are breached or about to be.



**UNDERTAKEN ON DECORUM, ACCEPTANCE OF STUDENT HANDBOOK
AND ILLITERATE JURAT PURSUANT TO THE ILLERATE PROTECTION ACT
LAWS OF THE FEDERATION 1990**

.....Print this page, fill and sign the undertaking below and return to the office of the Dean of Student Affairs to complete your registration (Failure to submit the Undertaking on Decorum and acceptance of terms and conditions in the students Handbook may lead to forfeiture of studentship at Ifo College Of Management and Technology).

.....Nothing in this section shall be construed as preventing the restriction or termination of a student at the institution otherwise than on the ground of misconduct.

I.....
with Matriculation number and the
Department of
Whose permanent address is

Student Phone number
Father/Sponsor phone number
Mother/Sponsor phone number

Have received, read, attending orientation where every content were well explained to me and accept all conditions in the students' handbook. I promise to abide by all the rules and regulations herein and of Ifo College Of Management and Technology, Ifo, Ogun State.

Herein attach my passport photograph to affirm my acceptance and I am not under any duress to append my signature.

.....
Student's Signature

.....
Date