



THE FEDERAL POLYTECHNIC, ILARO

**STUDENT
HANDBOOK
2022 / 2023**

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General Notice

This handbook of information to students is to be thoroughly studied by every student. The rules, regulations and other information contained in this handbook are subject to review from time to time as may be necessary. Students are therefore urged to watch out for any alteration and amendment. Every student is also expected to photocopy and sign the form attached to the last page of this handbook and return it to the Directorate of Student Affairs within seven (7) days of collecting the student Handbook.



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

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.





THE FEDERAL POLYTECHNIC, ILARO

ANTHEM

The Federal Polytechnic, Ilaro
First and the best in excellence.
We provide manpower for the nation's
progress
Citadel of knowledge and character,
Dignity and Wisdom.

*Chorus: Great FPI; Great in technology
A worthy step towards development;
For matchless achievements
and Unending breakthroughs.*

FPI; Fountain of love and delight
The spring of peace and the nation's hope
Bedrock of excellent innovations,
God's creation for a new dawn
Discipline and Honesty.



**OUR VISION
STATEMENT**

TO BE A MARKET LEADER
IN THE PROVISION OF
TECHNICALLY SKILLED
MANPOWER FOR NIGERIA AND
THE GLOBAL COMPETITIVE
ECONOMY.

**OUR MISSION
STATEMENT**

TO PROVIDE OPPORTUNITIES OF
QUALITATIVE TECHNICAL
EDUCATION IN A SERENE AND
CONDUCTIVE LEARNING
ENVIRONMENT TO ALL ELIGIBLE
NIGERIANS WHO WILL DRIVE
THE NATIONAL INDUSTRIAL
ECONOMY.



PREFACE

Welcome to our esteemed institution. I would like to extend my congratulations to our new students for taking the all important step in their academic journey to apply to The Federal Polytechnic, Ilaro and upon admission, register for their respective programs of study.

This Student Handbook has been carefully crafted to provide essential guidance and regulations that govern the conduct and behavior of all students in our polytechnic. As such, it is mandatory for every student to obtain a copy of this Handbook, study it thoroughly, and comply with all the provisions outlined therein.

Throughout your time at The Federal Polytechnic, Ilaro, this Handbook will serve as a valuable resource for you. It contains information on various aspects of student life, including academic policies, student discipline and grievance procedure, facilities and services, student support, and much more. Its purpose is to help you navigate your academic journey with ease and make the most of your time in our institution.

I want to emphasize that claiming ignorance of any section of this Handbook will not be accepted as an excuse for non-compliance with its provisions. As a student, it is your responsibility to familiarize yourself with the content of this Handbook and adhere to the regulations outlined therein.

I urge you to read this Handbook carefully and refer to it as needed during your time at The Federal Polytechnic, Ilaro. Our institution is committed to providing you with a conducive and supportive learning environment; and adherence to the regulations outlined in this Handbook is crucial to maintaining a harmonious academic community.

Once again, I welcome you to The Federal Polytechnic, Ilaro, and wish you a successful and fulfilling academic journey.

Mrs. A. F. Babatola
Registrar



MESSAGE FROM THE RECTOR

Admission into tertiary Institutions in Nigeria is fast becoming herculean year in year out. It may now be easier for the proverbial 'camel to pass through the eye of the needle' than for applicants to secure admission into their preferred tertiary Institutions in Nigeria.

I rejoice with you for being fortunate to secure admission into the Federal Polytechnic, Ilaro. I seize this opportunity to welcome you to our great Institution, the most preferred and sought-after Polytechnic in Nigeria that offers a serene environment, a sine qua non to achieving academic excellence.

I congratulate you with glee for being considered worthy of admission into this great citadel of academic excellence and a place of high moral standard. Your admission resonates with me, as it reminds me of my own enrolment here decades ago; a sojourn that has propelled me to where I am today.

The Federal Polytechnic, Ilaro provides the unique opportunity for serious minded students to pursue their programmes in an organised, serene, conducive and peaceful environment. The Institution presents the atmosphere to achieve success and aim for academic stardom.

Although, the Federal Polytechnic, Ilaro is an Institution that guarantees a pleasant experience for students, it has zero tolerance for indiscipline of any kind. The institution holds no solace for sacred cows neither is impunity tolerated. Sanctions are applied to violations of rules as stated in the Handbook without fear or favour.

It is usually stated that where 'no law is there is no transgression' but here at the Federal Polytechnic Ilaro, there are rules and regulations guiding the conducts and affairs of all members of the community, of which students constitute the greatest percentage.

**MESSAGE FROM THE RECTOR**

Indeed, this STUDENTS' HANDBOOK provides the detailed letters of the rules and regulations which will make your educational sojourn here worth the while and ultimately provide a rewarding experience. There are various punishments prescribed for various misdemeanors which have been stipulated in the Students' Handbook.

I admonish you to religiously study the letters of the rules and regulations in this Handbook. With the presentation of these rules and regulations, no student can hide under ignorance of such again as "ignoranceofthelawisnotanexcuse". I want you to familiarise yourselves with the DOs and DON'Ts as doing so will smoothen your academic and moral journey here at FPI.

Just as your predecessors who came, saw and conquered; who are now good ambassadors of this Polytechnic and are making us proud all over the globe, I wish you also a most rewarding time as you pass through this great institution.

Once again, I welcome you to this achievers' haven where academic dreams are realised. I want to reiterate that academic brilliance will not be the only yardstick by which your diploma will be achieved, you must not be found wanting morally too. You must always hold dear the opportunity you have been presented by your admission into this institution. It is an uncommon opportunity which must not be frittered away.

Let me end this message by informing you that 2022/2023 first semester examination is slowly approaching, it will start May 22, 2023. The present management has rejigged the manual seating arrangement in the examination halls. A software has now been developed. The software will arrange all students of the Polytechnic at random into examination halls. Thus, the previous manual arrangements have been reinforced and automated to improve on



MESSAGE FROM THE RECTOR

the standard of our examination, which is our selling point and one of the best in the country. Thus, I encourage you to prepare very well before the examinations start. I wish you best of luck and success in all your examinations in the Polytechnic.

God bless you all!

God bless the Federal Polytechnic Ilaro!!

God bless the Federal Republic of Nigeria!!!

Dr. Mukail Aremu Akinde, FCA, ACTI
Rector
The Federal Polytechnic Ilaro.



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1.0 THE POLYTECHNIC - HISTORICAL BACKGROUND, ITS PHILOSOPHY, OBJECTIVES AND MISSION STATEMENT

1.1 HISTORICAL BACKGROUND

The Federal Polytechnic Ilaro was established in 1979 by the Federal Polytechnic Decree No. 33 of July 25, 1979 (as amended in April 2019) with the mandate to provide technical and hands-on training to meet the manpower requirements for the industrial, agricultural, commercial and economic development of Nigeria. The Polytechnic has since remained an iconic Institution, propelling technological change, and channeling expertise in Engineering, Sciences, Built Environment, Management, and Information Technology. The Institution is endowed with adequate and functional facilities and equipment to support and facilitate both middle-level and high-level manpower training, in line with the mandate imposed by the recently amended Polytechnic Decree.

The Institution is essentially imbued with the finest breed of academics, and generally, a tested and dependable workforce capable of delivering on cutting-edge academic goals. The Polytechnic recently notched the feat of the second-best Polytechnic in Nigeria in the 2021 ranking of Webometric, a Spain based Institutions' ranking organisation. It is equally rated by the Joint Admissions and Matriculation Board (JAMB) as the most sought after Polytechnic in Nigeria in the years 2020 and 2021.

These achievements, among others, are the culmination of the adequacy and the appropriateness of the curriculum delivery, stable academic calendar, strategic planning, inherent capacity, quality control, requisiteness of facilities, proactive management, and staff's unflinching resourcefulness, which the Institution



continues to leverage in her plan to include high-level manpower training in her remit.

The Polytechnic started-off on a temporary site, the current milieu of the Anglican Grammar School Ilaro, which is about 500 meters away from Ilaro township junction, made available by its host community, the ancient town of Ilaro, Ogun State, and effectively began operations on November 15, 1979. It began operations with just two schools and seven academic Departments. In the year 1983, the Polytechnic moved to its permanent site, a relatively flat terrain, albeit a little undulating towards its north-western part, of about 898 hectares along Ilaro/Oja-Odan Road, which locates about three kilometres away from Ilaro Township. The site is equally about 60 kilometres from Idiroko, a Nigerian border town with the Republic of Benin. The site is described by coordinates 496000Em, 769000Nm, 500000Em, and 7660067Nm on the UTM coordinate system (WGS32). The location of the Federal Polytechnic, Ilaro makes for easy access of road traffic, despite being land locked between Lagos and Abeokuta, the capital of Lagos State and Ogun State, respectively. Access to Ilaro and indeed the Polytechnic can be gained from Abeokuta through Abeokuta - Lagos road via Papalanto [22 km] or through Abeokuta - Owode road via Ibese [10 km]. Similarly, access to the Polytechnic can be gained from Lagos through Sango-Ota - Idiroko road via Owode [15 km] and from Sagamu through Sagamu - Obele road via Papalanto. Moreover, the Ifo-Idogo railway, which needs revamping, and the inchoate Lagos-Ibadan railway, which has a terminal at Papalanto, within Ilaro township's regional corridor, afford the modal alternatives for connecting the Polytechnic via Lagos, Ibadan, and other parts of the country.

1.2 Mandates of the Federal Polytechnic, Ilaro

Decree No. 33 of July 25, 1979 and The Federal Polytechnic Act; Cap F17, Laws of the Federation of Nigeria 2004, as amended in Polytechnic Act, 2019 further specifies that the Polytechnic shall has



power and exercise such functions as to:

- a. Provide full-time and part-time courses of instruction and training of middle and high level manpower:
 - i. In Engineering/Technology, Applied Science, Commerce, and Management; and
 - ii. In such other fields of applied learning relevant to the needs of the development of Nigeria in the areas of communication, industrial and agricultural production and distribution and for research in the development and adaptation of techniques as the Governing Council may from time to time determine;
- b. Arrange conferences, seminars, workshops, exhibitions, competitions, academic ceremonies and study groups relative to the fields of learning specified in paragraph (a) above;
- c. Perform such other functions that may serve to promote the objectives of the Polytechnic as in the opinion of the Governing Council.

1.3 The Master Plan of the Institution and the Strategic Plan

The original Master Plan of the Polytechnic provides for functional units and characteristics of an ideal tertiary Institution. There were provisions for: core academics, infrastructural facilities, sports centre, staff and students accommodations, and auxiliary services. The Master Plan was prepared at inception and it guided development of the Institution, especially in the early years of its establishment. The plan was drawn based on the inputs from the Federal Ministry of Education, the Federal Ministry of Works, Equipment Suppliers, the end users and other stakeholders.

Adherence to full implementation of the grandiose Master Plan became practically impossible because of the downturn in the economy of the nation and subsequent poor funding of the Institution. The infrastructure development pattern of the Polytechnic, therefore, reflected the state of funding and particular attention was paid to meeting basic and essential needs.



Consequently, development of the Institution is now being guided by the revised plan. The switch to development pattern guided by the Strategic Plan (2009-2014) was aimed at the current development with a view to systematically returning the spatial and infrastructural development to aligning with the aspirations of the original master plan.

This remediation of the Strategic Plan (2009-2014) made the revision of the original Master Plan even more necessary and easier to prepare, as its working briefs fit with the thrust of the revised Master Plan (2015-2030). This revision is in compliance with the directives of the National Board for Technical Education (NBTE). It is intended to guide the systematic development of infrastructures and academic programmes within its 15 years lifespan.

The second edition of the Strategic Plan (2016-2020), together with the revised Master Plan (2015-2030) ensured that the Institution experienced greater milestones in spatial development, programmes expansion, personnel employment, and research breakthroughs.

The edition of the Strategic Plan (2021-2025), which is the third, is expected to consolidate on the gains of the past two (2) editions in the effective governance of the growth and operations of the Polytechnic within the timeframe. The area currently occupied by the Polytechnic is a small proportion of the entire land area it has. Hence, there is the opportunity for greater expansion and sustainable development.

1.4 Management Structure, Organization and Administration of the Federal Polytechnic, Ilaro

1.4.1 The Visitor

The Federal Polytechnic (Amendment) Act of 2019 provides as follows:

- i. The Visitor to the Polytechnic shall be; The President



- ii. The Visitor shall, conduct a visitation of the Polytechnic or appoint a visitation panel, consisting of not less than five experts, not less than once in every five years, to conduct the visitation for:
 - a. The purpose of evaluating the academic and administrative performance of the Polytechnic;
 - b. Such other purpose(s) or in respect of any other affairs of the Polytechnic as the Visitor may deem fit.

1.4.2 The Governing Council

Subject to the provisions of the 2019 amended Polytechnic Acts, section "3" (1) There is established for the Polytechnic a Governing Council which is a body corporate with perpetual succession and a common seal. It may sue and be sued in its corporate name. The Governing Council elected by the President shall consist of a Chairman and four persons representing a variety of interests and broadly representative of the whole Federation one of whom is a woman, one person to represent the Alumni Association, a representative of the host community, the Rector, Deputy Rector(s), one person representing the Federal Ministry of Education, two persons not below the rank of Chief Lecturer- elected from and by the Academic Board and three persons not below the rank of Senior Lecturer or its equivalent, elected by and from the congregation in which one must be a non-teaching staff. Subject to the provisions of the Polytechnic Acts as amended to date, and without any prejudice to any specific ministerial policies and directives, the Governing Council acts for the Federal Ministry of Education (FME) in formulating broad policies and guidelines for the general control and management of the Polytechnic. Also, the Governing Council shall be the governing authority of the Polytechnic and shall have custody, control and disposition of all the property and



finances of the Polytechnic; and except as may otherwise be provided in the Decree or Act, shall manage and supervise generally, the affairs of the Polytechnic in such manner as appears to promote the interest, aims and functions of the Polytechnic. Besides, the Governing Council confirms or rejects the Deputy Rector(s) elected at the Academic Board. The Council places advertisements on two national dailies 6 months to the expiration of the tenure of the Principal Officers (Rector, Registrar, Bursar and Polytechnic Librarian) of the Polytechnic, the Council constitutes Search Team to short list qualified candidates for parley and the Joint Council, Academic Board and Congregation selection Committee to interview the candidates shortlisted. The membership of the Search Team consist of a member of the Council, not being a member of the Academic Board, as Chairman; two members of the Academic Board, not below the rank of Chief Lecturers; and two members of the Academic Board, not below the rank of Chief Lecturers to be elected from among its members. The membership of the Joint Council, Academic Board and Congregation selection Committee consists of the Chairman of the Council, two members of the Council not being members of the Academic Board, two members of the Academic Board not being, not below the rank of Chief Lecturers, who were not members of the Search Team among its members; and two members of the Congregation, not below the rank of Chief Lecturers who were not members of the Search Team elected among its members. The Joint Selection Board through examination of the curriculum vitae interacts and interviews to shortlist three candidates from the shortlisted candidates in order of performance for the visitor (The President) to appoint one candidate as the Rector of the Polytechnic.



1.4.3 The Congregation

There shall be for the Polytechnic, a Congregation consisting of both Academic and Senior Non-Teaching Staff, who hold at least a first degree or its equivalent. Also, the Congregation is empowered to elect three persons, not below the rank of Senior Lecturer, one of which shall be non-teaching staff to the member of the Council of the Polytechnic. The Rector shall be the Chairman of the Congregation, and shall meet at least once in a year. However, where vacancy exists in the Principal Officers (Rector, Registrar, Bursar and Polytechnic Librarian); and the Council has placed advertisements in two national widespread dailies, not later than six months to the expiration of the term of the seating Principal Officers, the Congregation is empowered to elect two members of the Congregation not below the rank of Chief Lecturers, who were not members of the search team

1.4.4 The Academic Board

There is an Academic Board whose functions are as specified in the Federal Polytechnic Act/Decree. Membership of the Board consists of the Rector of the Polytechnic as Chairman, Deputy Rectors (Administrative and Academic in line with the dictates of the new Act), Deans of School and Directorate of Student Affairs, all Heads (and acting Heads) of academic departments, the Polytechnic Librarian, and not more than two members of the academic staff who are not members of the Academic Board, not below the rank of Senior Lecturer elected from among its members, and such members shall serve for a non-renewable term of three years. Also, the Chief Lecturers of the Institution are members of the Academic Board. In addition, all Academic staff on sabbatical leave from other Institutions co-opted as members of the Board. The Registrar of the Institution is the Secretary, a member of the Academic Board.

**The Board is responsible for:**

- i. The direction and management of academic matters of the Polytechnic, including the regulation of the admission and conduct of students, examinations, consideration of results, curriculum developments, consideration of academic papers and reports of various committees, the award of certificates, diplomas, scholarships, prizes and other academic distinctions;
- ii. Making periodic reports to the Council on such academic matters as the Academic Board may deem fit or as the Council may from time to time direct;
- iii. Electing Deputy Rector(s) from the two nominations for each category presented by the Rector;
- iv. Electing two members of the Academic Board, not below the rank of Chief Lecturers when the post of the Principal Officers (Rector, Registrar, Bursar and Polytechnic Librarian) of the Polytechnic are vacant and advertisements have been placed in two national dailies, to represent them at the Search Team to shortlist candidates to be interviewed;
- v. Electing two members of the Academic Board, not below the rank of Chief Lecturers when the post of the Principal Officers (Rector, Registrar, Bursar and Polytechnic Librarian) of the Polytechnic are vacant and advertisements have been placed in two national dailies, to represent them at the Joint Council, Academic Board and Congregation Selection Board. The Selection Board of the Council is empowered by the Polytechnic Act to interview and shortlist three candidates and one of the candidate will be appointed as the Rector of the Polytechnic by the President; and
- vi. The discharge of any other functions, which the Council may delegate to it.

1.4.5 The Polytechnic Management Committee (PMC)

The amended Polytechnic Act of 2019 has expanded the membership of the Polytechnic Management Committee to



include: the Rector, Deputy Rector(s), Registrar, Bursar, the Polytechnic Librarian, all Deans of School and Directors of Service Units of the Polytechnic. The officers constitute themselves to the Polytechnic Management Committee through which they manage the Polytechnic on matters on finances, discipline, reward, procurement, security, academic, welfare, promotion and affiliation with external bodies and other functions as stipulated in the Polytechnic Act.

1.4.6 The School Board

Each School has a Board headed by the Dean of the School as Chairman. The expanded membership according to the amended Polytechnic Act 2019 includes all Heads of academic departments and all academic staff in the School as members. Academic matters including examinations and results, curriculum and infrastructural / facilities development and staff and student matters including staff development and promotions, students welfare and conduct regulations are considered prior to determination at the Academic Board and/or Polytechnic Management Committee as the case may be.

1.4.7 Organisation and Administration of the Polytechnic

The organizational structure of the Polytechnic is made up of five academic schools and twenty-one service units and directorate as the key components of the Institution. Heads of these various component units report directly to the Rector, who is the Chief Executive Officer of the Polytechnic.

The existing service units in the Institution include the Rectory, Registry (the administrative hubs such as Central Administration, Academics, Council Affairs, Examination



Results and Transcripts (ERT), Servicom, Admission, Guidance and Counselling (G&C), the Library, the Bursary, Works and Services Department, Medical Centre, Physical Planning Unit, Academic Planning Unit (APU), Directorate of Students Affairs, Information Communication Technology, Entrepreneurship Development and Skills Acquisition Centre (EDASAC), Agroservices and Agropreneurship, Open Distance and Flexible Elearning (ODFeL), World Bank Assisted Project, Industrial Liaison and Placement Office (ILPO) Unit, Staff Development/Training Centre (NBTE-UNESCO Training Centre), and the Innovation Centre. Others are the Poly Consult and Industrial Services, the Internal Audit, Research and Development Centre and the Centre for Linkage and Affiliations. In the same vein, the academic schools from where the academic programmes are mounted are the Schools of Pure and Applied Sciences, Environmental Studies, Engineering, Management Studies, and Communication and Information Technology. Headed by a Dean, each School consists of no fewer than three academic departments. The Deans facilitate smooth interaction of the departments under them with the Central Administration for administrative convenience. There is also a School of Part-Time Studies headed by a Dean under whose purview is the management of all part-time programmes being run by the Institution. In line with the dictates of the relevant statute that established the Institution, Decree 33 of 1979 (The Federal Polytechnic Act of 1990) which had been replaced by The Federal Polytechnic Act of 2004 as amended by The Federal Polytechnic Act of 2019; The Federal Polytechnic Ilaro has all along adopted committee system in the management of her affairs.



1.5 VISITOR, GOVERNING COUNCIL CHAIRMAN, PRINCIPAL OFFICERS OF THE POLYTECHNIC, DEANS OF SCHOOLS AND HEADS OF DEPARTMENTS AND UNITS

S/N	NAME	POSITION
1.	President Muhammadu Buhari	President and Visitor to the Federal Polytechnic, Ilaro
2.	Mallam Adamu Adamu	Minister of Education
3.	Dr. (Mrs) V. E. Ogbuagu (JP)	Governing Council Chairperson
4.	Dr. M. A. Akinde	Rector
5.	Dr. (Mrs) C. B. Iro-Idoro	Deputy Rector (Academics)
6.	Tpl. A. L. Lasisi	Deputy Rector (Admin)
7.	Mrs. A. F. Babatola	Registrar
8.	Dr. (Mrs) B. C. Atulomah	Polytechnic Librarian
9.	Mr. M. B. Akinola	Bursar
10.	Dr. J. I. Orija	Dean, School of Comm. and Info. Tech.
11.	Engr. S. A. Adegbenro, PhD	Dean, School of Engineering
12.	QS. J. A. B. Awolesi	Dean, School of Environmental Studies
13.	Dr. W. O. Akinleke	Dean, School of Mgt. Studies
14.	Mr. O. M. Makanjuola	Dean, School of Pure and Applied Science
15.	Mr. H. O. Dawodu	Dean, School of Part-Time Studies
16.	Mr. J. O. Omowunmi	Dean, Directorate of Student Affairs
17.	Dr. O. A. Jiboku	Director, Linkages and Affiliation
18.	Engr. C. U. Okoye	Director, Research and Development Centre
19.	Mr. I. D. Ezekiel	Ag. Director, PolyConsult and Industrial Services
20.	Mr. R. Y. Akinbo	Director, Industrial Liaison and Placement Office
21.	Mrs. M. A. Yusuf	Director, (EDASAC)
22.	Mr. O. J. Ogunbi	Director, Academic Planning
23.	Dr. (Mrs) J. Soyemi	Director, Centre for Info. & Communication Technology
24.	Engr. (Dr.) S. A. Odunlami	Director, Agro Services and Agropreneurship
25.	Dr. (Mrs) O. E. Oduntan	Director, (ODFEL)
26.	Arc. O. O. Ogunbanjo	Director, Physical Planning
27.	Engr. D. W. S. Alausa	Manager, (NBTE/UNESCO)
28.	Dr. (Mrs) O. T. Afolayan	Manager, World Bank Assisted Projects
29.	Engr. (Dr.) O. O. Awolola	HOD, Mechatronics
30.	Engr. W. A. Ajibola	HOD, Welding and Fabrication
31.	Mrs. T. A. Adegbite-Badmus	HOD, Library and Information Science
32.	Dr. (Engr.) S. D. Oluwagbayide	HOD, Agric. Bio-Environmental Engineering Technology



VISITOR, GOVERNING COUNCIL CHAIRMAN, PRINCIPAL OFFICERS OF THE POLYTECHNIC,
DEANS OF SCHOOLS AND HEADS OF DEPARTMENTS AND UNITS

33.	Engr. S. J. Olanrewaju	HOD, Civil Engineering
34.	Engr. (Mrs) L. O. Akingbade	HOD, Computer Engineering
35.	Engr. S. A. Omolola	HOD, Electrical/Electronic Engineering
36.	Engr. A. A. Adebesin	Ag. HOD, Mechanical Engineering
37.	Mr. E. A. Ademola	HOD, Accountancy
38.	Mr. F. H. Kolawole	HOD, Banking and Finance
39.	Mrs. E. I. Ezekiel	HOD, Business Administration and Management
40.	Mr. O. O. Phillips	HOD, General Studies
41.	Mr. O. A. Raji	HOD, Insurance
42.	Mr. A. A. Aliu	Ag. HOD, Marketing
43.	Mr. H. I. Orjinta	HOD, Public Administration
44.	Mr. A. I. Sadiq	Ag. HOD, Taxation
45.	Mf. I. A. Jolaade	HOD, Office Technology and Management
46.	Dr. M. O. Abati	Ag. HOD, Mass Communication
47.	Dr. O. A. Olaleye	HOD, Music Technology
48.	Dr. A. A. Lawanson	Ag. HOD, Agric. Technology
49.	Mr. A. J. Alawode	HOD, Computer Science
50.	Dr. O. J. Adebowale	HOD, Food Technology
51.	Mrs. O. F. Afuye	HOD, Hospitality Management Technology
52.	Dr. E. F. Okosodo	HOD, Leisure and Tourism Management
53.	Dr. O. A. Olaiju	HOD, Mathematics and Statistics
54.	Mrs. F. F. Adeosun	HOD, Nutrition and Dietetics
55.	Dr. R. A. Amusa	HOD, Science Laboratory Technology
56.	Arc. A. S. Oguntimehin	Ag. HOD, Architectural Technology
57.	Mr. P. Seyi-Gbangbanyau	HOD, Art and Design
58.	Mr. O. A. Adenaiya	Ag. HOD, Building Technology
59.	Mr. M. O. Olaniran	HOD, Estate Management and Valuation
60.	Qs. O. A. Akinseinde	HOD, Quantity Surveying
61.	Surv. A. M. Adedokun	HOD, Surveying and Geoinformatics
62.	Tpl. A. T. Ajala	HOD, Transportation Planning and Management
63.	Tpl. Dr. O. O. Ojo	HOD, Urban and Regional Planning
64.	Dr. A. O. Oyedeki	Coordinator, Cement Technology



1.6 ACADEMIC CALENDAR FOR 1ST AND 2ND SEMESTERS 2022/2023 ACADEMIC SESSION

The Academic Board at its 377th Regular Meeting held on Wednesday, 15th March, 2023 amended the approved Academic Calendar for the 2022/2023 Academic Session as follows:

1ST SEMESTER 2022/2023

1.0	1st Semester Begins		Sunday, 18th December, 2022
2.0	Registration for 1st and 2nd Semesters 2022/2023 for Fresh and Returning Students	-	Monday, 19th December, 2022 to Friday 6th January, 2023
3.0	Lectures begin for all ND I (Full-Time & Part-Time), HND I & HND II Students	-	Monday, 9th January, 2023
4.0	Resumption of ND II Students (both FT & PT)	-	Monday, 6th February, 2023
5.0	Break for General Elections	-	Wednesday, 22nd February to Monday, 20th March, 2023
6.0	Resumption from General Elections	-	Monday, 20th March, 2023
7.0	Orientation for new students	-	Tuesday, 28th March, 2023
8.0	Matriculation Ceremony	-	Wednesday 29th March, 2023
9.0	Publication of 1st Semester 2022/2023 Examinations Time-Table	-	Wednesday 5th April, 2023
10.0	Lectures end for all students	-	Saturday, 13th May, 2023
11.0	Lecture Free Week for all students	-	Monday, 15th May – Saturday 20th May, 2023
12.0	1st Semester 2022/2023 Examination for all students	-	Monday, 22nd May – Saturday, 10th June, 2023
13.0	Second Semester Begins	-	Sunday, 18th June, 2023

SUMMARY

S/N	Particulars	No. of Weeks
1	Registration	3 Weeks
2	Lectures Period ND I (FT & PT) HND I & HND II	14 Weeks
3	Lecture Period ND II (FT & PT)	10 Weeks
4	Break for General Elections	4 Weeks
5	Lecture Free Week	1 Week
6	Examination Period	3 Weeks

**2ND SEMESTER 2022/2023**

1.0	2 nd Semester Begins	-	Sunday, 18 th June, 2023
2.0	Lectures Begin for all Students	-	Monday, 19 th June, 2023
3.0	Publication of 2 nd Semester 2022/2023 Examinations Time-Table	-	Monday, 24 th July, 2023
4.0	Annual Public Lecture	-	Thursday, 10 th August, 2023
5.0	Lectures end for all Students	-	Saturday, 23 rd September, 2023
6.0	Students' Union and Associations Week	-	Monday, 25 th September – Sat., 30 th September, 2023
7.0	Lecture Free Week	-	Tuesday, 3 rd October – Saturday, 7 th October, 2023
8.0	2 nd Semester 2022/2023 Examinations (Theory & Practical)	-	Monday, 9 th October – Saturday, 28 th October, 2023
9.0	Commencement of SIWES	-	Monday, 30 th October, 2023
10.0	New Session Begins	-	Sunday, 20 th November, 2023
11.0	Convocation	-	Wednesday, November 29, 2023

SUMMARY

S/N	Particulars	No. of Weeks
1.	Lectures Period for all Students	14 Weeks
2.	Students' Union and Associations Week	1 Week
3.	Lecture Free Week	1 Week
4.	Examinations (Theory & Practical)	3 Weeks



1.7 SOURCES OF INFORMATION

Make enquiries on the following activities and services from the places or offices listed against such activities or services

	Enquiry on Activities/Services	Places/Offices from where Students can seek assistance
1	Admissions and Registration matters	Deputy Registrar (Academics) Office; Admissions Office [located in the Annex of the Main Administrative Building of the Polytechnic]; admission@federalpolyilaro.edu.ng
		Records and Data Control Unit
		School Office [School of Communication and Information Technology]
		School Office [School of Engineering]
		School Office [School of Environmental Studies]
		School Office [School of Management Studies]
		School Office [School of Pure and Applied Science]
		School Office [School of Part-Time Studies]
2	Examination matters	Head of Department Departmental Examination Officer
3	Fees payable	Bursary Department [located in the Main Administrative Building of the Polytechnic on East Campus]
4	Halls and Off-Campus Accommodation	Directorate of Student Affairs
5	Financial Aid, Bursary Awards, Scholarships and Prizes	Bursary Department [located in the Main Administrative Building of the Polytechnic on the West Campus]
		Directorate of Student Affairs
6	Academic Transcript Matters	Examinations, Results & Transcripts Unit located opposite the Main Administrative Building on the West Campus of the Polytechnic
7	Sport and athletics	Senior Sports Coach [the office is located near the Directorate of Student Affairs on the East Campus of the Polytechnic]
8	Health Services	Medical Centre, [located on the East Campus of the Polytechnic]
9	Careers	Guidance and Counselling Unit of the Registry [located in the Annex of the Main Administrative Building of the Polytechnic] Departmental Course Advisor/Departmental Counsellor Sources of Information

**SOURCES OF INFORMATION**

10	Verification of Results	Results Verification Unit of the Registry [located in the Examinations, Results & Transcripts Building of the Polytechnic]
11	Portal / Website Issues	webmaster@federalpolyilaro.edu.ng Deputy Rector's Office CICT
12	Students' Union Matters, Clubs and Societies and Personal Matters	Directorate of Student Affairs
13	Information and Communication Technology Facility	Information Desk of the ICT Centre [located on the West Campus of the Polytechnic]
14	Library Services	Main Library, located on the West Campus of the Polytechnic
15	Student Industrial Work Experience, Industrial Training and National Youth Service Corps	Industrial Liaison & Placement Unit [located in the Annex of the Main Administrative Building of the Polytechnic]
16	Postal Services	Federal Polytechnic Ilaro Post Office [located on the East Campus of the Polytechnic]
17	Banking Facilities	Ilaro Polytechnic Microfinance Bank Ltd [located on the East Campus of the Polytechnic] Polaris Bank Plc, [located on the East Campus of the Polytechnic] United Bank for Africa (UBA) Plc [located on the East Campus of the Polytechnic] Union Bank Plc, Ilaro Branch [located in the township of Ilaro] Wema Bank Plc, Ilaro Branch [located in the township of Ilaro] Access Bank Plc [Located in the Township of Ilaro]. FCMB ATM Stand, located by the East Campus Gate of the Institution
18	All Complaints, Crime Reports, Breach of Rights etc.	distress@federapolyilaro.edu.ng ; Directorate of Student Affairs (DSA)



2.0. ADMISSION REQUIREMENTS FOR STUDENTS

2.1. GENERAL ENTRY REQUIREMENTS FOR NATIONAL DIPLOMA (ND) PROGRAMMES (FULL-TIME AND PART-TIME PROGRAMMES)

- i. Applicants must possess at least five (5) Credits Passes in WASC/SSCE/NECO/NABTEB/GCE O' level in subjects relevant to the intended programme at not more than two sittings;
- ii. Any other equivalent qualification as may be approved by the Academic Board;
- iii. For full-time courses, applicants must write the Unified Tertiary Matriculation Examination (UTME) as the case may be in subjects relevant to the proposed course of study; and
- iv. Entry requirements for Part-Time programmes are the same as those for the Full-Time programmes.

2.2. GENERAL ENTRY REQUIREMENTS FOR HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

- i. Applicants must possess National Diploma in the relevant courses with a minimum of lower credit pass of the Federal Polytechnic, Ilaro or any equivalent qualification from any other recognized Polytechnic or similar Institution;
- ii. Applicants must have had a minimum of one (1) year post-National Diploma (ND) cognate Industrial/Work experience; and
- iii. Applicants must also possess the basic requirements for admission into the relevant Diploma programmes of the Federal Polytechnic, Ilaro

**ADMISSION REQUIREMENTS FOR STUDENTS****2.3. SPECIFIC ENTRY REQUIREMENTS FOR NATIONAL DIPLOMA (ND) PROGRAMMES****2.3.1 SCHOOL OF COMMUNICATION AND INFORMATION TECHNOLOGY**

No.	DEPARTMENT	UTME SUBJECTS	'O' LEVEL SUBJECTS
1.	Library and Information Science	English Language and any three subjects from: Arts/Social Science/Physical Science.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, and any three subjects from the following: History/Government, Civic Education, Economics, Commerce, Principles of Account, Literature in English, Fine Art, Physics, Chemistry, Biology, Basic Electricity, Geography, Typewriting, Photography, Computer Science, Music, Nigerian and International Language, Printing and Craft Practice, Radio/ Television and Electronics Works, Shorthand, Fine Art/Visual Art, Book Keeping, CRS/IRS, Cosmetology, Marketing, Agricultural Science/Animal Husbandry. A Pass in Physics, Electronics/Basic Electricity will be an advantage.
2.	Mass Communication	English Language and any three subjects from: Arts/Social Science/Physical Science.	WAEC,GCE[O/L],SSCE, NECO, NABTEB or equivalent with Credits in English Language, Literature in English and Mathematics, and any two subjects from the following: History/ Government, Economics, Commerce, Civic Education, Physics, Chemistry, Biology, Agric. Science/Animal Husbandry, Basic Electricity, Geography, Typewriting, Principles of Accounts, Photography, Computer Science, Music, Nigerian and International Language, Printing and Craft Practice, Radio/ Television and Electronics Works, Shorthand, Fine Art/Visual Art, Book Keeping, CRS/IRS, Cosmetology, Marketing, Yoruba. A Pass in Physics and Electronics will be an advantage.
3.	Music Technology	English Language and any three (3) subjects from the listed 'O' Level Requirements.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Five (5) Credits in not more than two sittings. The subjects must include English Language, Mathematics, and any other three subjects from the following: Economics, Commerce, Geography, Government/ History, Civic Education, Literature in English, Home Economics, Chemistry, Physics, Biology, Agric. Science/Animal Husbandry, Any Nigerian Language, Music, General Art/Visual Art, Basic Electronics, Business Management, Financial Accounting, Religious Knowledge, Applied Electricity, Information and Communication Technology, Computer Studies, Drawing and Design, Graphic Design, Surface Design/Textile Design, Salesmanship, Computer Craft Practice, Instrument & Instrument Mechanic Works.
4.	Office Technology Management	English Language and any three subjects from: Maths Econs/Commerce Principles of Accounts, History/ Government, Geography, CRS/ IRS, Office Practice and Business Methods.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Commerce, Business Methods/Business Studies, Principles of Accounts, Book Keeping, Computer Studies, Literature in English, Geography, Office Practice, Biology/Agricultural Science/Animal Husbandry/Chemistry/Physics, History/Government, Civic Education, Typewriting, Shorthand, Financial Accounting, French, Insurance, CRS/IRK, Marketing/Salesmanship, Store Keeping/Store Management, Entrepreneurship Education, Social Studies



ADMISSION REQUIREMENTS FOR STUDENTS

2.3.2. SCHOOL OF ENGINEERING

No.	DEPARTMENT	UTME SUBJECTS	'O' LEVEL SUBJECTS
1.	Agricultural Engineering	English Language, Mathematics, Physics and Chemistry.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, Chemistry and one subject from the following: Biology/Agricultural Science, Further Mathematics, Technical Drawing, Auto Body Repair and Spray Painting, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Economics/Commerce, Blocklaying/ Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Electrical Installation & Maintenance Work, Electronics/Basic Electronics, Furniture Making, GSM Phone Maintenance and Repairs, Metal Work, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Radio/Television and Electronics Works, Refrigeration and Air Conditioning, Welding and Fabrication Engineering Craft Practice, General Metal Works, Computer Studies, Data Processing, Basic Electricity, Drawing & Design, Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Instrument Mechanics Works, Appliance Maintenance and Repairs (Electrical/Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Introduction to Building Construction, Mining, Technical Drawing.
2.	Civil Engineering Technology	English Language, Mathematics, Physics and Chemistry.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, Chemistry and one subject from the following: Biology/Agricultural Science, Economics/Commerce, Further Mathematics, Technical Drawing, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Blocklaying/Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Furniture Making, Metal Work, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Welding and Fabrication Engineering Craft Practice, Introduction to Building Construction, Drawing & Design, Instrument Mechanics Works, General Metal Works, Computer Studies, Data Processing Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Appliance Maintenance and Repairs (Electrical/Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Mining, Auto Body Repair and Spray Painting, Electrical Installation & Maintenance Work, Basic Electronics/Basic Electricity, Geography, Economics/Commerce, Refrigeration and Air Conditioning.

**ADMISSION REQUIREMENTS FOR STUDENTS**

3.	Computer Engineering	English Language, Mathematics, Physics and Chemistry	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, Chemistry and one subject from the following: Metal Work, Wood Work, Technical Drawing, Basic Electronics, Basic Electricity, Economics/Commerce, Statistics, Furthers Mathematics, Computer Studies, Geography, Biology/Agricultural Science, Marketing, Auto Body Repair and Spray Painting, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Blocklaying/Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Electrical Installation & Maintenance Work, Furniture Making, GSM Phone Maintenance and Repairs, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Radio/Television and Electronics Works, Refrigeration and Air Conditioning, Welding and Fabrication Engineering Craft Practice, General Metal Works, Data Processing, Drawing & Design, Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Instrument Mechanics Works, Appliance Maintenance and Repairs (Electrical/ Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Introduction to Building Construction, Mining, Economics/Commerce.
4.	Electrical/ Electronic Engineering	English Language, Mathematics, Physics and Chemistry	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, Chemistry and one subject from the following: Biology/Agricultural Science, Further Mathematics, Marketing, Geography, Economics/Commerce, Technical Drawing, Auto Body Repair and Spray Painting, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Blocklaying/Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Electrical Installation & Maintenance Work, Basic Electronics/Basic Electricity, Furniture Making, GSM Phone Maintenance and Repairs, Metal Work, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Radio/Television and Electronics Works, Refrigeration and Air Conditioning, Welding and Fabrication Engineering Craft Practice, General Metal Works, Computer Studies, Data Processing, Basic Electricity, Drawing & Design, Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Instrument Mechanics Works, Appliance Maintenance and Repairs (Electrical/Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Introduction to Building Construction, Mining.

**ADMISSION REQUIREMENTS FOR STUDENTS**

5.	Mechanical Engineering	English Language, Mathematics, Chemistry and Physics.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, Chemistry and one subject from the following: Biology/Agricultural Science, Further Mathematics, Technical Drawing, Auto Body Repair and Spray Painting, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Blocklaying/Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Electrical Installation & Maintenance Work, Electronics/Basic Electronics, Furniture Making, GSM Phone Maintenance and Repairs, Metal Work, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Radio/Television and Electronics Works, Refrigeration and Air Conditioning, Welding and Fabrication Engineering Craft Practice, General Metal Works, Computer Studies, Data Processing, Basic Electricity, Drawing & Design, Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Instrument Mechanics Works, Appliance Maintenance and Repairs (Electrical/Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Introduction to Building Construction, Mining, ICT, Foundry Technology, Economics/Commerce.
6.	Mechatronics Engineering Technology	English Language, Mathematics, Chemistry and Physics.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, Chemistry and one subject from the following: Biology/Agricultural Science, Further Mathematics, Technical Drawing, Auto Body Repair and Spray Painting, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Blocklaying/Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Electrical Installation & Maintenance Work, Electronics/Basic Electronics, Furniture Making, GSM Phone Maintenance and Repairs, Metal Work, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Radio/Television and Electronics Works, Refrigeration and Air Conditioning, Welding and Fabrication Engineering Craft Practice, General Metal Works, Computer Studies, Data Processing, Basic Electricity, Drawing & Design, Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Instrument Mechanics Works, Appliance Maintenance and Repairs (Electrical/Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Introduction to Building Construction, Mining, ICT, Foundry Technology, Economics/Commerce.
7.	Welding and Fabrication	English Language,	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics,

**ADMISSION REQUIREMENTS FOR STUDENTS**

	Engineering Technology	English Language, Mathematics, Chemistry and Physics.	Chemistry and one subject from the following: Biology/Agricultural Science, Further Mathematics, Technical Drawing, Auto Body Repair and Spray Painting, Auto Electrical Works, Auto Mechanical Works, Auto Mechanics, Auto Parts Merchandising, Blocklaying/Bricklaying and Concreting, Building Construction, Carpentry and Joinery, Electrical Installation & Maintenance Work, Electronics/Basic Electronics, Furniture Making, GSM Phone Maintenance and Repairs, Metal Work, Machine Woodworking, Mining, Plumbing and Pipe Fitting, Radio/Television and Electronics Works, Refrigeration and Air Conditioning, Welding and Fabrication Engineering Craft Practice, General Metal Works, Computer Studies, Data Processing, Basic Electricity, Drawing & Design, Implements & Machines, Tractor System, Motor Vehicle Mechanical Works, Automobile Electrical Works, Vehicle Body Building, Light Vehicle Body Repair Works, Instrument Mechanics Works, Appliance Maintenance and Repairs (Electrical/Mechanical Appliance and Projectors Maintenance) Machines Maintenance, Foundry Craft Practice, Marine Engineering Craft, Ship Building Craft Practice, Computer Craft Studies, Introduction to Building Construction, Mining, ICT, Foundry Technology, Economics/Commerce.
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2.3.3 SCHOOL OF ENVIRONMENTAL STUDIES

No.	DEPARTMENT	UTME SUBJECTS	'O' LEVEL SUBJECTS
1.	Architectural Technology	English Language, Mathematics and any two subjects from Physics, Chemistry, Geography and Technical Drawing.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics and any two subjects from the following: Biology, Chemistry, History, Geography, Further Mathematics, Economics/Commerce, Religious Knowledge, Technical Drawing/Graphic Design, Painting and Decoration, Civic Education, Building Construction, Wood Work, Basic Electronics, Computer Studies, Blocklaying, Bricklaying & Concrete Work, Financial Accounting, Draughtsmanship/Graphic Design, Introduction to Building Construction, Machine Woodworking, Electrical Installation & Maintenance Works, Computer Craft Practice. A Pass in Technical Drawing will be an advantage.
2.	Art and Design	English Language and any three subjects from the listed O' Level Requirements.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with English Language, Mathematics and any three subjects from the following: General Art, Dyeing & Bleaching, Clothing and Textiles, Ceramics, Sculpture, Graphics Design, Textiles, Painting and Decoration, Printing Craft Practice, Picture Making, Photography, Visual Art, Leatherwork, Jewellery, Technical Drawing, Garment Making, History/Government, Chemistry, Physics, Biology/General Agricultural, Literature in English, CRS/IRS, Economics/Commerce, Geography, Home Economics, Civic Education, Computer Science, Drawing & Design, Salesmanship, Draughtsmanship, Leather Goods Manufacture, Spinning, Weaving, Surface Design/Textiles Printing, Computer Craft Practice, Financial Accounting.

**ADMISSION REQUIREMENTS FOR STUDENTS**

3.	Building Technology	English Language, Mathematics, Physics and one subject from: Chemistry, Geography, Economics, Technical Drawing and Building Construction.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics and any two subjects from the following: Economics, Building Construction, Technical Drawing/Graphics Design, Civic Education, Carpentry and Joinery, Plumbing and Pipe Fitting, Painting and Decoration, Wood Work, Computer Studies, Chemistry, Biology, Geography, Further Mathematics, Religious Knowledge, Metal Work, Upholstery, Basic Electronics, Introduction to Building Construction, Financial Accounting, Draughtsmanship /Graphic Design, Machine Woodworking, Computer Craft Studies, Furniture Making, Electrical Installation & Maintenance Work, Welding and Fabrication. A Pass in Technical Drawing and or Building Construction will be an advantage.
4.	Estate Management and Valuation	English Language, Mathematics, Economics and any one subject from: Geography, Government, Biology, Physics, Chemistry, Fine Arts and Agric. Science.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Economics, one basic Science subject from: (Physics, Chemistry, Biology, Agricultural Science) and any one subject from the following: Geography, Physics, Chemistry, Biology, Agricultural Science, Fine Arts, Commerce, Computer Studies/Science, Technical Drawing, Painting and Decoration, Graphics Design, Government, Civic Education, Further Mathematics, Religious Knowledge, Financial Accounting/Book Keeping, Plumbing and Pipe Fitting, Literature in English, Metal Work, Principles of Cost Accounting, Basic Electronics, Introduction to Building Construction, Machine Wood Working, Draughtsmanship, Fabrication and Welding.
5.	Quantity Surveying	English Language, Mathematics, Physics and any other subject from: Economics, Biology, Chemistry, Fine Art/Technical Drawing, Geography and Agricultural Science.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with English Language, Mathematics, Physics and any two subjects from the following: Economics, Biology/Agric. Science, Commerce, Building Construction, Technical Drawing/Graphics Design, Civic Education, Carpentry and Joinery, Plumbing and Pipe Fitting, Painting and Decoration, Wood Work to IED, Computer Studies, Chemistry, Biology, Geography, Further Mathematics, Religion Knowledge, Metal Work, Basic Electronics, Introduction to Building Construction, Financial Accounting, Draughtsmanship /Graphic Design, Machine Wood Working, Computer Studies, Computer Craft Studies, Furniture Making, Electrical Installation & Maintenance Work, Welding and Fabrication. A Pass in Technical Drawing and or Building Construction will be an advantage.
6.	Surveying and Geo-informatics	English Language, Mathematics, Physics and any other subject from: Geography, Chemistry, Biology, Economics and Agricultural Science.	WAEC, GCE[O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics and any two subjects from the following: Further Mathematics, Chemistry, Technical Drawing/Graphics Design, Civic Education, Computer Studies, Geography, Economics, Biology/Agricultural Science, Basic Electronics, Draughtsmanship/Graphic Design, Computer Craft Studies, Financial Accounting, Electrical Installation & Maintenance Work.

**ADMISSION REQUIREMENTS FOR STUDENTS**

7.	Transportation Planning Management	English Language, Mathematics and any two subjects from: Geography, Economics, Government, Physics and Biology.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Geography and or Economics and any other subject from the following: Biology/Agricultural Science/Health Science, Chemistry, Physics, Business Management, Government, Marketing, Further Mathematics, Commerce, Technical Drawing/Graphics Design, Painting and Decoration, Civic Education, Building Construction, Metal Work, Financial Accounting, Introduction to Building Construction, Machine Wood Working.
8.	Urban and Regional Planning	English Language, Mathematics, Geography or Economics and one subject from Course Requirements.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Geography or Economics, and any other two subjects from the following: Biology/Agric. Science, Chemistry, Physics, Further Mathematics, Economics/Commerce, Geography, Technical Drawing/Graphic Design, Painting and Decoration, Government, Civic Education, Building Construction, Woodwork, Computer Studies, Basic Electronics, Financial Accounting, Draughtsmanship/Graphic Design, Introduction to Building Construction, Business Management, Electrical Installation & Maintenance Work, Computer Craft Studies.

2.3.4 SCHOOL OF MANAGEMENT STUDIES

No.	DEPARTMENT	UTME SUBJECTS	'O' LEVEL SUBJECTS
1.	Accountancy	English Language, Mathematics and two subjects from: Principles of Account, Econs, Commerce, Government and Geography.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Principles of Accounts/Book Keeping, Literature in English, Geography, Office Practice, Biology/Agricultural Science, Chemistry, Physics, History, Commerce, Government, Typewriting, Shorthand, Financial Accounting, Insurance, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies, French, CRS/IRK, Civic Education.
2.	Banking and Finance	English Language, Mathematics and any two subjects from: Economics, Geography, Commerce or Principles of Accts and Government.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Commerce, Principles of Accounts/Book Keeping, Literature in English, Geography, Office Practice, Biology/Agricultural Science, Chemistry, Physics, Typewriting, Shorthand, Civic Education, Financial Accounting, French, Insurance, CRS/IRK, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies, History, Government.
3.	Business Administration and Management.	English Language, Mathematics and any two subjects from: Geography, Commerce, Government, Principles of Accts and Economics	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Principles of Accounts/Book Keeping, Literature in English, Commerce, Geography, Office Practice, Biology/Agricultural Science, Chemistry, Physics, History, Government, Typewriting, Civic Education, Financial Accounting, French, Insurance, CRS/IRK, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies, Shorthand.

**ADMISSION REQUIREMENTS FOR STUDENTS**

4.	Insurance	English Language, Mathematics and any two subjects from: Economics, Geography, Commerce or Prin. of Accounts and Government.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Principles of Accounts/ Book Keeping, Literature in English, Geography, Office Practice, Biology/Agricultural Science, Chemistry, Physics, History, Commerce, Government, Typewriting, Shorthand, Civic Education, Financial Accounting, French, Insurance, CRS/IRK, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies.
5.	Marketing	English Language, Mathematics and any two subjects from: Geography, Commerce, History/Government, Principles of Accounts, Economics and Marketing.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Principles of Accounts/ Book Keeping, Literature in English, Geography, Office Practice, Biology/Agricultural Science/Fishery, Chemistry, Physics, History, Commerce, Government, Typewriting, Shorthand, Civic Education, Financial Accounting, French, Insurance, CRS/IRK, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies, Geography.
6.	Public Administration	English Language and any three subjects from O' Level Course Requirements.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Principles of Accounts/Book Keeping, Literature in English, Geography, Office Practice, Biology/Agricultural Science/Health Science, Chemistry, Physics, History, Commerce, Government, Typewriting, Shorthand, Civic Education, Financial Accounting, French, Insurance, CRS/IRK, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies, Home Economics/Home Management.
7.	Taxation	English Language, Mathematics and any two subjects from: Geography, Commerce, Government, Principles of Accounts and Economics	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics and any three subjects from the following: Economics, Business Methods/Business Studies, Principles of Accounts/ Book Keeping, Literature in English, Geography, Office Practice, Biology/Agricultural Science, Chemistry, Physics, History, Commerce, Government, Typewriting, Shorthand, Civic Education, Financial Accounting, French, Insurance, CRS/IRK, Marketing, Salesmanship, Store Keeping, Store Management, Computer Studies, Entrepreneurship Education, Social Studies

2.3.5 SCHOOL OF PURE AND APPLIED SCIENCES

No.	DEPARTMENT	UTME SUBJECTS	'O' LEVEL SUBJECTS
1.	Agricultural Technology	English Language,	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Five (5) Credits Passes in not more than two sittings.

**ADMISSION REQUIREMENTS FOR STUDENTS**

		Biology/Agric Science and any other two subjects from: Chemistry, Physics, Mathematics	The subjects must include English Language, Mathematics, Biology/Agric. Science, Chemistry and any other one from the following subjects: Food & Nutrition, Economics/Commerce, Technical Drawing, Physics, Nigerian Languages, Geography, Home Economics/Home Management, Computer Studies, Implements and Machines, French, Crop Husbandry, Animal Husbandry, Fisheries, Forestry.
2.	Computer Science	English Language, Mathematics and any two subjects from: Physics, Economics, Chemistry, Data Processing, ICT/Computer Studies	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Physics, and any two subjects from the following: Data Processing, Computer Studies/ICT, Economics/Commerce/Marketing, Government/History, Further Mathematics, Chemistry, Biology/Agricultural Science, Typewriting, Electrical etc.
3.	Food Technology	English Language, Biology/Agricultural Science and any two subjects from the following: Chemistry, Physics, Maths and Economics.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Chemistry, Biology/Agricultural Science and any one subject from the following: Physics, Technical Drawing, Economics/Commerce, Additional/ Further Mathematics, Home Economics, Food & Nutrition, Geography, plus at least a Pass in Physics and Relevant NTC/NBC & NVC Trades.
4.	Hospitality Management Technology	English Language, Bio/Agriculture Science and any two subjects from Physics, Chemistry, Mathematics, Economics and Government	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, Biology/Agricultural Science/Health Science and any two subjects from the following: Economics/Commerce, Physics, Chemistry, Government, Tourism, Business Methods, Book Keeping/Principles of Accounting, Food & Nutrition, Home Management, Health Science, Geography, Home Economics, French Language, Catering and Craft Service, and Relevant NTC/NBC & NVC Trades.
5.	Leisure and Tourism Technology	English Language, Mathematics, Geography/Economics and any other subject from 'O' Level Requirements.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Five (5) Credits Passes in not more than two sittings. The subjects must include English Language, Mathematics, Economics / Geography, One Basic Science from (Physics/Chemistry/Biology/Agric Science/Animal Husbandry/Health Science/Physical Education) and any other two from Physics, Chemistry, Biology, Agric Science, Animal Husbandry, Health Education, Physical Education, Tourism, Further Mathematics, Computer Science, Civic Education, Economics, Geography, Government, Religious Knowledge, History, Marketing, Food & Nutrition, Catering Craft Practice, Salesmanship, Arabic, French, Accounting, Insurance, Commerce, Home Management, Literature in English.

**ADMISSION REQUIREMENTS FOR STUDENTS**

6.	Mathematics and Statistics	English Language, Mathematics and any two subjects from: Econs/Comms, Government/History/Civic Educ, Biology/Agric. Sci, Chemistry, Physics, ICT and Geography	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with Credits in English Language, Mathematics, a basic science subject and any two subjects from the following: Economics/Commerce, Geography, Government/History, Further Mathematics, Physics, Chemistry, Biology/Agricultural Science, Data Processing, Physical Education, Health Education, Animal Husbandry, ICT, Typewriting, Electrical Installation & Maintenance Work, Electronics Radio/ Television, Electronics Works, Accounting, Computer Craft Practice.
7.	Nutrition And Dietetics	English Language, Chemistry, Biology/Agric Sci. and any other subject from the entry requirement subjects.	WAEC, GCE [O/L], SSCE, NECO, NABTEB or equivalent with credit passes in not more than 2 sittings. The subjects are English Language, Mathematics, Biology, Chemistry and any other One subject from Agricultural Science, Physics, Food and Nutrition, Geography, Economics, Health Science/ Education.
8.	Science Laboratory Technology	English Language and any three subjects from the following: Mathematics, Biology, Physics and Chemistry.	Five (5) O' Level Credits in English Language, Mathematics, Physics, Biology and Chemistry.

2.4 Students' Service Charges

In the Federal Polytechnic Ilaro (FPI), compulsory service charges for students are usually approved from time to time by the Polytechnic Management Committee (PMC) in line with the economic reality in the Country.

Every student is expected to pay for the services on or before the stipulated deadline as may be approved by the Academic Board. Without any prejudice, non-compliance to the deadline on payment of service charges by all students shall attract sanctions, additional interests or surcharges, and denial of the use of facilities of the Institution as may be approved by the Academic Board from time to time.



ADMISSION REQUIREMENTS FOR STUDENTS

In addition, all new students who did not pay all service charges and duly registered at the deadline stipulated by the authority on or before Matriculation shall forfeit the admission offered by the Polytechnic. Similarly, the returning students (ND II, PT II, and HND II) who did not pay the service charges and not duly registered on the portal before the expiration of the deadline shall not have access to their results as well as other services enjoyed by the students of the Institution.

2.5 Studentship and Course Registration

Studentship of the Federal Polytechnic, Ilaro is acquired after admission and registration with relevant organs of the Institution, and using the portal of the Institution. As usual, registration commences after the candidate must have accepted the offer by payment of the Acceptance Fee. Such a student must also have downloaded and printed his/her admission letter from the portal. Candidates are expected to do their registration personally, not even by their parents or by proxy.

New students are expected to fill Bio-Data and Course registration forms online. Every fresh student in 100 level National Diploma, and 300 level Higher National Diploma is expected to print four (4) copies of Bio-Data and Course registration forms respectively to be submitted to the School Officer.

All returning students are to fill the Course Registration form online, and submit four (4) copies of the form to their respective School Officers.

Course Registration is done once in a session during the 1st semester. A copy of the duly completed and signed Course Registration Form is released to the student for his record.

All new students seeking registration into the Polytechnic are expected to be medically fit. Accordingly, all fresh students are issued with



ADMISSION REQUIREMENTS FOR STUDENTS

Medical Forms during studentship registration exercise to enable them go for medical examination. It is therefore not in the interest of any candidate to hide his/her medical problem. It is after the medical examination that registered students will be allowed to register with, and use the Polytechnic Medical Centre where health care services are provided.

2.6 Matriculation Number

New students are allocated with their Matriculation Numbers, as part of the registration process in their 1st Semester in the Polytechnic for both National Diploma and Higher National Diploma Programmes. The Matriculation number is assigned electronically on the Portal. The number is to be used in all their activities on campus, especially during their examinations, whether they are continuous assessment tests or semester examinations. It is also expected to be used when registering for their State, Department and Social Associations. The Matriculation Number is also inscribed on the student's identity card.

2.7 Identity Card

Every registered student of the Federal Polytechnic, Ilaro is issued with the Institution's Student Identity Card. The card carries a recent passport size photograph of the bearer and information such as: Student's Full Name; Programme of Study; Matriculation Number; Date of Birth; Blood Group and Genotype; Next of Kin; Bearer's Signature and Permanent Home Address. The reverse side of the Identity Card is endorsed by the Registrar of the Institution. All the information on the Identity Card is captured from the Student Identity Card Form duly completed by the student during the registration exercise.

The Directorate of Student Affairs processes and issues Identity Cards to all new students at the completion of registration exercise, and on submission of Medical forms. The card is renewed annually, hence, returning students are expected to obtain, fill and submit Identity Card Forms online before going on vacation at the end of every session as



ADMISSION REQUIREMENTS FOR STUDENTS

Identity Card used in an expired session would not be valid in a new session.

The Identity Card remains the property of the Federal Polytechnic, Ilaro, and its loss should be reported immediately to the Dean of Student Affairs (DSA), or the Registrar. In case a student loses the card, he is required to pay N1,200.00 for a replacement.

2.8 Change of Name

Only a female student on getting married, may change her name by notifying the Registrar, such notification must be backed by necessary documents relating to the marriage to prove the genuineness of the change.

2.9 Documents Required for Registration

Newly admitted students will be required to provide confirmation on the Letter of Admission issued by the Institution; State of Origin; Local Government Area, Testimonial; payment of Acceptance Fee and other Fees/Charges; Date of Birth; Academic Qualifications (SSCE, NECO results, etc.).



3.0 ACADEMIC STRUCTURE OF THE POLYTECHNIC

3.1 Academic Departments

There are Academic Departments for all academic programmes run by the Institution. Each department is led by the Head of Department who is an academic staff not below the rank of Lecturer I for a department running only ND programme; and not below Senior Lecturer for HND programme, otherwise, such HOD will be on an acting capacity. The Academic Department has direct contacts with the students, therefore in collaboration with other units manages all affairs relating to their proper conduct and welfare throughout their studentship periods. The Department organizes curriculum delivery, practical, assessment of students' performances, keep all academic records, recommends staff promotions, prepares the reports and needs of the department and submit same through the Dean to the Academic Board or Management Committee. The department consists of units led by the Unit Heads. There are Academic staff, technical staff and administrative staff in the Academic Departments.

3.2 Core Academic Resources and Other Facilities in the Polytechnic

a) Academic Schools

The Federal Polytechnic Ilaro, currently has five core Academic Schools each of which is made up of a number of Academic Departments and units, while the sixth School – The School of Part-time Studies coordinates the activities of the available Part –time programmes of some of the Academic Schools /Departments.



The Academic Schools are:

- i. The School of Communication and Information Technology (SCIT)
- ii. The School of Engineering (SE)
- iii. The School of Environmental Studies (SES)
- iv. The School of Management Studies (SMS)
- v. The School of Pure and Applied Sciences (SPAS)
- vi. The School of Part-Time Studies (SPS)

3.2.1 The School of Communication and Information Technology (SCIT) was established in 2017 to provide education and training services in the fields relating to modern communication and information skills at National and Higher National Diploma levels. There are four departments in the School of Communication and Information Technology:

- i. Office Technology and Management Department
- ii. Mass Communication Department
- iii. Music Technology Department
- iv. Library Information Science Department

3.2.2. The School of Engineering (SE) was established in 1979, to train students in technical and technology based skills; at the National Diploma and Higher National Diploma Programmes; expectedly, the school has the mandate to provide training leading to the award of Bachelor of Technology Degree and other higher degrees in some core engineering disciplines such as Electrical and Mechanical Engineering. The School consists seven academic departments with different areas of specialisations. They are:

- i. Agricultural and Bio - Environmental Engineering Department



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- ii. Civil Engineering Department
- iii. Computer Engineering Department
- iv. Electrical/ Electronic Engineering Department
(Power and Machine, Instrumentation and Control and Telecommunication options)
- v. Mechanical Engineering Department
(Manufacturing, Power, Plant, and Automotive options)
- vi. Mechatronics Engineering Department
- vii. Welding and Fabrication Engineering Department

3.2.3 The School of Environmental Studies (SES) was coined out of the old School of Engineering in 1990 to provide professional training in core environmental biased studies at the National and Higher National Diploma levels. Eight academic departments with various options at HND levels constitute the School of Environmental Studies. These are:

- i. Architectural Technology Department
- ii. Building Technology Department
- iii. Estate Management and Valuation Department
- iv. Quantity Surveying Department
- v. Surveying and Geo-Informatics Department
- vi. Urban and Regional Planning Department
- vii. Transportation Planning and Management Department
- viii. Art and Design Department (Painting, Sculpture, Textile, Ceramics and Graphics).

3.2.4. The School of Management Studies (SMS) started as the School of Business Studies (SBS) in 1979 with two academic departments, Business Administration and Management and Secretarial Administration, which is now the Office Technology Management (OTM) in the School of Information and Communication Technology (SCIT). It

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started with Polytechnic in 1979 to train students and award National Diploma and Higher National Diploma certificates in Humanity, Management and Social Science courses. The School has seven departments with academic programmes and one without an academic programme. These are:

- i. Accountancy Department
- ii. Banking and Finance Department
- iii. Business Administration and Management Department
- iv. Insurance Department
- v. Marketing Department
- vi. Public Administration Department
- vii. Taxation Department
- viii. General Studies Department

3.2.5 The School of Pure and Applied Sciences (SPAS)

commenced with the Institution in 1979 as School of Applied Sciences; but was renamed as School of Pure and Applied Sciences (SPAS) after the creation of the Department of Mathematics and Statistics in 2006. Basically, SPAS prepares students for the award of National Diploma and Higher National Diploma in science-based academic programmes. Presently, there are eight departments in the School of Pure and Applied Sciences:

- i. Agricultural Technology Department
- ii. Computer Science Department
- iii. Food Technology Department
- iv. Hospitality Management Department
- v. Leisure and Tourism Department
- vi. Mathematics and Statistics Department
- vii. Nutrition and Dietetics Department
- viii. Science Laboratory Technology Department
(Chemistry, Biochemistry, Environmental Biology, Microbiology and Physics options)



3.2.6 The School of Part-Time Studies (SPS) was established as the School of Evening Studies. It was later transformed to the School of Part-Time Studies to coordinate the provision of the Part-Time studies with supports from Academic Departments in the Polytechnic. The School trains qualified candidates at ND level who could not be admitted in the main streams of the academic programmes due to the approved carrying capacities. The school ensures that the candidates are equally qualified and given the same teaching, learning and assessment standards as the main stream candidates thereby justifying the award of the same National Diploma Certificates. ND Part-Time Academic Programmes are available in:

- i. Computer Science Department
- ii. Science Technology Laboratory Department
- iii. Civil Engineering Department
- iv. Computer Engineering Department
- v. Electrical/ Electronic Engineering Department
- vi. Mechanical Engineering Department
- vii. Accountancy Department
- viii. Banking and Finance Department
- ix. Business Administration and Management Department
- x. Insurance Department
- xi. Marketing Department
- xii. Public Administration Department
- xiii. Taxation Department
- xiv. Office Technology Management Department
- xv. Mass Communication Department



3.2.7 Classrooms, Laboratories and Workshop Facilities

The Polytechnic has classrooms and auditoriums of various sizes and capacities for lecture delivery. Also, laboratories and workshops which are strategically located for various practical exercises are presently equipped with the most needed facilities. The Institution operates central facilities sharing policy. This is done through the Time Table Committee (TTC), a committee of the Academic Board with memberships across the accredited programmes and is headed by a senior academic staff in the Polytechnic. The Committee distributes the lecture rooms to the accredited programmes for lectures. The same policy is engaged in some laboratories/workshops; except that they are domiciled in the core departments. This is to eliminate idle hours in the usage of the classrooms and laboratories/workshops.

3.2.8 Polytechnic Examination Centre

The Institution operates a centralised system of examination. Hence, the formation of the Polytechnic Central Examination Committee; whose membership cuts across all Academic Departments in the Polytechnic and is headed by a senior academic staff. The Committee is also supported by the services of Technical and Registry staff.

The Examination centre has a dedicated building located on the West Campus of the Polytechnic where all examination activities are carried out. The centre has well-furnished operational offices and stores equipped with computers, reprographic facilities for production of examination question papers and related materials. It also has a stand-by electricity generating set. All academic staff members are effectively engaged in the invigilation and supervision of all semester examinations.



3.2.9 The Directorates and other Facilities

- i. Information and Communication Technology Centre (ICT)
- ii. Staff Development /Training Centre (NBTE-UNESCO Training Centre)
- iii. Industrial Liaison Placement Office (ILPO) Unit
- iv. Directorate of Students Affairs (DSA)
- v. Directorate Academic Planning (DAP)
- vi. Directorate Physical Planning (DPP)
- vii. Research and Development Centre (RESDEC)
- viii. Guidance and Counselling (G&C) Unit
- ix. Entrepreneurship Development and Skills Acquisition Centre (EDASAC)
- x. Examination, Results and Transcripts (ERT)
- xi. Open Distance and Flexible e-Learning (ODFeL)
- xii. The Polytechnic Medical Centre
- xiii. World Bank Project (WBP)
- xiv. Centre for linkage and Affiliation (DLA)
- xv. Works and Services
- xvi. Poly Consult and Industrial Services Limited
- xvii. Agro-Allied Entrepreneurship
- xviii. Poly Ilaro 92.1 FM
- xix. Poly Staff School and Poly Staff College
- xx. Mini Mart
- xxi. International Conference Centre



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- xxii. Alumni Office
- xxiii. Multi-Purpose Hall
- xxiv. Financial Institutions
- xxv. Places of Worship
- xxvi. Halls of Residence on Polytechnic Campus
- xxvii. Civic Centre
- xxviii. Sporting and Recreational Facilities
- xxix. Innovation Centre
- xxx. Student Demonstration Centre



4.0 UNIT COURSE SYSTEM, MODE OF INSTRUCTION, ASSESSMENTS AND ACADEMIC STANDING

4.1 The Semester System

The Polytechnic's Academic calendar is based on the semester system. There are two semesters in a session. However, the Part-time programme runs three semesters in a session. The first semester begins in January, while the second semester begins around June and ends in November, 3rd semester for Part-Time begins in October and ends in December.

4.2 Programme of Study and Mode of Instruction and Assessment

The Programme of Study is made up of a two tier system leading to the award of National Diploma (ND), and the Higher National Diploma (HND). There is a four-month SIWES period between the first, and the second year of the ND programme where applicable. A minimum of one calendar year post-ND work experience, is normally a prerequisite for admission into the HND programme for HND applicants with not less than Lower Credit result.

The Mode of Instruction and Assessment is by Unit Course System (UCS). This is a credit system which is based on the premise that, fields of knowledge can be broken down into small components called courses or modules, which are arranged according to prescriptions of the authorities concerned (The Polytechnic and the National Board for Technical Education). The system is a form of curriculum



organization whereby the syllabus of the subject in a programme is divided into courses, in prescribed sections or teaching and study, each of which is separately examined or assessed.

As a course is a body of knowledge and skills which may be utilized on its own, it will be easier to know when students are ready for Student Industrial Attachment for such attachment to be meaningful to them.

4.3 Objectives of the Unit Course System

The objectives of the Unit Course system are:

- a. To provide greater flexibility within a wider variety of combinations or approve courses in order to accommodate;
 - i. Varying student's pre-entry backgrounds through the provision of special remedial courses or bridge courses;
 - ii. Varying student's interests and occupational objectives by means of allowing the selection, or options in the advanced stages, or a programme of study as well as allowing the selection within ancillary courses; and
 - iii. Transfer from one school or type of programme to another without loss or penalty (including transfer from part-time programme to full-time programme and vice-versa).
- b. **To provide for student's even progress by means of:**
 - i. Individual progression at rates reasonably adjusted to individual abilities, as all students are not required to take the same number of courses at the same time;
 - ii. Avoidance or total repetition or instructional



components earlier assessed as passed in order to improve performance in the instructional component earlier assessed as failed. A majority of the courses are self-contained so as to have the specification of a minimum number of pre-requisites in the instructional programme structured. Not more than a third of the first year work of a two-year programme should be pre requisites for the second year work;

- iii. Consistency in work-loads by enabling more precise specification of different required components (i.e. core courses and ancillary courses) of various instructional programmes;
- iv. Inter-departmental and inter-disciplinary collaboration, Curriculum planning and formulation, and continual review which also minimizes duplication;
- v. Facilitating the introduction of new instructional programmes without necessarily creating new departments; and
- vi. Attracting very busy practicing professionals to the classroom to update programmes and teach on part-time basis. It may be easier for such professionals to take up part-time teaching for one semester in a session than a whole session.

4.4 Definitions and Terminologies in the Unit Course system

4.4.1 Academic Session

An Academic session consists of two semesters, and three semesters for ND Part Time Students.



4.4.2 Academic Semester

Each semester shall consist of a period of about 15 weeks of Instruction and Examinations.

4.4.3 Core Courses

Core courses are specified courses that are fundamental to a particular programme of study. These are core courses offered within the Department for the Students specialization on his/her area of interest, at the HND level e.g. a student of Civil Engineering may specialize in Structures or Transportation, etc. which must be treated as a core course and passed.

4.4.4 Ancillary Courses

These are complementary to the core courses in providing a well-balanced and broad-based education to the student. These are Basic Studies, General Studies and Related Studies. Ancillary courses should form 10% of the total contact hours available to students.

4.4.5 Elective Courses

Elective courses can be taken to make up the units required for the award of diploma.

4.4.6 Pre-requisite Course

This is a course that the student must pass before he can proceed to a more advanced course of the same nature. For instance, Organic Chemistry is a pre-requisite for Food Chemistry. It is a course whose knowledge is essential to taking another specified course.



4.4.7 Contact Hours

This is the number of actual hours of contact per week between the Lecturer/Instructor and the Students, involving lecturing or Studio/Laboratory Workshop practical work. There shall be a minimum of 25 and maximum of 30 contact hours per week.

4.4.8 Course Unit

A course unit is defined as follows:

- * Lectures of one hour per week for one semester (15 weeks) of instruction shall be equivalent to one course unit (C.U.).
- * A course of 2 units shall be taken 2 hours a week for one semester. One tutorial hour shall be equivalent to half (1/2) hour of a lecture, and two hours of practical/studio work shall be equivalent to 1 hour of lecture.
- * A practical course of one unit shall be taken 2-4 hours a week per semester.
- * A course shall not carry more than 4-5 units per semester (practical/studio work).
- * Student projects shall be 4-5 course units.

4.4.9 Course Load

This is the total of course units students will be taken in one semester. The minimum number of course units will be 14, while the maximum will be 27. The schools should endeavour to keep to this limit. Also, students on probation should be advised by the Course Adviser not to exceed the minimum 14 units. However ND 2 and HND 2 students who have carry over courses are allowed to register additional courses to a maximum of 6 additional units. This



way, maximum units to be registered by all students remain 27. However students in ND 2 and HND 2 who have carry over can concessionally register 33 units.

4.4.10 Extra year students shall not be required to carry the minimum load but would only be required to register for the courses in which they had reference.

4.5 Registration for Courses

Students must be registered by the School Board of Studies for courses relevant to their programme of study at the beginning of the session. It is important to note that students on the same programme may not necessarily be expected to register for the same number of courses for each semester as individual progression is allowed at rates reasonably adjusted to individual abilities. However, students on the full time programme and the evening programme must register for a maximum of 14 and a maximum of 27 course units per semester, distributed among core elective and ancillary courses according to the requirements of each school.

4.6 Assessment of Performance

Assessment of a session's work shall depend on the totality of the student's performance in the two semesters for the session. This shall normally consist of Continuous Assessment (CA) and End-of Semester examinations with the relative weighting of 30% and 70%, respectively. Assessment of 2 tests plus Practical Work, Tutorial, Assignment, etc, shall make up the CA score.



4.7 Grading of Courses

The Polytechnic operates the 4-point grading system. The grading system shall be by Grade Point Average (GPA). Minimum Score for Letter Grade E (Pass Mark is 40%, while minimum score for Letter Grade A (Excellent Mark) is 75%. Details of the grading system are given below.

S/N	Mark Range	Letter Grade	Weight
1	75% and above	A	4.00
2	70% - 74%	AB	3.50
3	65% - 69%	B	3.25
4	60% - 64%	BC	3.00
5	55% - 59%	C	2.75
6	50% - 54%	CD	2.50
7	45% - 49%	D	2.25
8	40% - 44%	E	2.00
9	Below 40%	F	0.00

1. Computation of Grade Point Average (GPA)
 - a. To compute the GPA, multiply the Grade Point (GP) by the course unit (CU) and divide their summation by the total of the (CU) for the Semester.
 - b. To compute the Cumulative Grade Point Average (CGPA) of a student, the total Course Unit Point (CUP) for all his/her two semesters for full time students, and three semesters for part time students work shall be added and divided by the total number of CU taken to date.
 - c. If a student passes a course after the second attempt, the new GP for the particular course should be credited to him while the old GP still stands. However, an asterisk must be put against the new GP to indicate the number of attempts made before passing the course e.g. 2nd and 3rd attempts.
 - d. Use of Hypothetical 1st and 2nd Semesters' Examination Result of HND 1 Accountancy to illustrate Calculation of GPA and CGPA

**1ST SEMESTER EXAMINATIONS RESULTS**

S/N	Course Title	Course Code	Letter Grade	Course Unit (CU)	Grade Point (GP)	Course Unit Point (CUP)
1	Business Research Methods	ACC 314	BC	4.00	3.0	12.00
2	Quantitative Techniques	ACC 315	AB	3.00	3.5	10.50
3	Public Finance	BFN 412	AB	3.00	3.5	10.50
4	Business Communication I	GNS 312	C	2.00	2.75	5.50
5	Executorships, Trusteeship & Bankruptcy Law	ACC 313	C	2.00	2.75	5.50
6	Accounting Theory and Practice	ACC 311	BC	3.00	3.00	9.00
7	Advanced Costing I	ACC 312	A	2.00	4.0	8.0
8	Introduction to Psychometric Studies	GNS 206	CD	1.00	2.50	2.50
TOTAL						72.00

GPA for 1st Semester = Total CUP divided by Total CU = $72/22 = 3.27$

2ND SEMESTER EXAMINATIONS RESULTS

S/N	Course Title	Course Code	Letter Grade	Course Unit (CU)	Grade Point (GP)	Course Unit Point (CUP)
1	Advanced Financial Accounting II	ACC 321	D	3.00	2.25	6.75
2	Management Information System	ACC 326	B	3.00	3.25	9.75
3	Business Research Methods	ACC 328	A	2.00	4.0	8.0
4	Business Policy & Strategy	ACC 329	BC	2.00	3.0	6.00
5	Advanced Costing II	ACC 318	C	2.75	2.75	8.25
6	Entrepreneurship Development	ACC 322	C	2.00	2.75	5.50
7	Communication in English & Technical Report Writing	BAM 413	AB	2.00	3.50	7.00
8	General Biology	GNS 332	CD	2.50	2.50	7.50
TOTAL						58.75

GPA for 1st Semester Total CUP divided by Total CU = $58.75/20.0 = 2.94$ CGPA at the end of 2nd semester for Full-Time students and 3rd semester for Part-Time students will be the sum of the Total CUP for



the 1st and 2nd Semesters divided by the sum of the Total CU of both semesters. That is, $CGPA = (72.00 + 58.75) / (22.0 + 20.3) = 3.09$.

4.8 Classification of Diploma

Classification of the Diploma awarded on successful completion of either the National Diploma or Higher 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:

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

**4.9 MODE OF INSTRUCTION, ASSESSMENT, ETC.****4.9.1 Academic Standing****a. Incomplete Grade (I)**

This will be awarded to a student who is yet to complete his project work. Such a student shall not qualify for the Award of Diploma until the project has been satisfactorily completed.

b. Sick Grade (S)

A sick grade shall be awarded where a student who satisfies all conditions, such as passing Continuous Assessment, maintains 75% attendance for entry for an examination, is unable to sit for the examination; due to certified illness or other exigencies. In this case, both the last grade point and the semester course unit shall not be reflected in the grade point and cumulative course unit. Such a student shall be eligible to sit for the examination when available.

c. Absenteeism Grade (ABS)

This is a grade awarded to a student who absents himself/herself from an examination, but had not officially withdrawn from or dropped the course and did not report sick, such student shall score zero in the course and this shall be reflected in the Semester course units.

d. Withdrawal from Course(s) during the semester

A student is free to drop not more than 2 courses in which he/she is not doing well, at least 4 weeks before the semester examinations. To this end, the Courses Drop Form should be filled by the student, and approved by the Course Adviser



MODE OF INSTRUCTION, ASSESSMENT, ETC.

and the Head of Department. Course(s) dropped should be passed before such a student can graduate.

- e. **Carry-Over (CO)**
A Student who fails a course by scoring less than 40% in any semester will carry-over the course and retake it when it is available.
- f. **Academic Warning (AW)**
Academic Warning shall be issued at the end of every semester to students scoring less than CGPA of 2.0.
- g. **Probation (P)**
A student warned for scoring less than a CGPA of 2.0 shall be on probation in the next semester.
- h. **Withdrawal (W)**
Any student whose CGPA remains less than 2.0 while on probation (i.e. less than 2.0 in two consecutive semesters) shall be advised to withdraw from the Institution.

4.9.2 Registration of Carry-Over Course

A student in the graduating class with carry-over course(s) may not take more than the course unit(s) to be carried over in the relevant semester. Such a student must maintain 75% attendance in any course(s) for which he/she registers.

4.9.3 Graduation Requirement

A student is deemed to have met the graduation requirement if his/her CGPA is not less than 2.0, and has passed all courses approved for registration.



5.0 DIPLOMA EXAMINATIONS AND RELATED MATTERS

5.1 Eligibility Conditions

Students must fulfil the following conditions before they become eligible to write all Diploma Examinations, that is, first and second semesters for Full-Time, and first, second, and third semesters for part time students semesters examinations.

a. **Registration for Semester Examination**

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

b. **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 for the semester examination.

5.2 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.

a. **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 level Semester examinations.

**b. External Moderation**

Eternal Moderators shall be appointed for the moderation of 200 level and 100 level examination questions, marking schemes and answer scripts. External moderators are to be drawn from experienced persons in other sister or equivalent Tertiary Academic Institutions, Research Institutes, relevant Industries and Institutes.

5.3 Examination Committee

There shall be an Examination Committee set up by the Academic Board. The functions of the Examination Committee shall be:

- a. To organize and conduct the semester examinations;
- b. To prepare a time-table for the semester examinations;
- c. To arrange the venues for the semester examinations;
- d. To organize and prepare a duty roster for invigilators;
- e. To arrange for materials to be provided for the semester examinations
- f. To collect answer scripts from the invigilators and hand over to examination officers;
- g. To cancel/audit all blank pages in the student's answer scripts/booklets;
- h. To report cases of examination misconduct to the Academic Board; and
- i. To perform any allied function(s) that may be referred to it by the Academic Board.

5.4 Examination Rules and Regulations

- a. Candidates are to arrive in the examination hall at least 30 minutes before the commencement of a paper.
- b. 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.



- c. All students are to laminate their course forms for examination purposes.
- d. Students should not attempt than the required number of questions during examinations, in case of violation the answer with the highest marks would be cancelled.
- e. 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, Rule, Mathematical Set (where necessary, and Drawing instruments (where necessary).
- f. Students are not allowed to bring in any Wristwatch into the examination hall.
- g. Non-programmable Calculators, Pocket Computers, Communication Gadgets (Mobile Phones, IPADS etc) are forbidden in the examination hall
- h. 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.
- i. For written and electronic 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.
- j. Students should not present letters of clearance from their Heads of Departments for the purpose of writing semester examination in place of their Identity Card.
- k. 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 cancelled. Any candidate who writes a wrong number or fails to write his number shall score zero.



- l. No candidate shall bring into the examination hall, any prepared scripts or working aids like protractors or gadgets for visual display, models, sketches and 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.
- m. All forms of cooperation between candidates e.g. conversations; exchange of papers, writing and drawing aids, calculators, eraser and all forms of communication in the examination hall are not allowed.
- n. Where a candidate is in extreme need of help or in an uncomfortable circumstance, he/she should attract the attention of the invigilator 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 offences.
- o. A candidate can visit the toilet during the examination but strictly under escort.
- p. It is a punishable offence to solicit for marks before or after an examination.
- q. Possession of examination stationery before or after an examination is prohibited.
- r. A candidate who is involved in any situation that prevents him/her from writing or completing an examination shall be treated as being absent.
- s. Candidates must individually submit their 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.
- t. 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.



DIPLOMA EXAMINATIONS AND RELATED MATTERS

- u. A candidate may submit his/her answer script anytime during the examination but not earlier than 30 minutes after the commencement of the examination if he/she so wishes, and must leave hall immediately. On no account should such a student be allowed back into the examination hall.
- v. Candidates shall obey all lawful instructions given by the invigilator.
- w. Any candidate with 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.
- x. In case a candidate falls ill during an examination, he/she should report to the invigilator who shall take necessary action.
- y. 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.
- z. 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.
- aa. 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.



5.5 Penalties

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

5.6 Examination Results

a. 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.

b. 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 Office.

c. 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

d. All graduating students must collect clearance form and return same to DSA when duly signed at the specified units/departments.



DIPLOMA EXAMINATIONS AND RELATED MATTERS**e. Release of Result**

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

5.7 Petitions and Examinations

- a. A student may petition if he/she has justifiable reason 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.
- b. A Student forwarding a petition shall state his/her case in detail and refer to or attach all relevant facts and documents.
- c. The result of any petition shall be communicated to the petitioner in writing within two months of its receipt.
- d. The petition shall be forwarded on payment of (Two Thousand, Five Hundred Naira Only) N2,500.00 per subject (on payment or a fee determined by the Academic Board).
Any petition received one month after the date of release of results of that particular examination shall not be entertained.

5.8 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. A request for Academic Transcripts shall be honoured only on payment of N2,500.00 for locally bound or N5,000.00 per copy of transcripts to foreign countries. An applicant for transcript shall generate an invoice for payment of the fee for transcript. He is requesting by logging on to www.federalpolyilaro.edu.ng, and clicking on College Portal. Next the applicant click New Applications and on the portal clicks Transcripts. He supplies his/her details on the invoice generation page and clicks Generate Invoice. He takes this invoice to any of these banks: WEMA, POLARIS, UBA, ACCESS, ILARO POLY MICRO FINANCE BANK. He returns to the Portal to print receipt and presents this receipt to bank print-out to the Records and Data transcript processing unit for the issuance of the transcript.

**DIPLOMA EXAMINATIONS AND RELATED MATTERS**

The request for transcript shall normally be made to the Academic Office on a prescribed form either by the student or the Institution of Higher Learning/Scholarship Board. The full name and address of the Institution or Scholarship Board should be stated so that the Polytechnic can send the transcript direct to the Institution or Scholarship Board.

The transcript is prepared by the Academic Office. Request for Academic Transcripts to Institution/Scholarship Boards attracts the appropriate fees or multiples of N2,500.00 or N5,000.00. For an Academic Transcript is for only one Institution/Scholarship Board etc. Any request for Academic Transcript not properly made may be rejected.

5.9 Award of Scholarships to Deserving Students**a. Scholarship**

To encourage Academic Excellence, the Academic Board of the Federal Polytechnic, Ilaro instituted an annual Scholarship Scheme for the Best Student in each Department. It is open to year-two Student or the year of the award.

b. Rector's Honours List

A student is placed on the Rector's Honours List, if he/she has a GPA of 3.50 and above in any semester. The student shall be commended for his/her Academic Excellence in writing by the Rector.

c. Dean's Honours List

A student is placed on the Dean's Honours List at the end of every semester, if his/her semester GPA is at least 3.00 or 3.49 in that semester. The student shall be commended for his/her Academic Excellence in writing at the end of the semester by the Dean.

5.10 Authority for Modification

The Academic Board reserves the right to modify any part of this standard if necessary. Such modification will however be brought to the notice of the students thereafter.



6.0 STUDENT DISCIPLINE AND GRIEVANCE PROCEDURE

The Federal Polytechnic, Ilaro is committed to performing its functions of providing training as specified in the enabling Act, and to award Diploma to students who are worthy in learning and character, therefore included in the education provided is the aspect that promotes culture, inculcates good behaviour and breeding responsible citizens. On acceptance of the admission to the Polytechnic, fresh students administer and sign the oath of matriculation to be responsible Citizens, and to confirm their genuine interest in the Institution and their willingness to obey all rules and regulations specified by the Polytechnic.

The Polytechnic regards as serious offences, the violation of the Polytechnic's rules and regulations. Also, violent, immoral, dishonest and destructive behaviors are not tolerated. Each student is expected to demonstrate and maintain high ethical standard and personal integrity. Student must conduct his/her affairs peacefully and have respect for others, especially in the use of Polytechnic property. Students are expected to acquaint themselves with the rules and regulations specified in this Handbook, and those that are published and circulated by the Academic Board. The Polytechnic reserves the right, upon evidence of a student's disobedience to the regulations, to discipline him through the established disciplinary procedure as stipulated in the Federal Polytechnic Act.

The Polytechnic recognizes the crucial importance of maintaining open communication and dialogue in the process of identifying and resolving problems which may arise from the dynamics of life in the Institution. All students are therefore free to examine and discuss issues freely without resorting to disorderly behaviour, equally



STUDENT DISCIPLINE AND GRIEVANCE PROCEDURE

important is the legitimate right of any student to hold a different opinion from others, or to think different on any issue. This is an integral aspect of Polytechnic Education and Academic Freedom. Students are free to support causes by all orderly means.

All grievances should be reported to the Dean of Student Affairs (DSA).

a. **Discipline of Students**

Subject to the provisions of the Federal Polytechnics Act, the power to discipline students found guilty of misconduct is vested in the Rector. Also, the Rector may delegate his powers to a Disciplinary Committee consisting of such members of the Polytechnic as he may nominate. In practice, there is a Student Disciplinary Committee with the general function of dealing with individual cases of discipline.

b. **Sanctions for Disobedience to the Polytechnics Rules and Regulations**

Where it appears to the Rector that any Student of the Polytechnic has been guilty of misconduct, the Rector without prejudice to only other disciplinary powers conferred on him by the Act, may direct.

- i. That the student shall not, during such period as may be specified in the directive, participate in such activities of the Polytechnic, or make use of such facilities of the Polytechnic, as he may specify, or



STUDENT DISCIPLINE AND GRIEVANCE PROCEDURE

- ii. That the activities of the student shall, during such period as may be specified in the directive, be restricted in such manner as so specified, or
- iii. That the student be suspended for such a period as may be specified in the directive, or
- iv. That the student be expelled from the Polytechnic

c. Appeal against the Decision of the Disciplinary Committee

Where a direction is given in respect of any student, the student may within 21 days of the date of the letter communicating the decision to him, appeal to the Council against the decision of the Disciplinary Committee.

d. Categorization of Offences and Penalties

Some of the common offences committed by students and the disciplinary sanctions or penalties to be imposed for violation of the Polytechnic regulations are highlighted in this Handbook.



6.1 CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES

6.1.1 Category A: General Offences

S/NO.	OFFENCE	PENALTY
1	Unlawful possession of and or use of dangerous weapons, fire-arms and ammunition	Expulsion
2	Attempted Rape/Rape	Expulsion
3	Indecent Sexual Practices	Expulsion
4	Assault and or Battery of fellow students and or staff	Expulsion
5	Stealing	Expulsion
6a	Unlawful Assembly under the aegis of a Club or Organization or Society not registered with the Federal Polytechnic, Ilaro	Expulsion
7a	Damage of Assets	Payment for damages and written warning upon a written undertaking of good behaviour by his/her legal guardian.
B	Vandalization and or malicious damage of property/ Asset	Expulsion
8	Arson	Expulsion
9	Conspiracy to commit a felony	Expulsion
10	Gambling in all forms/involvement in internet fraud (a.k.a. 'yahoo', '419')	Rustication for two semesters.
11	Forgery	Expulsion
12	Impersonation	Expulsion
13	Robbery	Expulsion
14	House Breaking/Burglary	Expulsion
15	Threat to another person in any form	Expulsion
16	Membership of secret society or club or association not registered with Federal Polytechnic, Ilaro	Expulsion
17	Illegal collection of dues, rates, fees and or charges on campus as a student	Rustication for two semesters.
18	Drunkenness or Smoking by any student	Rustication for two semesters.
19	Taking illegal routes to the campus	Rustication for two semesters
20	Crossing lawns on the campus	First Offender: Warning and Second Offender: Community Service
21	Breach of the peace and or public disturbance	Rustication for two semesters
22	Publication of defamatory materials and or articles or Cartoons in any medium of communication	Rustication for two semesters
23	Publication and or Display of Obscene Materials in any Medium of Communication	First Offender: Warning and Second Offender: Community Service

**CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES**

24	Obstruction of the Enforcement of Institutional regulations	Denial of access to the campus and or (as the case may be) Rustication for one semester.
25	Using Religion to disrupt activities on campus	Rustication for two semesters.
26	Possession, sales and or use of Hard Drugs by any student	Expulsion
27	Possession, sales and or use of Alcoholic Beverage	Rustication for two semesters
28	Insubordination.	In the First Instance: Community Service. Second Instance : Rustication for two semesters.
29a	Rudeness.	In the First Instance: Community Service. Second Instance : Rustication for two semester
29b	Refusal to Obey Lawful Instruction.	Rustication for two semesters.
30	Posting of posters, campaigning for a political party and distribution of handbills suggestive of any political party on campus	Rustication for one semester
31	Illegal possession of Polytechnic Stationery	Rustication for one semester
32	Seizure of Polytechnic Vehicle from the Driver.	Expulsion
33	Driving of Polytechnic Vehicle without Written authorization	Rustication for two semesters.
34	Bringing into, and driving of vehicles on campus by any student is prohibited	Rustication for two semesters.
35	a. Possession of materials and or insignia of Clubs or Associations or Societies not registered with Federal Polytechnic Ilaro. b. Display and or use of Materials and or Insignia of Clubs or Associations or Societies notRegistered with Federal Polytechnic Ilaro.	Rustication for two semesters Expulsion
36	Possession of Charms.	Rustication for two semesters
37	Fighting and or Affray	Expulsion
38	Recruiting or initiating students into a club or association or society not registered with Federal Polytechnic, Ilaro.	Expulsion
39	Luring students into an unapproved event.	Expulsion
40	Instigating students into an unlawful demonstration and or protest.	Expulsion
41	Violent Act or conduct.	Expulsion.
42	Extortion of students and other citizens.	Expulsion
43	Failure, Refusal and or Neglect to produce a Student Identity Card on demand by any Authorized Personnel of the Polytechnic	Community Service

**CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES**

44	A False Accusation or Bearing False Witness in a matter before any Institutional Committee or Constituted Authority.	Rustication for two semesters
45	Inappropriate behaviour during lectures, lecture hours, examinations and or any Institutional Programme.	Expulsion from the venue and referral to the Student Disciplinary Committee
46	a. Refusal to appear before an Institutional Committee b. Persistent neglect of invitation, refusal and or failure to appear before the Institutional Committee	Rustication for one semester. Expulsion.
47	Misappropriation of Funds by any Elected or Appointed Official of a Club, Association, or Society and Union.	Rustication for two semesters and refund of the amount so misappropriated before reinstatement.
48	Harassment of Contractors for Gratification.	Suspension for two semesters.
49	Unauthorized Attendance at Social or Official Functions held in the Institution	Rustication for two semesters
50	Lobbying or Soliciting or Harassing for marks to Pass the Examination.	Expulsion
51	Persistent refusal or neglect or failure to appear before the Guidance and Counselling Unit having been referred to the Committee	Expulsion
52	Fraudulent or Illegal means of campaign during students' elections, contrary to official guidelines issued by the electoral body.	Disqualification in the event of that offence constituting any other stated offence, the sanction shall be the penalty stated for such an offence. (if proofing)
53	Pouring water, sand or any other substance or throwing object at another student as a mark of celebration or felicitation or otherwise.	Rustication for one semester.
54	a. Unauthorized journey by a registered students Association or group of students without approval from the Dean, Student Affairs. b. Engaging in acts considered to be inappropriate to the rules and regulations of the Institution c. Misrepresentation, inducement, luring and deceit and or pretence from the Exco of any approved Body, Club and Association or Union going on a visit to their members or members of the public.	(a) Rustication for two Semesters (b) Referral to Guidance and Counselling Unit (c) Proscription of the Club or Association for a period not less than three (3) years
55	Refusal to be randomly tested for drug use	Rustication for two semesters
56	Students testing positive for drug use	Rustication for two semesters
57	Any act which is scandalous that can bring the image of the Polytechnic into disrepute	Expulsion



CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES

6.1.2 Category B. Examination Related Offences

S/NO.	OFFENCE	PENALTY
1.	Lateness to the examination hall by more than thirty minutes from the commencement of the Examination	Prevention from writing the paper.
2.	Leaving the examination hall under one hour of commencement of the paper	Student should be prevented from leaving the hall except on health grounds.
3.	Copying from other students in the examination hall.	Rustication for one semester.
4.	Attempt to, or talking with another student during examination.	Cancellation of the paper for all students involved.
5.	Bringing annotated materials relevant to the examination into the examination hall.	Expulsion from the Institution.
6.	Writing in a hall other than where the student's number falls.	Expulsion from the examination hall.
7.	Writing of answers on the question paper.	The question paper should be withdrawn and replaced with fresh one and cancellation of the paper in the second instance.
8.	Writing answers on any paper in the examination hall and passing it to any other student(s).	Cancellation of paper and rustication for one semester.
9	Unruly behaviour in the examination hall.	Rustication for two semesters
10a	Unauthorized possession of programmable calculator in the examination hall.	Rustication for two semesters
B	Unauthorized use of programmable calculator in the examination hall.	Expulsion
11	Possession of phones and or headphone and or ear-piece or other electronic devices in the examination hall.	Rustication for two semesters or Expulsion
12	Possession of examination materials outside designated examination hall	Rustication for two semesters
13a.	Repositioning of sitting in the examination hall.	Ejection from the examination hall and should be scored zero in the paper being taken.



CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES

b.	Wandering in the examination hall area.	Student to be instructed to leave the area and to be verbally warned.
14 a.	Refusal to appear before the Examination Misconduct Committee.	Rustication for one semester.
b.	Persistent neglect of invitation and or failure/refusal to appear before the Examination Misconduct Committee.	Expulsion.
15.	Failure to submit and going away with the answer script at the end of the examination session.	Carry-Over (Zero score in CA and Exams)
16.	Unlawful access to Examination questions.	Expulsion.
17.	Refusal to fill the Examination Misconduct form	Ejection from the Examination hall. Invigilator should fill the form and refer the case to the Examination Misconduct Committee.
18.	Writing an examination anywhere outside of the designated examination halls and or period.	Expulsion.
19	Bringing un-laminated Course Registration Form into the Examination Hall	To be sent out of the Examination Hall
20	Bringing wristwatch into the Examination Hall	Seizure and forfeiture of the wristwatch
21	Impersonation	Expulsion
22	Destruction of Exhibit	Expulsion
23	Possession of inconsistent identification materials	Ejection



CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES

6.1.3 Category C. Library Related Offences

S/NO.	OFFENCE	PENALTY
1.	Mutilation of Library books.	Rustication for one semester and surcharge of replacement cost
2.	Impersonation in the use of Library facilities.	Suspension from using the Library for one semester.
3.	Distraction of Library users or readers in the Library.	Suspension from using the library for one semester.
4.	Stealing of Library materials.	Expulsion from the Institution.
5.	Reservation of seats in the Library without authorization	Warning and suspension from the Library for two weeks.
6.	Drinking and or Eating in the Library	Suspension from using the Library for two weeks.

6.1.4 Category D. Environment Related Offences

Preamble: The Polytechnic takes exceptional look at the damage(s) of its property by a person, or group of persons, and as such, any student or group of students who damages school property in the course of studying in the Polytechnic will be made to pay for it.

S/NO.	OFFENCE	PENALTY
1.	Defacing Institution's property	Written warning and surcharge for repair of such property.
2.	Posting of materials in unauthorized places.	Written warning and surcharge for repairs of such property.
3.	Indiscriminate dropping and dumping of waste materials on the floor/grounds.	Removal of such waste and written warning.
4.	Playing music and disturbing academic activities.	Impounding of the musical equipment and written warning. Payment of ₦1,000.00 to the Polytechnic for the release of equipment.
5.	Unsanitary Behaviour	Cleaning of the mess and written warning.



CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES

6.1.5 Category E. Lecture-room Related Offences

S/NO.	OFFENCE	PENALTY
1.	Making or receiving telephone calls during lectures	Seizure and forfeiture of such phone(s)
2.	Using headphone during lectures	Seizure and forfeiture of such phone(s)
3. a.	Disturbance	Ejection from the lecture hall and referral to DSA (as the case may warrant)
b.	Making noise outside lecture halls	Verbal warning (in the first instance), then a written warning, and then rustication for one semester thereafter.
4.	Unauthorized changing of seat in the classroom during lecture.	Ejection from the lecture hall.
5.	Unauthorized eating during lectures	Ejection from the lecture hall.
6.	Unauthorized discussion	Ejection from the lecture hall.
7.	Hawking in the classrooms	Ejection from the lecture hall. Impounding of materials; which would be released on payment of N1,000.00 to the Polytechnic
8.	Bringing babies to the classroom during lectures	Ejection from the lecture hall.

6.1.6 Category F. Laboratory Related Offences

S/NO	OFFENCE	PENALTY
1.	Non-conformity with Laboratory/Workshop/Studio dress code and or safety rules.	Denial of entry into or ejection from the Laboratory/Workshop/Studio.
2.	Improper handling of Laboratory/Workshop/Studio Equipment and Chemicals/Materials.	Ejection from the Laboratory/Workshop/Studio and written warning.
3.	Defying Laboratory/Workshop or Studio Staff's instructions.	Ejection from the Laboratory/Workshop/Studio.
4.	Eating and drinking in the Laboratory/Workshop/Studio.	Ejection from the Laboratory/Workshop/Studio.

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4.	Eating and drinking in the Laboratory/Workshop/Studio.	Ejection from the Laboratory/Workshop/Studio.
5.	Sleeping in the Laboratory/Workshop/Studio during official's hours.	Ejection from the Laboratory/Workshop/Studio.
6.	Stealing from Laboratory/Workshop/Studio	Expulsion from the Institution.
7.	Damage of Laboratory/Workshop/Studio equipment, chemicals and materials.	Payment for the damaged equipment / materials and written warning.
8.	Pilfering of food materials during practicals.	Report to DSA for further action.

6.1.7 Category G. Field/sport Arena Related Offences

S/NO.	OFFENCE	PENALTY
1.	Disruption of on-going competition	Rustication of the arrow head(s) for two semesters and suspension of the team from participation for the next session.
2.	Hiring and use of mercenary during competition.	Ban of the Department concerned from such competition for two academic sessions.
3.	Any other act of non-conformity with or Violation of the rule(s) and guidelines governing any sport.	Sanctions as provided by the organizing body

6.1.8 Category H. ICT Centre Related Offences

S/NO.	OFFENCE	PENALTY
1.	Eating and drinking in the ICT Centre.	Ejection from the ICT Centre for the day.
2.	Sleeping in the ICT Centre.	Ejection from the ICT Centre for the day.
3.	Improper handling of ICT Centre equipment/materials.	Surcharge for any damage and written warning.
4.	Accessing pornography on the internet.	Community Service and referral to Guidance and Counselling Unit.

**CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES**

5.	Use of Internet for fraudulent activities.	Expulsion from the Institution.
6.	Reservation of seats in the ICT Centre without proper authorization.	Suspension from the use of ICT facilities for two weeks and written warning.
7.	Unruly behaviour in the ICT Centre.	Suspension from use of the Centre and referral to Student Disciplinary Committee for the application of relevant disciplinary measures.

6.1.9 Category I. Hostel Related Offences

S/NO	OFFENCE	PENALTY
1	Receiving visitors in the hostel outside designated places, approved days and hours.	Ejection from hostel by the Directorate of Student Affairs and forfeiture of hostel accommodation fee
2	Insulting hostel workers	Ejection from hostel by the Directorate of Student Affairs, forfeiture of hostel accommodation fee and referral to Students Disciplinary Committee for application of relevant disciplinary measures.
3	Transferring allocated hostel accommodation to another person	Ejection of the beneficiary by the Dean, Directorate of Student Affairs, forfeiture of hostel accommodation fee and referral to Students Disciplinary Committee for application of relevant disciplinary measures.
4.	Accommodation of visitors in the hostel room over night without permission of Hostel Supervisors.	Ejection by the Directorate of Student Affairs and forfeiture of hostel accommodation fee, or expulsion from the institution if the visitor is of the opposite sex.



CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES

5.	Cooking outside designated places.	Ejection from the hostel and forfeiture of hostel accommodation fee.
6.	Persistent generation of noise from electronic appliances and disturbance of other hostel occupants.	Ejection from the hostel, forfeiture of hostel accommodation fee.
7.	Writing and or distribution of provocative articles.	Suspension for two semesters.
8.	Unsanitary behaviour.	Cleaning of the mess and written warning in the first instance, then ejection from the hostel and forfeiture of hostel accommodation fee for any reoccurrence.
9.	Watching pornographic materials	Ejection from Hostel and Community Service.
10.	Squatting another student in the hostel	Host should be ejected from hostel and forfeiture of hostel accommodation fee.
11.	Using unapproved equipment to cook in the hostel	Ejection from the hostel and forfeiture of hostel accommodation fee.
12.	Tampering with electrical appliances and structures	Ejection from the Hostel, forfeiture of hostel accommodation fee and surcharge for the cost of repairs
13.	Defacing hostel walls	Ejection from the hostel, forfeiture of hostel accommodation fees and surcharge for the cost of repairs.
14.	Misuse of hostel facilities	First Instance: Community Service. Second Instance: Ejection from Hostel and forfeiture of hostel accommodation fee.
15.	Damage of hostel facilities	ssss warning and surcharge (in the first instance) and Ejection from the hostel in the second instance.

**CATEGORISATION OF STUDENTS' OFFENCES AND PENALTIES**

16	Refusal to obtain exeat permission	Ejection and referral to Student Disciplinary Committee for further action
17	Non-compliance with instructions about sanitation exercises on designated days	Ejection and referral to Student Disciplinary Committee for further action

- * *Where at all times, Dean, Student Affair is empowered to carry out the penalty of ejection on any erring students*
- * *Once a student is ejected from the hostel, the student's Parent or Guardian should be communicated*

6.1.10 Category J. Car Park Related Offences

S/NO.	OFFENCE	PENALTY
1.	Jumping of the queue	Denial of entry into the Shuttle Bus by the Directorate of Student Affairs
2.	Non-payment of bus fare	Report to the Directorate of Student Affairs
3.	Hanging on shuttle bus doors or windows	Report to the Directorate of Student Affairs
4.	Entering the bus through the window	Report to the Directorate of Student Affairs.
5.	Reservation of seat in the shuttle buses for (an)other student (s)	Report to the Directorate of Student Affairs

NOTE

1. Any offence with 'rustication' as penalty requires that the student so rusticated shall only be reinstated as student on submission of written undertaking by the legal guardian of the student concerned.
2. 'Expulsion' means expulsion from the Institution as a student.



7.0 DIRECTORATE OF STUDENT AFFAIRS

The Directorate of Student Affairs takes care of the welfare of students of the Federal Polytechnic, Ilaro. The Directorate oversees issues relating to Hostel Accommodation, Administration of Documentation for Bursary payment, Oversight of Student Clubs and Association Affairs, facilitation of Academic Ceremonies viz: Matriculation, Graduation and Management of Institutional/Students Union Relationship and Constructive Oversight of the Students Union.

As a welfare centre, the Directorate acts as a clearing house for student complaints and concerns. She provides guidance and assistance to students in distress; while also mediating all manner of conflicts involving students. The Directorate articulates students' causes and interests, resolving problems where they arise and ensuring that conflicts do not arise between Institutional units and students. Additionally, the Directorate manages community/students relationship through a number of approaches, initiatives and organs.

The Directorate is headed by the Dean of Student Affairs, who is supported by Sub-Dean Student Affairs, Student Affairs Officer and other Administrative and Service Staff.

7.1 ADMINISTRATION OF HALLS OF RESIDENCE AND LIVING ARRANGEMENT

The Polytechnic 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 Polytechnic 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.

7.1.1 Criteria for Allocation of Students into Halls of 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. Students will be admitted into the halls of residence during the session in the following priority:

- a. 30% of NDI (female & male)
- b. 30 % of ND II (female & male)
- c. 20% of HND I (female & male)
- d. 20% of HND II (female & male)

Within the limit of these percentages, special consideration is given to: foreign students; handicapped students, distinguished Sportsmen and women; Student Union Executives; and Hall of Residence Executives.

7.1.2 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. The visiting hours for all halls of residence are: 4.00-8.00 p.m. (Monday-Friday); and 12.00 noon-8.00 p.m. (Saturday, Sunday & Public Holidays).



- ii. No visitor is allowed into any of the halls of residence any time after 8.00 p.m.
- iii. No male visitor is expected to be entertained in the residential areas of the female hostel. Rather, male visitors in female halls are expected to be restricted to the Common rooms.
- iv. Any visitor to the male hostels is supposed to fill the register which is normally kept with the Porter/Portress. Each student will be responsible for the behaviour of his/her visitor while in the hall of residence.
- v. For the purpose of these rules, male students visiting the female hostels shall be regarded as visitors and vice-versa. No student shall accommodate any visitor in his/her room overnight without the express permission of the Hall Warden in writing. Any student found doing this will be asked to withdraw from the hostel and will be required to make arrangements for his/her private accommodation thereafter

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

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

d. Submission of Keys and Polytechnic Property

Students are not expected to carry their keys or any other Polytechnic property about and Polytechnic property must not be tampered with in any way. Cases of damage to and loss of Keys



and other Polytechnic Property must be reported immediately in writing to the Hall Warden/Hall Supervisor, though the Porter Keys are to be deposited at the porters lodge and signed for. All Polytechnic properties must also be signed for before the porter gives them out. On no account should any student deposit or remove keys personally and without the assistance of a porter.

e. **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 any time. For this purpose, music being played in one room should not be audible to hostel residents located two rooms away

f. **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 porter in any hall of residence.

g. **Pets**

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

**h. 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 Polytechnic. Students are therefore advised to report any disturbance in the hostels, classrooms and in any other place in the Institution to the Porters, Hostel Supervisors, Dean of Student Affairs, Heads of Department, whenever such are about to happen or are happening.

i. 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 Porter/Hostel Supervisor.

j. 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.

k. Hawkers

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

7.1.3 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.

7.1.4 Shows, Plays and Events

Rules and regulations guiding organization of shows, Theatrical and Entertainment events on campus are highlighted as follows:

- a. All show must be properly communicated to the Dean of Student Affairs two weeks before the event.
- b. All shows and events that do not have the involvement of personalities from outside the campus must have their programmes submitted to the Directorate of Student Affairs, two weeks before the event.
- c. Any event whose organizers fail to comply with (a) and (b) above shall be cancelled and shall not hold on the campus of the Federal Polytechnic, Ilaro.
- d. Organizers of all shows and events to be held on campus shall ensure they comply with the code of conduct prescribed by the Directorate of Student Affairs for that purpose.
- e. All bands and entertainment outfits that are to perform on campus must declare beforehand members of the band that would service the campus event; such a band must obtain and fill Bio-data Forms for each personnel in the group.



- f. All shows are regarded as intra-campus events, would-be members of the audience who are not students and do not constitute the core team of performance personnel, are not allowed to accompany any band or performance group into the campus.
- g. Show business personalities and entertainers who intend to use their own security outfits on campus must register such security personnel with the Security Unit of the Federal Polytechnic, Ilaro seven days before the day of the event. Such security personnel must duly fill the prescribed Forms and submit such to the Directorate of Student Affairs
- h. Security personnel working for external show business personalities and entertainers must be in easily identifiable, formal uniforms.
- i. Security personnel working for external show business personalities and entertainers are not allowed to carry weapons, firearms and explosives on campus
- j. Members of show business groups are not allowed to carry, smoke and take Indian hemp, cocaine and any hard drug on campus.
- k. Operation of security personnel of show business personalities is restricted only to securing the person of the leader of the group in cases where he needs to be led to his vehicle, led from the vehicle to the stage and escorted on short distances at the performance venue. They shall also function in extreme situations where he needs to be evacuated from the stage or the scene of performance. Such security men are not expected to get involved in crowd control, interaction with the audience and student populace, arguments, group fights and so on.



8.0 SHUTTLE BUS AND HEALTH CARE SERVICES

8.1 Shuttle Bus Service

The Polytechnic runs a shuttle bus service to commute staff and students to and from the township of Ilaro, and between the East and the West Campuses of the Institution. The service is provided with a fleet of well-maintained mass transit buses. The service is provided at a highly subsidized rate to ease students' transportation problems. The fleet comprises a luxurious bus, three Toyota Coaster buses and a Daihatsu bus. The Polytechnic shuttle bus service complements the private transport enterprises from the host community.

The shuttle bus service is managed by the Shuttle Bus Committee constituted by the Polytechnic Management.

8.2 Health Care Services

The Polytechnic provides health care services to staff and students at the Medical Centre which is situated on the East Campus. The Centre operates a 24-hour service for both students and staff from Monday to Sunday, public holidays inclusive. Minor cases or Sickness are treated at the Centre while serious ones are normally referred to the State Hospital or any other referral centre recommended by the Health Maintenance Organization (HMO) covering the Student Health Insurance Scheme.

- a. **Medical Certificate Excusing Students from Academic Activities:** Students are advised to obtain medical certificates excusing them from participating in all academic



activities from the Institution's Medical Centre. Also, they are required to convert all private medical certificates obtained from private medical practitioners to those issued by government hospitals before taking them to the Medical Centre any time they fall sick outside the Institution. A comprehensive sick report must be sent to the Institution's Director of Medical Services through the office of the Head of Department, i.e. the sick student's Head of Department.

b. Medical Test

All new students must undergo a comprehensive medical test under an arrangement coordinated by the Medical Centre with a specified medical test fee. Students are also required to submit a comprehensive history of their sickness from their private doctors when occasion demands. Mere sick leave papers are not acceptable.



9.0 LIBRARY SERVICES

The Polytechnic Library is located within the academic core area at the West Campus. It is a custodian of information resources and veritable source of information. The Library offers a welcoming, dynamic, and supportive, learning environment that stimulates and promotes information and digital literacy for the Polytechnic's Community (students, staff and the host community). The main purpose is to empower students to become competent and ethical users of information resources with strong intellectual curiosity and life-long love of reading, learning, and independent thinking. It is also to inspire interested individuals, through services that support and enhance teaching, literacy, and learning to be active and contributing members of the society.

The goals of the Polytechnic Library are to:

- i. Ensure that the FPI collection fulfills the information and materials needs of all segments of the polytechnic community.
- ii. Store diverse resources, intellectual properties and digital electronic equipment appropriate for library users.
- iii. Strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.
- iv. Ensure that all parts of the collection are up-to-date, attractive, and well-maintained.
- v. Ensure Organisation and maintenance of materials and equipment for optimum use.
- vi. Provide a serene environment which is well maintained, organised and conducive for both learning and assimilation.
- vii. Increase the involvement and knowledge of the entire staff in collection, development and management of the facility facilities.
- viii. Offer activities, which allow flexible access based on users

**LIBRARY SERVICES**

- input and needs assessments.
- ix. Promote and spur a lifelong interest in reading.
- x. Provide instructions on information literacy to users of library.
- xi. Enable library users to function efficiently and successfully when pursuing research goals and encourages optimum usage of library materials, resources and services
- xii. Ensure that the collections meet the National Board for Technical Education (NBTE) and other relevant accrediting bodies' requirements.
- xiii. Utilize collection usage statistics in ensuring optimal allocation of the material's budget.
- xiv. Continually evaluate present formats and to identify new formats that will make the collection more valuable to our users.

The operating system of the Polytechnic Library is automated; with three main service divisions – collection development section, readers' services section and technical services section. Each division has sections/units. Collection development Section has Acquisition Unit. Readers Services Section has Reference, Circulation, Serial/Special collection and Reprographic Units; and Technical services Section has Cataloguing and Audio visual Units. In addition, there is a provision for E-Library services. The library is linked with fibre optics cables for internet facilities and it has a stand-by electricity generating set to ensure uninterrupted supply of electricity.

9.1 Opening Hours

- a. During Semester
 - i. Monday Friday: 8.00 a.m. - 9.00 p.m.
 - ii. Saturday: 9.00 a.m. - 2.00 p.m.
 - iii. Environmental Sanitation Day: 11.00 a.m. - 2.00 p.m.



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- b. During Semester Examinations
 - i. Saturday: 9.00 a.m.-4.00 p.m.
 - ii. Sunday: 11.00 a.m.- 2.00 p.m.
- c. During vacation:
 - Monday-Friday: 8.00 a.m. - 3.30 p.m.

9.2 Admission into the Library

The following categories of people are eligible to use the Library for reading, borrowing and reference purposes:

- a. All registered students of the Federal Polytechnic, Ilaro
- b. All members of the Senior Staff of the Federal Polytechnic, Ilaro
- c. Any other person that may be permitted from time to time by the Polytechnic Librarian.

9.3 Registration

- a. All eligible readers and borrowers must fill and sign registration cards before they can be allowed to use the Library
- b. Students must have their registration cards stamped and signed at the back by their Heads of Departments. On the basis of the information supplied above, each borrower's record card will be produced.
- c. Every student using the Library must present his/her college Library identity card on entering the Library. The card should also be presented at the loan's desk when borrowing Library materials.

9.4 Borrowing Books

Only registered students may borrow books from the Library. Students are entitled to borrow four books for a period of two weeks. Fines are levied on overdue books.



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9.5 Reserved Books

Heavily used books, limited in number, are placed on reserve. These are available on request to be used for specified periods.

9.6 Periodicals

a. **Daily Newspaper**

The Library subscribes to Eight National Daily Newspapers which are always on display every day. Past issues of these dailies can also be obtained from the Serials Section of the Reader's Services Division on request.

b. **Journals**

A number of Journals are on display in the Serials section. These Journals can only be consulted. They cannot be loaned out to any Library user except on special request.

9.7 Reprographic Services

Photocopying facility is available at a highly subsidized rate per copy.

9.8 Audio-Visual Centre

The Audio-Visual Centre, which is on the west wing of the Library building, stores films, slide projectors, video tapes which are used to stimulate learning. These services are provided on request.



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9.9 Library Decorum

- a. Library users must enter and leave the Library through the IN and OUT doors.
- b. Bags, brief cases, umbrellas, hats, etc. should be deposited in the pigeon holes provided at the entrance
- c. On the way out, all books (both personal and for the library) should be submitted to the Porter for inspection.
- d. Silence must be observed in the Library at all times
- e. Smoking, drinking and eating are forbidden in the Library
- f. All Library materials must be treated with great care including reading tables and chairs.
- g. Marking and defacing Library books or writing directly on the reading table or chairs shall be regarded as willful damage to Library property and any offender shall be heavily penalized.
- h. Seats should not be reserved in the Library
- i. Readers should make sure that they remove all materials belonging to them when leaving the Library and at closing time. The Library staff will not accept any responsibility for any materials left in the Library.
- j. Readers should respect all Library staff on duty.
- k. Borrowers must report lost or damaged materials to the Circulation Librarian promptly.



10.0 WORSHIPING ON CAMPUS AND BOOKSHOP SERVICES

10.1 Worshiping on Campus

The Federal Polytechnic, Ilaro is a public non-sectarian Institution. However, it has facilities i.e. a Mosque and two Chapels for staff and students to worship and observe their faith. In addition, there are quite a number of registered student directed religious associations on the Polytechnic Campus. Some of the notable ones are the Christian Union, Muslim Students' Society, Joint Christian Fellowship, etc. These associations, sometimes in conjunction with staff, organize religious activities regularly and on special and in festival seasons. All the places of worship are located around the student's halls of residence and are within walking distance to the academic core and staff residential quarters on the East Campus of the Institution. The places of worship are open all day for congregational prayers and private meditations.

10.2 Bookshop Services

The Federal Polytechnic Ilaro has a Bookshop, which is run under the aegis of the PolyConsult and Industrial Services Ltd. The Bookshop warehouses all books to be sold in the Polytechnic. The law guiding book sales in the Polytechnic states that all books are to be sold via the Bookshop of the Institution. Classrooms, other commercial outlets, photocopying stands, etc. are not expected to be used for the sale of books.

All Internal and External authors are expected to present their books to the publications committee, which prescribes book standards and approves book prices at the Federal Polytechnic, Ilaro.



WORSHIPPING ON CAMPUS AND BOOKSHOP SERVICE

Additionally, the Polytechnic Management Committee (PMC) holds the rights for the production of all branded items like exercise books, other stationery, cards, tags, pens and any item that would bear the logo and name of the Federal Polytechnic Ilaro. Would-be producers of such items may however write to the Polytechnic Management Committee through the PolyConsult and Industrial Services Ltd which coordinates the Bookshop.

Sale of handouts under any guise is banned at the Federal Polytechnic Ilaro. Lecturers, students and all staff of the Polytechnic are not allowed to prepare, sell and distribute handouts. Also, students and head of classes are not expected to serve as agents to distribute, or sell handouts on behalf of lecturers of the Federal Polytechnic, Ilaro or lecturers and individuals from outside the Institution.

All books and Academic materials to be used on any programme of the Federal Polytechnic, Ilaro are expected to be submitted to the Publications Committee for approval. Also, the price at which such materials are to be sold should be as communicated to and approved by the Publications Committee.



11.0 STUDENT PUBLICATIONS PHILOSOPHY

The Polytechnic believes in and encourages free exchange of Ideas, Information and Opinions on the campus. However, there is no absolute freedom as freedom attracts a correlative duty. The right to hold opinion and impart it without any hindrance is guaranteed. At the same time, the Polytechnic expects high level of responsibility and maturity in the exercise of this right.

11.1 Rules and Regulations Governing Student Publications

- a. The normal medium of publication shall be by printing bulletins. Boards may only be used in-between printed, handy publications.
- b. Any student group or association which does not want to register formally as a Press Club shall avail itself of the facility of the student notice board provided by the Polytechnic to display professional, religious, social and political matters. If in doubt as to the appropriateness of the information, the group concerned should consult the Dean of Student Affairs. However, student publications should be such as do not offend sensibilities, breach rules of conduct and should not contain any form of libel.
- c. Printed matters published by students should be sold to students only and must be marked "For Internal Circulation Only".
- d. The names of the key officers of any journal or magazine shall be boldly written on the first page of each publication.
- e. It shall be the duty of the Publications Committee working in close conjunction with the Dean of student Affairs to register student clubs and associations for the purpose of publishing titles; provided that such a club shall have fulfilled the following requirements:



- i. The club, shall forward to the Dean of Students Affairs, names of three patrons/patronesses who must be senior staff of the Polytechnic. The persons so designated as Patrons and Patronesses must be acceptable to the Publications Committee as capable of playing this assigned role. Furthermore, each of the three Patron/ Patroness must forward a letter of acceptance to the Dean of Student Affairs, stating his/her Willingness to guide the club effectively.
- ii. Registration as a Press Club shall be valid for one year only subject to an annual renewal which must be completed not later than one month after resumption for the session.
- iii. Each registered Press Club shall forward to the Dean of Student affairs a list of all members not later than one month after the commencement of each session.
- iv. The Dean of Student Affairs may refuse the registration of any press club for the session, if he finds that the club should not be registered. However, such cases are to be sent to the Publications Committee for review.
- v. A Copy of all publications and press releases must be deposited with the Dean of Student Affairs at least twenty four hours before they are circulated. Nothing in this regulation empowers anybody to stop the publication from circulating.
- vi. Publication of obscene, libelous materials and publication of articles capable of inciting violence or disaffection is prohibited and their publishers shall be subjected to disciplinary action.



- f. Any student or staff who feels he has been defamed or libeled by any article or news shall have the right of appeal to the Dean of Student Affairs. The Dean, on receipt of the appeal shall cause the matter to be investigated by the appropriate committee.
- g. All articles must bear the names and the departments of their writers.
- h. Publishers of student publications must state explicitly on the first page of the magazine, printed or duplicated, that opinions expressed therein are not those of the Polytechnic Management.

11.2 Disciplinary Measures on Students' Publication

- a. Failure to comply with the registration procedure, as herein provided, shall lead to non-registration.
- b. Publishing without formally registering as herein provided shall constitute an offence and the publishers of such printed or duplicated materials shall be rusticated for one semester
- c. Publication of defamatory, libelous materials and articles, cartoons and news, inciting violence or disaffection shall constitute an offence and shall attract suspension of the offending club publication and the writer for a period of at least one session.
- d. Where the writer cannot be identified, the editor of the publication or the editor/leader of the club or both persons shall be construed as the writer and shall be duly held liable and punished as in 3c above.



12.0 STUDENT ORGANISATIONS, REGISTERED CLUBS, ASSOCIATIONS AND SOCIETIES

It is the policy of the Polytechnic to encourage students to organize and participate in associations which promote the academic, cultural, recreational and social life of the Polytechnic. The Institution encourages students to belong to clubs, societies designed to supplement academic and social aspects of students' life as well as religious associations for moral upliftment.

The Polytechnic does not encourage or recognize any student organization which in its membership discriminates on account of race, sex and religion. All clubs and societies are required to register with the Dean of Student Affairs and submit a copy of their constitution and list of their officers and members for record purposes, registration is renewable annually within the first month of the session. The Polytechnic authorities may ban any club or society from functioning after being satisfied that the existence of such a club or society is detrimental to the interest of the Polytechnic.

12.1 Registration and Renewal of Registration of Student Clubs

All Clubs to be registered must have obtained the consent and signature of two staff advisers who would be responsible for day to day guidance of the officers and membership of the club. Where a club is found wanting, the staff adviser shall be liable to answering to charges of negligence or where he feels he has discharged his responsibility in that regard, he shall state how the breach amounted to disregard of his guidance and he shall be discharged of any obligation to the extent that he had not neglected to guide the club on the issue.



12.2 Operation of Student Clubs and Organizations

- a. All clubs and associations shall book venues for programmes and events with the Directorate of Student Affairs and obtain approval in writing to use the venue. Where a club uses a venue she does not have approval to use, the directorate shall refer the executives of such a club to the disciplinary committee for acts capable or disrupting peace.
- b. Where a club is inviting a personality from a Federal agency, Institution, Parastatal to the Institution, the club shall be required to give the Institution two months' notice in writing. This shall also be the case where the personality is not a government functionary but is a national figure. Where a club is inviting a state government functionary to the Institution shall be informed through a letter to the Directorate of Student Affairs, four weeks before the said visit. Where the functionary is not a political figure but is a person of repute within the state, the same condition shall apply. Where a club is inviting a Local Government functionary or a person of repute within the local government or town to the campus, the club shall be required to give a week notice to the Institution.
- c. All clubs and associations putting up programmes, symposia, seminars, public lectures, musical events, video and audio visual events at which more than ten people shall gather shall apply in writing for the approval of the Dean of Student Affairs. Such a club shall in the application state the duration of the programme, invited speakers, artistes and other programme personnel.
- d. Clubs that hold weekly programmes shall notify the Dean of Student Affairs in writing of the day date and time of such weekly programmes. This notice shall be a once and for all communication every session.



STUDENT ORGANISATIONS, REGISTERED CLUBS, ASSOCIATIONS AND SOCIETIES

- e. Any club that hold a programme the requires electrical power supply or use of any type of generator shall solicit the assistance of the Electrical Unit or the Works & Services Department for such connection or pay a fine of one thousand naira only (N1,000.00) for non-compliance. Seeking the help of an external electrical technician shall not be accepted for the purpose stated here.
- f. No Club shall post programme posters on walls; where this is done, the club shall be cautioned and in addition be made to pay the appropriate fine tor the restoration of the defaced wall. The provision shall also apply to individual students posting notices, posters and articles on walls.

12.3 Secret Organizations

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

12.4 Students Trip Outside the Polytechnic Campus

- a. All visits outside the campus by any association or group of students must be approved by the Institution through a formal letter of approval by the Dean, Student Affairs.
- b. An association planning to go on a visit outside the campus should forward an application to the DSA and obtain approval two weeks before the day of the visit or trip.
- c. At least three work days to the date of the trip, a list of students who are certain to or likely to go on such trip should be



STUDENT ORGANISATIONS, REGISTERED CLUBS, ASSOCIATIONS AND SOCIETIES

forwarded to the DSA. Such list should contain the Matriculation Numbers and phone numbers of the students.

- d. There is prohibition of union, clubs and association from visiting and arranging visits to beaches and other hazardous sites.
- e. Students that are permitted to go outside the campus for excursion must be accompanied by at least one lecturer. Students going on excursion outside the campus must sign an undertaking in their department. The undertaking should be to the effect that they shall be of good conduct on the trip and that they have been cautioned on the possible hazards they may encounter on the trip and that the trip is for and only to the stated destination.
- f. Heads of Department should caution lecturers and members of staff to avoid attending unapproved social events organized by students outside the campus.
- g. Heads of Department should not make events and excursion mandatory for students except it is a component of the curriculum.
- h. A movement register should be opened in all halls of residence to record movement of all residents who are going outside the campus. The register should be designed to capture destination, person being visited, envisaged directions of movement or visit, exit and re-entry, students phone number and hall's phone number.

**STUDENT ORGANISATIONS, REGISTERED CLUBS, ASSOCIATIONS AND SOCIETIES**

Student clubs, associations and societies registered on campus are listed in the Table below:

LIST OF REGISTERED CLUBS, ASSOCIATION AND SOCIETIES
REGISTERED DEPARTMENTAL/SCHOOL ASSOCIATIONS

1.	National Association of Town Planning Students	19	National Association of Quantity Surveying Students
2.	National Association of Polytechnic Engineering Students (NAPES)	20	National Association of Computer Science Students
3.	National Association of Business Administration and Management Students (NABAMS)	21	National Association of Surveying Students
4.	Environmental Studies Students Association	22	National Association of Mathematics/Statistics Students
5.	Mechanical Engineering Students Association	23	National Association of Architectural Students
6.	National Association of Polytechnic Accountancy Students (NAPAS)	24	National Association of Communication and Information Technology Students (NACITS)
7.	National Association of Science Technology Students	25	National Association of Public Administration Students
8.	National Association of Banking and Finance Students	26	Association of Statistics Students of Nigeria (ASSON)
9.	National Association of Hotel and Catering Management Students	27	National Association of Agric. & Bio-Environmental Engineering/Students
10	National Association of Pure and Applied Science Students (NAPAAS)	28	National Association of Nutrition and Dietetics
11	National Association of Officer Technology and Management (NAOTAMS)	29	National Insurance Students Association
12	Estate Management Students Association	30	National Association of Management Students (NAMAS)
13	National Association of Building Students	31	National Association of Library & Information Science Students (NALISS)
14	Computer Engineering Students Association	32	National Association of Leisure & Tourism Students
15	National Association of Marketing Students	33	National Agricultural Technology Students Association (NATSA)
16	National Association of Electrical/Electronic Engineering Students	34	Association of Mass Communication Students
17	Association of Civil Engineering Students	35	Nigeria Institution of Surveying Students (NISS)
18	National Association of Food Science & Technology Students	36	Music Students Association of Nigeria (MUSSAN)

**STUDENT ORGANISATIONS, REGISTERED CLUBS, ASSOCIATIONS AND SOCIETIES****REGISTERED RELIGIOUS ASSOCIATIONS AND SOCIETIES**

1.	Muslim Students Association	26.	Baptist Students Fellowship
2.	Ahmadi Muslim Students Association	27.	Joint Christian Fellowship (JCF)
3.	Winners' Campus Fellowship	28.	Gospel Pentecostal Campus Students Fellowship
4.	Mountain of Fire and Miracle Campus Fellowship	29.	Nigeria Federation of Catholic Students
5.	Christ Gospel Witnesses' Church Int'l.	30.	Scripture Union Campus Fellowship
6.	God's Peculiar People	31.	New Life Christian Fellowship
7.	Christian Union	32.	The Unified Cherubim and Seraphim Students Church
8.	Believers' Love World	33.	The African Church Evangelical Students Fellowship
9.	The Redeemed Christian Fellowship	34.	The Church of Christ Students Fellowship
10.	Riverside Christian Students Fellowship	35.	Gods' Triumphant Generals
11.	The Apostolic Church of Evang. Students	36.	Household of Kings Campus Fellowship
12.	The Apostolic Church Students Fellowship of Nigeria	37.	Shafaudeen Campus Dawah Forum
13.	Christ Image Assembly	38.	Mountain of Power Gospel Ministry Christians Fellowship
14.	The Church of the Lord Campus Fellowship	39.	Tijaniyya Muslim Students Association of Nigeria
15.	Christ Apostolic Mission Campus Fellowship	40.	Quadriyat Muslim Students Association of Nigeria
16.	Higher Ground Campus Fellowship	41.	Allahu Waheed Student Association of Nigeria (AWSAN)
17.	Deeper Life Campus Fellowship	42.	Oasis Christian Centre
18.	TREM Campus Fellowship	43.	ECWA Students Ministry (ESM)
19.	Anglican Students Fellowship	44.	Gods' First African Fellowship (GOFAF)
20.	Holy Ghost Assembly	45.	Glorious Christian Campus Fellowship (GCCF)
21.	Celestial Church of Christ Students Fellowship	46.	Joint Department Fellowship (SES)
22.	Christ Apostolic Church Students Association	47.	Joint Department Fellowship (SE)
23.	Methodist Campus Fellowship	48.	Joint Department Fellowship (SMS)
24.	Foursquare Students Fellowship	49.	Joint Department Fellowship (SPAS & SCIT)
25.	Rhema Campus Fellowship	50.	Christ The Hope Campus Fellowship

**STUDENT ORGANISATIONS, REGISTERED CLUBS, ASSOCIATIONS AND SOCIETIES**

1.	Bankers' Eyes	20	National Association of Kwara State Students
2.	The Standard Executive Club	21	National Association of Ondo State Students
3.	Joint Minds	22	Federation of Ekiti State Students
4.	Achiever's Club	23	Bayelsa State Students Association
5.	De Supreme / Superior Class Club	24	Edo State Students Association
6.	Intellect Club	25	Junior Chambers International (JCI)
7.	The Excel Club	26	National Association of Akwa-Ibom / Cross-River Students
8.	Estimable Corporate Club	27	National Association of Egba Students
9.	The Ultimate Planners Club	28	Committee for the Defence of Human Right (CDHR)
10	nclusive lite Club	29	Scout Association of Nigeria Sea Scout
11	Distinct Progressive Club	30	National Association of Yewa Students
12	Club De 'X'clusive Club	31	National Association of Benue State Students
13	National Association of Ogun State Students (NAOSS)	32	Erudite Administrators
14	National Association of Delta Students	33	The Marketing Collegiate
15	Federation of Oyo State Students Association (FOSSU)	34	Man 'O' War Club
16	National Union of Lagos State Students (NULASS)	35	Safety and Traffic Cadet Corp
17	Kogi State Students Association	36	Elite Banker Club
18	National Association of Osun State Students	37	Boys Brigade Cadet
19	Federation of Igbo Students Association		



13.0 USE OF POLYTECHNIC PROPERTY/FACILITIES

It is highly prohibited for any student(s), unions, clubs and societies to make use of any Polytechnic property, be it buildings, halls, classrooms, chairs, tables, etc. for any meeting, symposia, parties, lectures, etc. without first seeking the permission from the Management of the Institution through the Dean of Student Affairs. The letter seeking for approval should be channeled through the Dean of Student Affairs to the appropriate authority for consideration societies and individuals and approval. Any student(s), unions, clubs, found violating this rule shall be dealt with as deemed fit by the Polytechnic management.

No Student should tamper with any Polytechnic property such as electricity, generator, Buses, Cars, etc. where students are permitted to handle any Polytechnic property in the course of their education; maybe for practical exercises or any other purpose, they shall be so instructed and such use shall be so approved for the particular purpose. Where in doubt as to the propriety of handling any Polytechnic property, students are advised to seek clarification and/or permission of the Directorate of Student Affairs or a designated officer. Any student found handling, operating and driving Polytechnic vehicles or using Polytechnic equipment without proper authorization shall be dealt with in accordance with the rules and regulations guarding such misconduct.

Crossing of Lawns/Fields is prohibited. Any student caught violating this regulation shall be suspended from the Institution for a specified period as may be deemed necessary.



14.0 SPORTS AND RECREATION

The polytechnic has on its campus a grass athletic oval, two lawn tennis courts, two sports fields containing two football pitches, volley ball pitch, basketball pitch and a hand ball pitch. Facilities for in-door games such as table tennis, badminton courts, and others are available. All of the above sports facilities are available for staff and students use. In addition, the Polytechnic has on its campus a well-furnished and equipped Staff Club for relaxation and a gymnasium for physical fitness and exercises. Television sets installed with digital satellite television dishes are provided in the student's halls of residence for relaxation and entertainment.



15.0 STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME AND INDUSTRIAL TRAINING PLACEMENT

15.1 Student Industrial Work Experience Scheme

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

The objectives of the SIWES are to:

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

Preparatory to the commencement of the scheme, students are expected to collect their Logbooks / SIWES documents (SPE 1Form and Form 8) at the Industrial Liaison and Placement Unit on presentation of letter of job acceptance from an establishment, and evidence of payment (official receipt) of stipulated sum of money for the Logbook.

After completing the second semester examinations, NDI 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 Polytechnic the following:

1. Logbooks duly filled on weekly basis, of their work activities while on attachment;
2. Form 8 duly completed by students, and endorsed by the Industry-based supervisors and Institution-based supervisors; and
3. TWO copies of Technical Reports (NB: Students should consult the 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

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 Carryover Courses are not qualified for IT placement. Consequent all ND 2 students without any carryover course(s) as at the end of first semester of the second year of the Programme will be given Letter of Introduction for placement in the Industry by the ILPO. However, if such students now have carryover in any of the courses taken in the second semester or third semester for the ND2 part time students they are not qualified to undertake IT.



MOBILISATION FOR NATIONAL YOUTH SERVICE CORPS**16.0 MOBILISATION FOR NATIONAL YOUTH SERVICE CORPS**

The National Youth Service Corps (NYSC) programme became mandatory from 1972/1973 academic session, for graduates of Nigerian Universities who were since then required to undergo compulsory one-year service to the Nation. The scheme became mandatory for holders of the Higher National Diploma from 1975/1976 academic session. To be exempted from the programme with effect from 1st August, 1985, a person should at the date of graduation be:

1. Over the age of thirty years or
2. A personnel of the Armed Forces and the Police (and must have served at least nine months or must have retired) or
3. A person conferred with any National Honours.

In recent time however, students who graduated from part-time Higher National Diploma programmes have been excluded from mobilization for the National Youth Service Corps programme and are awarded with certificate of exclusion.

Concessional posting for the National Youth Service Corps is granted on the basis of ill health or marital grounds.

At the beginning of the 1st Semester of the second year of the Higher National Diploma programmes, students are required to provide their bio-data on a specified Form obtainable from the Industrial and Liaison and Placement Officer, ILPO. The information supplied by the students in the completed Forms are vetted and confirmed by the Records & Data Control Unit of the Polytechnic.



The ILPO compiles the NYSC master list based on the Academic Board approved final Examination Results of Higher National Diploma graduating students. Successful graduants who are posted will print their NYSC call-up letters online after payment of a stipulated sum (to be decided by NYSC) and then go to their various NYSC Camps with their current Polytechnic Student Identity Cards and Notification/Statement of results, ND (National Diploma) results/certificates.

17.0 GUIDANCE AND COUNSELLING SERVICES

The Guidance and Counselling Unit was established to help students in actualizing themselves and maximizing their potentialities. It rendered services in the areas of 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.

Guidance and counselling services are provided from the Unit by highly qualified Guidance Counsellor at the Institutional level and

**DRESS CODE**

by the Course Advisers at the departmental level. The Polytechnic Guidance and Counselling Committee comprising the departmental counsellors and headed by the Polytechnic Guidance Counsellor meets regularly to share experience and to review strategies and cases.

18.0 DRESS CODE PREAMBLE

All students in accordance with acceptable standard of conduct and appearance are expected to comport themselves at all times within the campus. This is particularly exemplified by their mode of dressing, and as such the Polytechnic authorities have zero tolerance for indecent provocative inappropriate, immoral and unacceptable dressing.

It is for this reason that the following prescriptions and sanctions were made in consultation with the Students' Union.

18.1 DRESS CODE**18.1.1 ACCEPTABLE DRESS CODE**

The under listed acceptable dress codes are hereby recommended:

18.1.1.1 Female Students

- i. Blouses and dresses that will not expose the armpit;
- ii. Blouses and dresses that will not expose the cleavage;
- iii. Skirt and dresses to at least the knee level;
- iv. Tops (conforming to numbers i and ii above) with loose or free pair of ordinary jean trousers (not in any manner mutilated);
- v. Blouses and gowns, skirt suits and kaftans and native dress and academic hats for those students who are on outdoor practical;

**DRESS CODE**

- vi. Hostelites are allowed to wear casual dresses within the hostels; and
- vii. All students are expected to wear clean clothes on campus.

18.1.1.2 Male Students

- i. Long/short sleeve shirts that will not expose the armpit with or without a tie;
- ii. Properly buttoned with clean trousers;
- iii. Complete native dresses;
- iv. French suit or normal suit (two or three piece-men's suit)
- v. T-shirts with no obscene inscriptions.

18.2 OUT-LAWED DRESS STYLES

The under listed dress styles are out-lawed for the students on the Polytechnic campus:

18.2.1 Female students

- i. Tight-fitting clothes that reveal the "sensitive part" and outline the contours of the body;
- ii. Miniskirts and short pants;
- iii. Jeans with obscene and suggestive inscriptions;
- iv. Dresses, skirts or gowns with slits on any or both sides above the knee;
- v. Backless tops;
- vi. Topless blouses elastic tight fitting trouser pants;
- vii. Transparent clothes;
- viii. Blouses with thin (Wicked) straps and sleeveless blouses;
- ix. Body-hug and or mini Gowns;
- x. Jump Suits;
- xi. Bum Shorts;
- xii. Spaghetti tops;

**DRESS CODE**

- xiii. Leggings;
- xiv. Weird hair-dos;
- xv. Multiple earrings;
- xvi. Nose rings;
- xvii. Long eye lashes;
- xviii. Rascal T-Shirts;
- xix. Unkempt hairstyles that appear untidy;
- xx. Cowries in hair styles;
- xxi. Face caps;
- xxii. Sleeveless shirts;
- xxiii. Short sleeve shirts that expose the armpit of students;
- xxiv. Dresses/Jeans with inappropriate inscriptions;
- xxv. Low-waist jeans trousers;
- xxvi. 3/4 jeans trousers and knickers;
- xxvii. Holed/Perforated jeans;
- xxviii. Leg or Ankle Chains;
- xxix. Coloured Hair;
- xxx. Sun shades in the rooms or laboratories except for the ones for Class-Work/Fabrication Workshops and wearing of bathroom slippers on the Campus.

18.2.2 Male Students

The dress-code prohibits male students from wearing:

- i. Mutilated and or torn Wicked Jeans with inappropriate inscriptions;
- ii. Face Caps;
- iii. Earrings;
- iv. Sleeveless shirts;
- v. Short sleeve shirts that expose the armpit of Students;
- vi. Dresses/Jeans with inappropriate inscriptions;
- vii. Low-Waist Jeans Trousers;
- viii. 3/4 jeans trousers and knickers;
- ix. Holed/Perforated Jeans;

**DRESS CODE**

- x. Sun shades in the Classrooms or Laboratories except the ones meant for studies, laboratories and class Work;
- xi. Coloured hair and punk hairdo;
- xii. Hair braiding;
- xiii. Spangled hair style;
- xiv. Wearing bathroom slippers on Campus;
- xv. Sagging; and
- xvi. Male Students should not bare their Chests

18.3 PENALTIES FOR DEFAULTERS

Appropriate sanctions as listed below are to be meted out to violators;

- 18.3.1** Academic staff members are empowered to disallow erring students from their classes;
- 18.3.2** Campus Security Operatives are mandated to halt the entrance of individuals in breach of the dress code into the Campus
- 18.3.3** Violators are to be disallowed from entering the Administrative Offices to transact any official business;
- 18.3.4** Identity Cards of such students are to be impounded and returned only upon the appearance of such students at the Directorate of Student Affairs (DSA) for appropriate sanction;
- 18.3.5** Photographs of repeated violators may also be taken for reference or record purposes
- 18.3.6** Constant violators are to do Community Service and be referred to the Guidance and Counselling Unit for possible assistance while persistently deviant students will face stiffer penalties;
- 18.3.7** At all times, all violators or defaulters of these rules shall be subjected to such order or further sanction as the Directorate of Students Affairs may deem fit or appropriate.

ENFORCEMENT/IMPLEMENTATION OF THE MODIFIED RULES ON DRESS CODE TAKES EFFECT AS THE SCHOOL RESUMES FOR OLD STUDENTS, AND IMMEDIATELY AFTER THE MATRICULATION CEREMONY FOR FRESHERS.



19.0 THE STUDENTS' UNION

The Students' Union is the representative of the student body of the Polytechnic of which interested registered students may be voluntary members. The Union serves as an effective means of developing mature leadership and has a Constitution, which every interested student is advised to read and understand. It throws more light on the functions, responsibilities, activities and limits of the students Union. Student Unionism is absolutely voluntary. No student shall be coerced into taking part in any Students Union activity.

Collection of Students Union dues or club dues and association dues by students at registration centres is forbidden. Stiff penalty awaits the contravention of this directive.

19.1 STUDENTS' UNION CONSTITUTION

Preamble

This instrument shall be cited as the Constitution of the Students' Union of the Federal Polytechnic Ilaro, and its provision shall come into force with effect from the date it is approved by the Academic Board and the Governing Council of the Federal Polytechnic, Ilaro. This Constitution shall be supreme and its provisions shall be respected and binding on all members of the Union.

The offices of the Union will be in the Students Union Building or any other approved place on the premises of the Institution. The aims and ideals of the Union shall be as determined and regulated by this Constitution. The Constitution shall only be amended in accordance with the procedure and provisions hereinafter stipulated in this Constitution.



THE STUDENTS' UNION

SECTION I

Name: The Union shall be known, called and addressed as the Students' Union of the Federal Polytechnic, Ilaro ("the Institution").

Organs: There shall be two organs of the Union (a) Executive Council (b) Legislative Council.

Motto: Aluta Continua, Victoria Ascerta

SECTION II

Aims and Objectives

1. To provide the spirit of oneness among the students of the Institution in its entirety;
2. To promote friendly relationship with other students' bodies in and outside Nigeria whose aims and objectives conform to those of the Union;
3. To work for the progress and advancement of commerce, science and technology in Nigeria.
4. To express the general feelings of its members on public issues;
5. To promote and develop political, social, cultural, intellectual and sporting activities for the benefit of its members;
6. To protect the fundamental human rights of its members and affiliated clubs and associations; and
7. To liaise with the management of the Institution on matters affecting the welfare and interest of its members.

SECTION III

Membership

1. Membership of the Union shall be voluntary and open to all students of the Institution except weekend programme



THE STUDENTS' UNION

students. No member shall be discriminated against on the ground of religion, gender or tribe.

2. Membership of the Union shall consist of Regular, Honorary and Life members:

A. Regular Members.

i. A regular member shall be any registered student of the Institution except weekend programme students.

ii. Regular members shall be registered students of the Institution provided such students have voluntarily paid the Union subscription, which entitles them to the rights and privileges of members.

iii. Regular members shall have the privilege to:

- a. Use the facilities provided and recognized by the Union;
- b. Join societies and clubs recognized and affiliated to the Union
- c. Participate in recognized meetings and functions of the Union;
- d. Vote and be voted for in approved Union elections subject to the other sections of the Constitution, and
- e. Attend and vote at General Meetings.

B. Honorary Members

Honorary members are those nominated by the Students' Union Executive Council and approved by the Students Representatives Council and deemed fit by reasons of the interest of the individuals in students and academic matters especially as relating to the Institution. Honorary members shall not pay membership fee.

i. Honorary members shall have the privilege to:



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- a. Use facilities provided and recognized by the Union;
- b. Wear or display the official colours of the Union;
- c. Honorary members shall not have voting rights when invited to any meeting of the Union or its organ and committees.

C. Life Members

- i. Life members are nominated by the Executive and approved by the Students' Representatives Council to the Honours roll of the Union by reasons of their past activities in the interest of the Union or in appreciation of their roles in public life.
- ii. Life members shall have the same rights and privileges as honorary members.

SECTION IV

Patrons/Patronesses

1. The Rector of the Institution shall be a patron of the Union.
2. Not less than two and not more than four (4) persons of proven integrity who have demonstrated commitment to the Polytechnic shall be nominated from within or outside the Polytechnic by the Students Union Executive and appointed, with the consent and approval of the Students Representatives Council to be patron/patronesses of the Union.
3. Patrons/patronesses shall have their names advertised on letter heads of the Union privileges of honorary members.

SECTION V

Students' Union Executive Council

1. There shall be established for the Union, an organ known as the



THE STUDENTS' UNION

Students Union Executive Council consisting of the following:

- a. President
- b. Vice President
- c. General Secretary
- d. Assistant General Secretary
- e. Treasurer
- f. Financial Secretary
- g. Public Relation Officer (P.R.O)
- h. Social Director
- i. Welfare Director
- j. Sports Director

2. Functions of the Students' Union Executive Council

Upon being duly sworn into office, the "Students' Union Executive Council shall:

- a. Be the policy making body of the Union;
- b. Have primary responsibility for Students' Union Executive Council for the Union
- c. Carry Out the day-to-day management of the secretariat or the union
- d. Formulate policies of the Union for approval by Students' Representatives Council (S.R.C);
- e. Have primary responsibility for liaising with the school authorities on all matters affecting the interest and welfare of the members of the Union
- f. Endeavour to represent the Union on the Students Affairs Committee and other committees affecting the welfare and interest of members of the Union;
- g. Prepare the annual budget of the Union and ensure that all properties and assets of the Union are protected and maintained;
- h. Act as the mouthpiece of the Union in all negotiations with the School Authorities;



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- i. Have the sole responsibility for disseminating information on matters affecting the Union to its members
- j. Ensure that the fundamental human rights of its members are protected;
- k. Attend meetings of the students' Union Representatives Council on invitation and supply information and report when required;
- l. Encourage sporting activities among members of the Union;
- m. Accept applications for affiliations from Associations and clubs duly registered by Dean, Student Affairs,
- n. Hand over all properties donated, procured and acquired with the Union's fund;
- o. Shall avail itself for the monthly review of the financial accounts;
- p. Organize academic programmes and seminars for the members;
- q. Exercise any other functions assigned to it by the Students' Representatives Council acting in accordance with the powers granted to it by this Constitution.

SECTION VI

Duties of Officers of Students' Union

1. The President shall:

- a. Be the chief accounting officer of the Students' Union;
- b. Be the overall Head of the Students Union and preside over meetings of the Students' Union Executive Council;
- c. Summon all meetings of the Executive Council and General Meetings of the Union;
- d. Exercise control over and co-ordinate all activities of the Union;



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- e. Have the responsibility of preparing the draft budget of the Students' Union Executive to the Legislate arm not later than 2 weeks after the receipt of the budget proposal of the other arm of the Students Union;
- f. Give assent to the budget after the passage by the legislative arm (Students Representatives Council
- g. Shall be a signatory to the Union Account;
- h. Shall present the Annual Budget to the SRC not later than two weeks into the new session.
- i. Exercise all such powers and carry out all such other duties as we hereinafter allocated to him/her under provision of this Constitution;

2. The Vice President shall:

- a. Advise and assist the President in his/her duties and deputize for the President in his/her absence,
- b. Act as the Chairman of the Students' Union Week Committee and in conjunction with the Students Union Executive Council direct the activities of the Students' Union week
- c. Be the Chairman of the Academic Committee of the Students' Union Executive Council
- d. Be responsible for the co-ordination of the Students' Union Executive Council decisions relating to affiliated clubs in accordance with this Constitution;
- e. Co-ordinate all domestic, local and public complaints by the students and report to the President for necessary action;
- f. Carry out all such activities that may be assigned to him/her from time-to-time by the President.



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3. The General Secretary shall:

- a. Be responsible for the general secretarial duties of the Union under the direction of the Students' Union Executive council,
- b. Under the direction of the President, handle all internal and external correspondence of the Students Union;
- c. Handle and vet all Press Releases of the Union;
- d. Summon all Students' Union Executive Council and General Meetings of the Union at the request of the President who shall have stated the agenda.
- e. Take and keep minutes of the students Union Council;
- f. Be responsible for the circulation of minutes of every (SUEC) meeting to members within five days of the sitting of such meeting;
- g. Keep the attendance books, minutes and records of the students' Union Executive Council and Union General meetings,
- h. Compile an Annual Report of the Union Executive council, which should be published for circulation;
- i. Carry out such other functions as may be assigned to him/her from time to time by the President and the other provisions of the Constitution;
- j. Be a signatory to the Union Account;
- k. Carry out such functions as may be assigned to him/her under the other provisions of this Constitution.

4. The Assistant General Secretary shall:

- a. Assist the General Secretary in his/her absence,
- b. Be the secretary to the Academic Committee of the "Students Executive Council"



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- c. Be the secretary of the Students' Union Week;
- d. Carry out such other functions as may be assigned to him/her from time-to-time by the President and other provisions of this Constitution.

5. The Treasurer shall:

- a. Be responsible to the Students' Union Executive Council for the disbursement of the approved expenditure of the Union;
 - b. Certify withdrawals from the Union's account and ensure that all monies received are deposited in the Students' Union Account within seventy-two hours;
 - c. Be a signatory to the Union's Account;
 - d. Carry Out all other functions as may be assigned to him/her by other sections of this Constitution.
6. The Financial Secretary shall:
- a. Receive all dues, monies and payments to the Union and hand them over to the treasurer within forty two hours of receipt;
 - b. Keep the students' Union statutory books of accounts such as the cheque books, receipt books, pay-in slips and payment vouchers;
 - c. Record all Financial transactions in appropriate books of account;
 - d. Be responsible for onward transfer the annual financial report to the Audit Committee of the students Representatives Council,
 - e. Raise all payment vouchers for both cash and cheques
 - f. Ensure that there is proper control over funds of the Union in accordance with the provisions of the Constitution;
 - g. Present the approved audited account of the Union to the Executive Council which should be published for internal circulation not later than one week into the swearing-in of a



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new Executive Council;

- h. Carry out all other duties as are hereinafter allocated to him/her under sections of this Constitution.

7. The Social Director shall:

- a. Be the Chairman of the social Committee
- b. Co-ordinate all the social activities of the Union;
- c. Accept and process applications for affiliation from clubs and associations duly registered by the Dean, Student Affairs;
- d. Present a monthly progress report of the activities of social clubs affiliated to the Students' Union;
- e. Carry out all other duties as are hereinafter allocated to him/her under sections of this Constitution.

8. The Public Relation Officer shall:

- a. Issue releases on the decisions of the Students Union Executive Council to the Student body and other interested parties such as the Dean of Student Affairs, after vetting by the General Secretary;
- b. Keep records of such releases or press reports relating to the union for references purposes;
- c. Prepare releases on the Union activities and send same to the news Media subject to the approval of the Students Union Executive Council and the Institution's authorities
- d. Receive and process application for registration on renewal of registration for renewal of registration press clubs referred to the Union by the Institution authorities and charge such registration renewal fees agreed upon by the Union and the school authorities and,
- e. Carry out any other duties that may be assigned to him/her under this Constitution.



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9. The Sports Director shall:

- a. Be the chairman of the Sports Committee,
- b. Co-ordinate all the sporting activities of the Union,
- c. After the first meeting of the Sports' Committee and after consultation with the Dean of student Affairs, present the union with a programme of sporting activities for the current session, and display all Changes in such a programme on the notice boards of the union
- d. Be financially responsible for sporting expenses incurred through the Union Secretariat Subject to the approval the Students' Union Executive Council; and
- e. Carry Out any other function as may be assigned to him/her by other sections of this Constitution.

10. The Welfare Director shall:

- a. Shall have the duty of superintending, supervising and overseeing the management and running of the ventures of the students' Union;
- b. Represent the Union on students Affairs Committee of the Institution
- c. Attend to all matters affecting the well-being of students;
- d. Be the Chairman of the ventures Committee of the Union and be responsible for monitoring the day-to-day running of the students' Union ventures, and
- e. Carry Out other duties that may be assigned to him/her under sections of the Constitution.



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SECTION VII

Qualification for Election into Students' Union Executive Council. A contestant into any Students' Union Executive Council office:

1. Shall be a registered student of the Institution and a duly registered member of the Union.
2. Should not have been involved in any financial misappropriation;
3. Should not have been indicted or convicted of any offence involving dishonesty or misappropriation of funds;
4. Should not have been found guilty of misconduct by the Union, the Polytechnic Authorities or previously expelled or rusticated from any tertiary Institution in Nigeria;
5. Shall not belong to any Group, club, society and any other association/group not recognized of the Institution Authority
6. Should have attained a minimum academic requirement of 3.0. CGPA;
7. Must have completed the National Diploma Programme if contesting for the post of the President, Vice President and the General Secretary.

SECTION VIII

Tenure of Office

1. All offices of the students union shall be held for one academic session starting from the day of Swearing-in.
2. Any officer of the Union may relinquish his/her office in writing to the students Union Executive Council without prejudice to any liabilities he/she owes to the Union.
3. Any officer of the Union may be removed having been convicted by a court of competent jurisdiction or any duly constituted body of the Institution.



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4. Where the tenure of the members of the students' Union Executive Council expires at a time when it is impossible of impracticable to hold fresh elections, or where elections cannot be held for any other reasons, the Dean of Student Affairs shall appoint a five-member Caretaker Committee of the Union to manage the Union pending elections.

SECTION IX

Meeting of Students' Union Executive Council

1. The Executive Council of the Union shall meet as often as necessary for the effective running of the Union, and it shall hold ordinary meetings at least once in a month.
2. It shall be the duty of the President acting through the Secretary to summon meetings of the Executive Council and emergency meetings as the occasion arises.
3. Two third majority of members (to the nearest whole number) shall constitute a quorum at the meeting of the Union Executive meetings.
4. The President shall convene a meeting of the Students' Union Executive Council upon a request signed by at least two-third majority of members (to the nearest whole number). If the President refuses to call a meeting after the notice for that purpose signed by the required number of members has been presented to him, the required number of members of the Council may forthwith call a meeting within three days after such a request has been presented.
5. Voting shall be by open ballot except the Executive members decide otherwise.
6. Decisions shall be by simple majority and the President shall have a casting vote in the event of a tie.



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7. It shall be mandatory on the General Secretary to take minutes of every Executive Council meeting and to circulate same to members within five days of the sitting of such meetings.

SECTION X

Suspension and Removal of officers of the Students' Union Executive Council

1. Any elected member of the Executive found guilty of any offence after being sworn-in shall forfeit his office, irrespective of when and where the offence is committed.
2. Any elected member shall forfeit his seat if found guilty of any offence by 2/3 (two-thirds) members of the SRC present at the sitting considering the said offence by the member. The offences shall include but not be limited to laxity, nonchalance, insubordination, stealing, rape, cultism and proven offences of general misconduct.
3. In the event that the office of the President becomes vacant for reasons of death, incapacitation impeachment, resignation and any other ground, the Vice President becomes the president.
4. Where the office of the Vice President becomes vacant for reasons of death, incapacitation impeachment, resignation and other ground, a bye-election shall be conducted in accordance with relevant sections of this constitution.
5. In the event that offices of the President and the Vice President become vacant at the same time or period for whatever reason, there should be a bye-election to fill those vacancies, provided that the contestants are registered HND students.



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SECTION XI

The Students' Representative Council

There shall be a Students' Representatives Council (SRC), which shall be the legislative arm of the Union.

1. Representation: SRC shall consist of:

- a. One representative of every (ND II & HND II) full-time and part-time programme.
- b. The chairperson of each hall of residence.

2. Eligibility:

- a. All elected members of the Students' Representatives Council shall have the qualification as prescribed for members of the Students' Executive Council by this constitution.
- b. The speaker, Deputy Speaker, Clerk and Chief Whip must be HND Students on 3.0 CGPA. The qualification of other members shall be 2.50 irrespective of their levels.

3. Functions:

- a. The students' Representatives Council which shall be the legislative arm of the Union.
- b. It has the duty to review, ratify or amend policies proposed by or through the Students' Union Executive Council to the Union.

4. Duties:

The Students' Representatives Council shall

- a. Receive any report, which may be brought before it involving the conduct of any member of the



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Students' Union, which affects the reputation of the Union and take appropriate action.

- b. Discuss any matter it considers material to the Union or its objectives, or its interest as defined in this Constitution or which appears to the students Representatives Council on such matters.
- c. Have the power to set-up such standing and ad-hoc committees as it may deem fit, Subject to provision of this Constitution. The students' Representative Council shall have the power to suspend or remove members of such committee(s).
- d. Not approve a deficit budget, but may approve a supplementary budget subject to the availability of funds.
- e. Approve any changes relating to the bankers for the Union and cause the Dean of Student Affairs to be notified not later than 72 hours after such changes.
- f. Not usurp the Executive powers of the Students' Executive Council.
- g. Pass its resolutions to the Polytechnic Authority through the Executive Council
- h. Have the right to order the refund of any excess or doubtful expenses incurred by any officer or the Union.
- i. Subject to the provision of the constitution, the procedure for conduct of business in the House will, be as provided for in the Standing Order.

SECTION XII

1. Officers of the Students' Representatives Council

The following, whose election shall be by members of the Students' Representatives Council, during its Inaugural Meeting, shall be the principal officers of the House:



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- a. The Speaker
- b. The Deputy speaker
- c. The Clerk
- d. The Chief whip
- e. The Mace Bearer

2. Duties of Officers

- a. The Speaker shall:
 - i. Summon all the students Representatives Council meetings and preside over such meetings,
 - ii. Have a casting vote in case of a tie;
 - iii. Summon the Students' Representatives Council meeting upon the receipt of a written notice signed by at least 2/3 of the members.
- b. Deputy Speaker shall:**
 - i. Act in the absence of the Speaker;
 - ii. Organize the venue of the meeting; and
 - iii. Perform any other duties that might be assigned to him/her by the Speaker.
- c. The Clerk shall:**
 - i. Convene all meetings on the request of the Speaker
 - ii. Take minutes of the meetings held by the Students' Representatives Council;
 - iii. Send notices and agenda to students Representatives council meetings before such meetings;
 - iv. Announce the result of election on matters put to vote by the students Representatives Council.
- d. Chief Whip shall:**
 - i. Be responsible for the maintenance of law and order in the course of the sitting;



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- ii. Supervise voting on matters put to vote in the Students Representatives Council sitting and forward such result to the Clerk for announcement;
- iii. Take record of attendance and absenteeism and make recommendation to the Speaker.
- e. Mace Bearer shall;
 - i. Lead the Speaker in and out of the House;
 - ii. Be the custodian of the mace.
- 3. Voting Rights and Replacement of Officers of the House
 - a. All Principal Officers shall have no voting rights except in case of a tie where the Speaker has a casting vote.
 - b. The constituency of an elected Principal Officer of the House shall forward a replacement of such an officer in the House.

SECTION XIII

- 1. Ordinary Meeting of the students' Representative Council
 - a. The inaugural meeting of the House shall be held after the swearing-in ceremony of the members of Students' Union Executive Council and Students' Representative council.
 - b. Two-third of members of the Students' Representatives Council shall form the quorum at any ordinary meeting.
 - c. Meeting of the Students' Representatives Council shall be held as often as necessary for the effective running of the Union and that there should be at least three meetings of the students Representatives Council every semester.
 - d. Attendance and participation in the business of the meeting of the Students Representatives Council shall be



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limited to elected honourable members only.

2. Emergency Meeting of the Students' Representatives Council

- a. The Speaker shall have the power to summon emergency meetings of the students Representatives Council whenever he deems it right in the interest of the Union to do so.
- b. The speaker shall cause an emergency meeting of the Students Representatives Council to be summoned on receipt of a request signed by one-third of members of the students Representatives Council.
- c. Notice of an emergency meeting shall be delivered to honourable members (where possible) and shall be conspicuously displayed on Student Union notice boards and social media platform 24 hours before the time of sitting and such notice shall include the agenda for the meeting.
- d. Half of the entire membership of Students' Representatives Council shall constitute a quorum at its emergency meeting.
- e. Procedure of emergency meetings shall be the same as that of ordinary meetings.

SECTION XIV

Forfeiture of Seats and Removal from Students' Representatives Council

1. A Honourable member shall forfeit his seat in the House should he absent himself from two regular meetings of the House consecutively without written notice to the Speaker.



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2. A Honourable member shall forfeit his seat if three-quarters of members of his class vote to impeach him for misconduct and the decision is communicated to the students Representatives Council.
3. A Honourable member who wishes to resign his membership of the House shall in the first instance do so in his class. Thereafter, he shall communicate his decision to the speaker who shall promptly inform the Chief Electoral Officer.
4. A Honourable member shall automatically vacate his seat on ceasing to be a member of the Union, or he is dismissed for misconduct from the hall of residence of the Institution. In case of suspension from a hall of residence as a result of misdemeanour, the house shall decide by a simple majority vote whether he should forfeit his seat permanently or temporarily.
5. Vacancy in students Representatives Council arising from forfeiture of seat to resignation shall normally be filled within thirty days from the day of its occurrence.
6. Any Principal Officer of the students Representatives Council shall cease to hold once his removal due to official misconduct is supported by three-quarters of the student representative before the Council present written notice of the motion should be circulated within forty-eight before the motion is debated and moved.
7. A Honourable member shall cease to be a member of the House when he ceases to be a student of the Institution.



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SECTION XV

Standing committees

There shall be the following Standing Committees of the Students' Union for the effective implementation its policies. On appointment, the names of the Committee members shall be published on the students Union notice boards immediately.

1. The Sports Committee shall:

- a. Comprise of the elected sports Director as the Chairman and any other members who shall be co-opted as members of the Committee;
- b. Bring to the attention of the Students' Union Executive Council the number of students to be selected for sporting executives on behalf of the Union in and out of the state and shall recommend funds to De used by the Students to the Executive council;
- c. Through the Students' Union Executive Council recommend individuals for the Institution's Honours based on their performance throughout the year;
- d. Make recommendation to the Students' Union Executive Council for transmission to the instruction sports coach after approval regarding the purchase of games and sports materials,
- e. Recommend new sporting activities through the Students' Union Executive Council to the Sports coach for recognition and approval.

2. The Social committee:

- a. Shall consist of the elected Social Director as the Chairman and seven other members of the Union whose appointment shall be confirmed by the students Union



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Executive Council and shall be responsible for the organization of the welcome week, Annual Easter Picnic, Rag Day, send-off party for graduating students, students shows, lectures, dances and other social activities that may be approved by the Students' Union Executive Council;

- b. Shall be directly responsible to the Students' Union Executive Council and shall report all its activities to the Executive Council;
- c. The assignment of duties to members of the Committee should be made a week before an event by the Chairman and the Dean of Student Affairs should be informed and clearance obtained

3. The Welfare Committee

- a. Shall consist of the Welfare Director as the Chairman and all the chairmen and chairpersons of Halls of Residence and five other members of the Union nominated by the students Representatives Council at an ordinary meeting.
- b. Shall make recommendations to the Students' Union Executive Council on matters relating to food, health, accommodation, the efficient and prudent running of the ventures, general students welfare and related matters referred to it by the Students' Union Executive.

4. The Audit Committee

The Audit Committee shall:

- a. Consist of five non-executive members of the Union
- b. Be nominated by the students' Representatives Council



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- c. Monitor the financial activities of the Union
- d. Be headed by an HND II Accountancy student
- e. Audit the account of the Union and submit the report to the students Representatives council within a week or as directed by the same,
- f. Be inaugurated at the second sitting of the House.

5. Electoral Commission

- a. Shall consist of members, comprising:
 - i. A Chairman appointed by the Rector through the recommendation of the Dean of Student Affairs;
 - ii. At most a staff representative of each School of the Polytechnic nominated by the Dean of Student Affairs;
 - iii. Two students from each school of the Polytechnic.
- b. Members of the Electoral Commission must be of proven integrity and shall not be members of the Students' Representatives Council or Students' Union Executive council.
- c. The Electoral Commission shall be independent and be subject to the discharge of its functions.
- d. The Electoral Commission shall for the purpose of any election it is conducting, prescribe rules of conduct, compliance and qualifications as deemed necessary.
- e. The Electoral Commission shall be responsible for:
 - i. Screening of contestants;
 - ii. The conduct of general elections;
 - iii. Arranging for the swearing-in of members of the students Union Executive Council, Students' Representatives Council and Halls of Residence Executives;
 - iv. Ensuring that all the provisions of the Constitution



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- on elections are complied with.
- f. Any Student member or the Electoral Commission shall be removed by the Directorate of Student Affairs on allegation of misconduct.
 - g. Allegation against the Chairman and any staff member shall be forwarded by the Dean of Student Affairs to the Rector who shall cause his/her removal and replacement on grounds of proven misconduct or otherwise.
 - h. The Electoral Commission shall be inaugurated at the beginning of the first semester and dissolved at the end of the preceding second semester.

SECTION XVI

General Elections

1. Elections into the Hall of Residence Executive and students Representatives Council shall precede the Students' Union Executive Council Elections.
2. The Students' Union Executive election shall be held on the basis of Universal Suffrage whereby all the ten offices of the council shall be contested for.
3. Any member of the Union holding an executive post in an affiliated departmental association shall not be eligible to contest for any of the elective posts in the Students' Union Executive Council and Students Representatives Council except he resigns such post(s) two weeks prior to election into the Students Union Executive Council.
4. Election into different offices of the students Union shall take place within two weeks after matriculation.
5. All elections shall be by secret ballot.



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- 6.a) A Student shall only be eligible to contest any Executive Office of the Union if he is, as at the time of contesting the election, on a Cumulative Grade Point Average of not less than 3.0.
- b. Clubs/ Association election/induction not conducted on Campus before the students' Union election, with a proper notice to and Consent of the Directorate of Student Affairs shall be deferred to the next session.
7. The Electoral commission shall list in alphabetical order, the names of the candidates as shown on the nomination paper and shall exhibit these on the Students Union notice boards, within forty-eight hours before elections.
8. Withdrawal/disqualification of candidates shall be published on the Students' Union notice boards not less than twenty-four hours to the election.
9. Where only one candidate is duly qualified to contest for the office of the President or the Vice President, such person shall not be declared elected, unless he/she wins at least fifty percent of the total votes cast in the election. However, where no candidates scores up to fifty percent (50%) according to Section X above, the Electoral commission shall immediately organize fresh bye-election to fill the office.
10. Election petition shall be filed with the Electoral Tribunal where unconstitutional practices are detected, not later than seven days after the election for the students' Union Executive Council and Halls of Residence Council and not



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later than three days after the election for the students Representatives Council and Halls of Residence Executive.

11. For a candidate from any other polytechnic, the Electoral Committee shall endeavour to find out the behaviour of such a candidate, from his/her former institution.
12. In the event of nullification, the Electoral committee shall arrange for a bye-election.
13. The Electoral Commission shall prescribe rules, regulations and qualifications for any election. She shall also have the power to disqualify candidates where necessary.
14. Any officer of the Union shall have the right to stand for reelection or contest for any other office provided that such a contestant:
 - (a) Has not been previously found guilty of abuse of office, any misdemeanour, or action, which could tarnish the good name of the Union,
 - (b) Has not been previously found guilty of any financial impropriety
 - (c) Resigns his/her appointment two weeks before the election,
 - (d) Complies with the provisions of this Constitution;

SECTION XVII

Electoral Petition Tribunal

1. There shall be an Electoral Tribunal to treat petitions after the elections.
2. This shall be a five-man panel comprising three senior staff of the Polytechnic, of which one shall be a lawyer of not less than 5 years post-call experience.



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3. Members of the committee shall be appointed by the Dean of student Affairs.
4. The decision of the Electoral Tribunal shall be final.

SECTION XVIII

Swearing-in Ceremony

1. The Electoral Commission shall organize the swearing-in ceremony for Students' Union Executive Council, Students Representatives Council and Hall of Residence Executive
2. All officers elected into the students' Union Executive Council, students Representatives Council and Halls of Residence shall be sworn into office after the General Elections by a legal practitioner on the same day.

SECTION XIX

External Auditors Appointment

1. There shall be a Board of Auditors consisting of a Chairman and two staff of the Polytechnic appointed by the Dean of Student Affairs.
2. The Board of Auditors shall be persons of proven integrity with experience to meet the demands of the office.
3. The Chairman of the Board of Auditors shall be a senior member of staff with the knowledge of auditing and investigation appointed by the Dean of Student Affairs.

SECTION XX

Finance

1. Union Account
 - a. The Union shall maintain an account at bank(s) approved by the students Representatives Council in accordance with the Constitution.
 - b. The President, General Secretary and Treasurer shall be



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signatories to the Union's account where at least any two among whom must be the President will be the signatories to the Union's account.

- c. The bank account of the Union shall be made in accordance with the constitution.

2. Budget

- a. There shall be a budget for the Union submitted annually by the Executive Council for the approval of the Students Representatives Council
- b. The budget for the Union per year shall include:
 - i. Secretarial expenses of the Union;
 - ii. Grants to delegates sent on Union's assignment;
 - iii. Other expenditures that may be approved by the Students Union Executive Council;
 - iv. That a minimum of 2.5% of all revenue at the beginning of the session be reserved for the in-coming Students' Union Government as take-off grant.

SECTION XXI

The Press Council

1. There shall be a "Council" for registered Press Clubs affiliated to the Students' Union.
2. The Council shall be known and called "The Press Council of the Federal Polytechnic, Ilaro".
3. The membership of the Press council shall consist of:
 - a. The Students' Union Executive Council Public Relations Officer, who shall be the Chairman;
 - b. The Editor-in-Chief of each registered press club operating on the campus



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- c. Three students who are neither members of registered press clubs nor members of the Public Relations Office and approved by the students' Representatives Council.
4. The Press Council shall have the responsibility to:
 - a. Promote better understanding among press clubs and good relationship among its members in general;
 - b. Arbitrate in all conflicts between the press clubs and its members;
 - c. Receive all complaints against any Press House and after due investigation make recommendations to the Students' Union Executive Council for appropriate action;
 - d. Discipline any erring campus journalist(s) as it may deem fit; the decision of the Press Council is subject to appeal to the students Representatives Council.

Affiliated Clubs and Societies

1. Any club or society formed within the Institution and having as its primary objective, the development of the intellectual, social and Cultural aspects of the students' lives in the Polytechnic may be affiliated to the Union after the Polytechnic authorities have registered it.
- 2.a. The Club or Society desiring affiliation shall apply in writing enclosing its constitution and a programme of its activities. The club or society shall be on probation for not more than a semester before being affiliated.
- b. Membership of the affiliating club shall be all interested member(s) of the Union or in the case of professional or departmental associations, to all members of the affected department.



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- c. The Club or society shall submit an Annual Report of its previous year's activities to reach the students Union Secretariat at the beginning of each academic year,
 - d. The club/society shall provide the Union at the beginning of the session with its schedule of activities for the session.
 - e. The club/society shall keep the Union informed of the names of its officers at the beginning of each session.
 - f. Any club/society which fails to abide by the foregoing shall have its rights and privileges suspended withdrawn.
3. No Constitution resolution or policy of any affiliated club shall in any way invalidate any part or of the Students Union Constitution.
- 4.a. The student Union Executive Council has the power to refuse the application of any club for affiliation if and when it is so convinced that the Club is not designed a to serve the interest of the Students Union as provided for in the Students Union Constitution.
- b. No secret organization or cult group shall be affiliated to the Students' Union.
5. All Departmental/School Associations shall have two organs viz: Executive and Legislative.
6. Privileges of affiliated clubs and societies:
All affiliated clubs/societies shall enjoy the following privileges
- a. The use of students' Union properties.
 - b. The enjoyment of Students' Union properties in their dealing



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with the Polytechnic administration.

SECTION XXIII

1. Students' Union Properties.
 - a. All vehicles directly donated to or purchased by the Union shall be under the care and control of the Directorate of the student Affairs.
 - b. Only licensed drivers (not student) seconded by the Institution to the union shall have access to and drive such vehicle(s).
 - c. All vehicles shall be used for official duties only.
 - d. Report of any damaged vehicle or other properties of the Union resulting from accidents shall be borne by the officer responsible.
2. Students' Union Secretariat/complex
 - a. The Union shall set aside 2% of its total annual students' registration dues towards the maintenance of the Students' Union secretariat.
 - b. The welfare Officer shall take stock of the Students' Union properties within and outside the Secretariat at the beginning and at the end of his tenure of office.
 - c. A proper handing-over of the stock should be made to the succeeding Welfare Officer and copies sent to Audit Committee.

SCHEDULE "E" Adoption, Amendment and Interpretation of the Constitution

1. This Constitution shall become effective upon the approval of the Academic Board and the Governing Council of the Institution.]



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2. Amendment

This Constitution may be amended subject to the approval of the Academic Board and the Governing Council in accordance with the following procedures.

- a. Notice to move an amendment with the motion stated in precise terms and signed by the mover and the member that seconded the motion, shall be delivered to the Clerk of the House not less than fifteen days before the advertised date of meeting of the Students' Representatives council.
- b. The Speaker shall cause the Clerk to display the said motion on all Students Union notice boards for a period of fourteen days before the said meeting;
- c. No amendment(s) to this Constitution shall take effect unless it is passed by members of the Students' Representative Council present at a properly constituted meeting of the House, and;
 - i. The said amendment(s) passed by the students Representatives Council is voted upon in a referendum and is supported by at least a two-third majority of those who actually cast their votes,
 - ii. At least sixty percent of the total membership of the students' Union must cast their vote at the said referendum,
 - iii. Such an amendment must be forwarded to the Academic Board of the Federal Polytechnic, Ilaro for final approval. Where this approval is not granted, such an amendment becomes null and void and of no effect.

3. The decision to amend the Constitution

The Students' Representatives Council shall set-up a Committee of seven members made up of the Speaker as the Chairman, two members each from the students Union Executive, two members of



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the Students Representatives Council and the students Union Executive Council for the purpose of ascertaining the true and fair interpretation of such clause(s).

Where this committee fails to agree, legal advice shall be sought on the interpretation.

Federal Polytechnic, Ilaro Students' Union Standing Order for the Meeting of the Students Representatives Council.

1. No discussion shall be allowed on any motion until it has been properly proposed and seconded.
2. All motions for the General Meeting must be submitted to the Speaker/Clerk in writing not later than three days before the day fixed for the meeting.
3. Debate must be limited to the immediate pending question, that is, the pending question as stated by the speaker. The speaker shall rule out of order any member of the SRC for failing to adhere to the subject of discussion at a meeting.
4. The mover and the person who seconds any substantive motion shall have the right to accept an amendment, which if so accepted, shall be put to the House on the insistence of the mover, or the amendment. No other amendment shall be disposed off. It is however, possible for notice of further amendment to be given during the discussions of an original amendment.
5. Point of Order must be heard at all times except during the time of voting. It must deal with conduct procedure of the meeting, and concerns of only such matters as decision, transgression or standing orders, and calling to the introduction of matters not relevant to the question under discussion.



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6. During discussions, a motion shall be in order and shall be accepted in the following order or procedure
 - a. Motion to withdraw a motion;
 - b. Motion of recess;
 - c. Motion to suspend standing orders or portion of a clause of the Constitution by three-quarter majority of those present;
 - d. Motion to reserve a decision of the Chairman (by two-third majority of those present and voting);
 - e. Motion that the question not be debated;
 - f. Motion to limit or extend limit of debate
 - g. Motion to refer to committee
 - h. Motion to postpone consideration of motion to a definite time;
 - i. Motion to adjourn.

CONCLUSION/OBSERVATIONS

1. Even though the Committee in the course of carrying out its assignment invited the leadership of the Students' Union to make input, very little contribution was gathered for wide scale amendment.
2. A source which influenced certain proposed amendments of the Students' Union Constitution is the Constitution of the Federal Republic of Nigeria, 1999. As a result, the Committee made efforts to domesticate the provisions of the source to address the needs of the Students' Union of the Federal Polytechnic, Ilaro.



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3. Certain provisions of the principal Constitution created a lot of loopholes and several overlaps in the duties of the executive officers and oftentimes, those of the Students' Representatives Council. The Committee therefore deliberated on the provisions and proposed amendments to curtail duplication of committees and duties.
4. The principal legislation created room for an expensive running of the Students Union Executive and Representatives Council. The proposed amendments to the Constitution therefore streamlined the operations of the Students Union with the sole aim of reducing the cost of administration.

RECOMMENDATIONS

The recommendations of the Committee have been incorporated and presented as the proposed Constitution of the Students' Union. This is subject to Schedule E, Paragraph I, on the approval by the authorities of the Polytechnic and Paragraph 2c of the Schedule on the passage of the proposed amended Constitution by the Students Representatives Council.





DECORUM ON THE FEDERAL POLYTECHNIC CAMPUS

Instruction:

Please photocopy this page, fill and sign the undertaking below and return to the office of the Dean of Student Affairs. (Failure to submit the Undertaking on Decorum may lead to forfeiture of studentship of the Federal Polytechnic, Ilaro)

I (name)
Matriculation Number Whose
permanent address is
.....
..... and of the
Department of the School of
.....

Have received, read and understood the content of the Student Handbook. I promise to abide by all rules and regulations of the Federal Polytechnic, Ilaro.

Signature.....

Date.....





Lecture Time-Table Note for the 2022/2023 Academic Session

Name: _____ Matriculation Number: _____

Department: _____ Level: _____

LECTURE TIME-TABLE: FIRST SEMESTER (2021/2022)

Day	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

LECTURE TIME-TABLE: SECOND SEMESTER (2021/2022)

Day	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

