FEDERAL TRAINING CENTRE

LAGOS , NIGERIA

(FOUNDED 1957)

MOTTO: TRAINING FOR EXCELLENCE

STUDENT'S INFORMATION HANDBOOK

VISSION:

To be a centre of excellence for secretariat, administrative, and management professional training.

MISSION STATEMENT:

'' To provide students with core competencies that will enhance actual performance capabilities on the job''

CONTENTS

Objectives and Mandate vi
Goodwill Massage vii
Forward viii
Table of contents xii

Administrative structure and control system of Federal Training Centres(FTCs)
Members of the Governing Council
Members OF THE National Academic Board
Principal Officers at each Centre
Members of the Academic Board at FTC LAGOS Centre
Academic Structure
The Organizational Chart

CHAPTER ONE: GENERAL INFORMATION

Registration procedure
Identity Cards
Orientation/Matriculation
Convocation
Deferment of Admission
Choice of Centre
Change of programme
Change of Centre
Procedure for payment of Fees

2.0 CHAPTER TWO: ACADEMIC REGULATIONS

2.1 Duration of programmes

2.2 Duration of pre- ND/ Remedial

2.3 Courses Offered and Entry Requirements

2.4 Class Attendance

2.5 Examinations

2.6 Grading system

2.7 Carry- over of courses

2.8 Conditions for pass/ Registration

2.9 Students Industrial work Experience Scheme(SIWES)

2.10 Notification Results

2.11 Examination Regulations

2.12 Conduct of Examination

2.13 Examination Malpractices

2.14 Punishment

3.0 CHAPTER THREE:

STUDENT UNIONISM & SOCIAL ACTVITIES

3.1 Student Unionism

3.2 Clubs and Societies

3.3 IIIegal Societies

4.0 CHAPTER FOUR: STUDENT WELFARE

4.1 Environmental Health

4.2 Transportation

4.3 Sports and Recreational Facilities

4.4 Catering Services

4.5 Hostel Accommodation

4.6 Hostel Rules and Regulations

4.7 Accommodation Fees

4.8 Medical Facilities

5.0 CHAPTER FIVE: RELIGIOUS ACTIVITIES

5.1 Introduction

5.2 Rules and Regulations

6.0 CHAPTER SIX: REGULATIONS GOVERING THE USE OF THE

CENTRE'S PREMISES AND PROPERTY

6.1 Hall of Residence Hostels

6.2 Lecture Halls Auditoria

6.3 Care of Centre's property

6.4 Bills and posters

6.5 Private Businesses

7.0 CHAPTER SEVEN: LIBRARY SERVICE

7.1 Introduction

7.2 Library Facilities

7.3 Membership

7.4 Discipline

7.5 Borrowing of Book

7.6 Penalty for Violating Library Rules and Regulation

8.0 CHAPTER EIGHT: ALUMNI RELATIONS

8.1 Introduction

8.2 Membership

8.3 Obligations

8.4 Benefits

OBJECTIVES AND MANDATE

At its inception, the institution was charged inter-alia with the following mandate:

(a) To develop, organize and run appropriate course for clerical, secretarial and management skills for serving and ,idle level public officers (Grade Level 01-07)

(b) To alleviate acute shortage of manpower in these cadres, thus enabling them to respond positively and significantly to challenge of the new dispensation.

(c) To engage in continuous, education and training programmes to meet manpower needs in the junior and middle level cadres.

(d) To enhance productivity and effective job performance among the rank and file of junior and middle level staff this proving the vital link and 'service' to the management cadres.

(e) To develop new job skills refresh old skill in all areas of operation.

GOODWILL MESSAGE

Dear Student,

It is with great pleasure that I welcome you all as fresh and returning students to the federal Training Centre (FTC) Lagos

In our effort to create a conducive environment for academic pursuit, we have articulate a concise student information Handbook which contain basic information as well as regulations that will provide you with the necessary safeguarded throughout your stay in FTC Lagos. As student you should not see the regulation contained in the hand book as an attempt to restrict your freedom. Rather you should see the Handbook as an instrument that would assist your efforts toward achieving your personal objectives at the centre.

On our part, the office of the Head of civil service of the Federation (OHCSF) will continue to make a case for improved budgetary provisions for the necessary infrastructural facilities that will put the centre in the forefront of institutional excellence.

I , therefore charge every one of you to be of good behaviour, especially in your interactions with the staff. Your colleagues and the public and in the use of the centre facilities. As leaders of tomorrow, you have no choice then to being to lead by example and to uphold the tents of discipline and work towards knowledge acquisition and self development in order to achieve your personal ambitions.

I wish you all a very successful and happy stay in the centre.

Head of the civil service of the Federation

FOREWORD

I congratulate all fresh students on their admission into the Federal Training Centres (FTCS) all over the Federation. I recall that the first generation of FTCs were established about forty years ago, specifically in 1957 in Lagos and Kaduna to address the training needs of the junior and middle level manpower of the Civil Service mainly in secretarial practical, Legislative Reporting and Clerical Duties for posts mostly occupied by Nigeria in 1976, additional four Centres were established in Calaber, Enugu, Ilorin and Maiduguri bringing the total number of these centres to six.

At the dawn of the new millennium it was realized that the public of today required qualitative intermediate level manpower trained to the demands of a qualitative service delivery to the public. Accordingly, government set up a 23 curriculum Review committee to review the curriculum and upgrade the FTCs to the level of Diploma Awarding institution, incorporating modem technical skill like information technology recommendations of the committee influenced Government decision to approve the upgrading of the six Centres to National Diploma and Higher National Diploma institutions.

With the review of the curriculum the centres are now being repositioned to respond to the challenges of the 21st Century Civil Service. I am happy to state that the reviewed curriculum is comparable to those offered by any Tertiary Institution in Nigeria at the same level. Additionally, the Centres have a competitive edge in offering courses in Civil Service improvement in such areas as public service Reforms. Public Service Rule, Financial Regulations and Servicom. Our current efforts are geared towards getting some FTCs courses accredited by the National Board for Technical Education (NBTE). It is my hope that these should begin to yield result within the coming years.

Meanwhile, an Alumni Association for the FTCs has been set up for which a coordinator will soon be appointed to run the affairs. The Association should provide the right platform to enable current and old student to contribute their much expected quota to building a great name and image for our Federal Training Centres.

Repositioning the Federal Training Centres (FTCs) to meet the Challenges of the 21st Century

In line with the current reform objectives of Head of Service (HOS) and Federal Government of Nigeria, Federal Training Centres have redefined their goals, objectives and programmes in tandem with current reform efforts. Thus, the Learning & Development Department (FTCA) Proceeded to :

(i) Identify the skill gaps of officers on grade level 06 – 09

(ii) Address such skill gaps in order to improve the competence level of affected officers through a number of the programmes outlined for the purpose.

The objective is to enable the Learning & Development to help officers in the areas of skills gap to build challenging, rewarding, mobile careers, running into both public and private sector of the economy.

Furthermore, in the effort to ensure quality of service delivery for our trainees, with a vision of nurturing a calibre of quality junior and intermediate staff that would form the bedrock of a paperless organization in the near future. The Learning & Development in the various FTCs, have undertaken the following task assessment and improvement strategies:

- Ensure proper placement of holders of the Certificates as well as
- Facilitate their inclusion in the scheme of service.

Need For Networking

Networking being critical to the attainment of the reform objectives and enhancing fruitful exchange of ideas and experience, the Learning & Development has been active in the promotion of networking and linkages with the local, national and international bodies. Already networking and synergy efforts have led to mounting of collaborative training programmes with the UNDP. The

World Bank and its affiliates in the areas of Legislative Reform and Reporting and facilities in line with other Diploma Awarding institution and with the review of their curricula and anticipated accreditation of their courses, the FTCs are poised to take their place among other Diploma Awarding institutions.

Reviewed Mandate of the FTCs
The Setting up of Curricula Review Committee:

In 2001, the Administration set up a 23 Member Committee comprising organizations to review the curricula of the FTCs in consonance with the demands of contemporary era in order to equip the trainees with the necessary skill required for effective.

- Secretarial Studies
- Legislative Reporting
- Management Courses
- Information and communication Technology (ICT)

(c) Recommendations of the Committee:

The committee recommended and government approved the upgrading of the FTCs and the expansion of their programmes to include:

- Several new National and Higher National Diploma level Certificate
- Bilingual new National and Higher National Diploma Level
- Induction Courses for Officers on GL.06 -09 at the FTC
- Myriad of Programmes to sharpen the skills and satisfy the yearning and aspirations of junior and intermediate level civil servants to help
- Exhaust their potentials, enhance self actualization
- Empower them to cope with the challenges of the 21st Century'
- Facilitate those who would desire career change.

Upgrading of FTCs facilities to satisfy the requirements of regulatory bodies like the NBTE and training needs of staff and students.

Facilitate the accreditation of courses by the NBTE to ensure their acceptance and recognition by universities.

With the establishment of the public service institute to cater for officers on grade level 14 and above and the Administrative staff college of Nigeria (ASCON) focusing on the training of middle level officers' on grade levels 09 -13. The training of junior officers on grade Level 06 -08 becomes the responsibility of the FTCs.

In recognition of the importance of the acquisition of skills in the ICT through collaborative training programmes on information and Communication Technology (ICT). THE OHCSF has established synergy with the Administrative staff College of Nigeria (ASCON), Centre for Management Development (CMD) and National Information Technology Agency (NITDA) for the benefits of the FTCs. That is particularly important in respect of the FTCs to enhance building efforts for junior and intermediate Manpower and to provide modern development in bridging of skill gaps in this area to meet the challenges of the 21 Century civil Servant in the 2007/2008 academic session alone over: 1,700 candidates from various MDGS for placement into various programmes in the FTCS. Recently FTC Lagos got full accreditation to run ND programmes in all their courses (Public Administration, Business Administration and Management, Computer Science and Office Technology and Management) and FTC Kaduna was fully accredited for Public Administration, Business Administration and management and Computer Science. It is also worthy of note that all the other FTCs have partial accreditation and are awaiting full accreditation.

Conclusion:

603 Secretarial graduates are turned out of FTCS yearly

Our nascent democracy has come to stay and the need for the kind of expertise in such special areas like Secretarial Legislative and Verbatim Reporting. Which are a sine qua non for any effective Legislative body are in high demand. This kind of expertise is also required in Administrative panels, Commission of Enquiry, Tribunals, Judicial Reporting, etc. furthermore, the strategic location of FTCs in each of the six geopolitical zones enables them to contribute to the Manpower Development of their immediate environment.

The FTCs will therefore, continue to find relevance in our national polity, most importantly with the upgrading and expansion of their programmes.

Permanent Secretary (CMO), Office of OHCSF

ADMINISTRATION OF THE FEDERAL TRAINING CENTRE (FTC), LAGOS

MEMBERS OF THE GOVERING COUNCIL, FTC, LAGOS:

(i) The Visitor

Head of the Civil Service of the Federation.

(ii) The Chairman

The Permanent Secretary, Career Mgt Office

Office of the Head of the Civil Service of the Federation.

Members

(iii) Director, Career Management Office (L&D)
(iv) Deputy Director Career Management Office (L&D)
(v) Mrs. Oluwaniyi, A.O., Deputy Director (Education)
Provost, Federal Training Centre, Lagos
(vi) Mrs. Alakija, O. I. Deputy Director(Education)
Deputy provost (Academics.) Federal Training Centre, Lagos
(vii) Mrs Adedapo O. O. Assistant Director (Education)
Deputy Provost (Administration) Federal Training Centre, Lagos
(viii) Dr V. O. Enu Assistant Director (Education)
Registrar, Federal Training Centre, Lagos
(ix) Representative of the National Board for Technical Education(NBTE)
(x) Representative of the Academic Staff Union
(xi) Representative of the Non- Academic Staff Union
(xii) Representative of Computer Association of Nigeria
(xiii) Representative of Official Division, National Assembly
(xiv) Representative of Curriculum Development Council
(xv) Representative of Nigeria Employers Consultative Association

MEMBERSHIP OF THE ACADEMIC BOARD FTC LAGOS

(i) Mrs. Oluwaniyi A.O. - Provost/Chairman
(iv) Mrs. Alakija O.I. - Deputy Provost/Vice chairman
(v) Mrs. Adedapo O.O - Deputy Provost (Adm) Member
(vi) Dr Enu V. O. - Registrar/ Secretary
(vii) Mr Seriki - HOD (GNS), Member
(viii) Mr Olomo O. O. - HOD (OTM), Member
(ix) Mr. Adebolu P. - HOD (COM) , Member
(x) Mr. Awatt - HOD (PAD), Member
(xi) Mrs Adeoye F. - HOD (BAM), Member
(xii) Adeyinka C. - HOD Exam Officer

PRINCIPAL OFFICER OF THE CENTRE:

S/N	NAME	DESIGNATION	QUALIFICATION
1	Oluwaniyi, A.O. (Mrs.)	Provost	B.A. Eng. M.Sc. POL. SCIENCE Pi-
2.	Alakija, O.I. (Mrs.	Deputy Provost (Academics)	B.Sc. LMGT

3.	Adedapo O. O.	Deputy Provost (Admin)	
4	Dr Enu V. O.	Registrar	P.hd, M.Ed (Educational Evaluation), M.Sc, B.Sc (Statistics), PGDE,Dip. In Computer Techniques and Applications.
4.	Uluocha-Friday Kate	HOD (General Studies)	
5.	Dr (Mrs) Ajani S. T.	H.O.D. (Office Tech. & Mgt.)	P.hd, M.Ed (Business Education), MPA, B.Sc (Business Education-secretarial Option), NCE (Business Education – Secretarial Option)
6.	Aremo B.	H.O.D. (COMP)	M.Sc, B.Sc, NCE (Computer)
7.	Mr Awwat	H.O.D. (Pub. Admin.)	
8.	Ejiogu, T.O (Mrs.)	H.O.D. (ADMIN)	B.A. (Ed.) History &Strategic studies.
9.	Obingbo (Mrs)	H.O.D. Registry	
10.	Ibeneme, N.	HOD Acct.	B.Sc. (Acct.) CAN. CNIM
11.	Olusola Edeki	Prin. Exec. Officer	HND. PGD (Mgt.)
12.	Aluko, S.O.	EX. Plan. Officer	S.75, Trade Test I, II, III

OFFICE OF THE PROVOST

S\N	NAME	DESIGNATION	QUALIFICATION
1.	Oluwaniyi A. O.	Provost Chief Lecturer	B.A. Eng. M.Sc. POL. SCIENCE Pi-.
2.	Mustafa, P.O. (Mrs.)	Assistant Chief Confidential Secretary	CS II. (FTC), B.Sc. (ED)
3.			
4	Babatope A. (Mrs)	Senior Executive	WAEC, ND

		Officer	
5.	Oyetunji, A. (Mrs.)	Senior Clerical Officer	G.C.E

OFFICE OF THE DEPUTY PROVOST (ACADEMICS)

S\N	NAME	DESIGNATION	QUALIFICATION
1.	Mrs Alakija O. I.	Deputy Provost (Acad.) Chief Lecturer	B.Sc. LMGT
2.	Akintomide, M.A. (Mrs.)	Principal Confidential Secretary II	WACE, OND, CS II, NSE ADVANCE
3.			
4.			

OFFICE OF DEPUTY PROVOST (ADMIN)

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Adedapo O. O.	Deputy Provost (Adm.) Principal Lecturer	
2.	Ejiogu, T.O. (Mrs.)	Principal Executive Officer I	OND, BA. (History & Strategic Studies)
6.	Aluko . S.	Works Superintendent (Maintenances)	TTC 1 -111,ANIC FCC

OFFICE OF THE REGISTRAR

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Dr Enu V. O.	Registrar Principal Lecturer	P.hd, M.Ed (Educational Evaluation), M.Sc, B.Sc (Statistics), PGDE,Dip. In Computer Techniques and Applications
2.	Idehen, O.S.	Principal Executive	NCE, BA.(Ed)

		Officer 1	
6.	Adebowale	Secretary	

ACADEMICS DEPARTMENTS:

BUSINESS ADMINISTRATION AND MANAGEMENT

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Adeoye F.B. (Mrs.)	Assistant Confidential Secretary	B.Sc. BUS.ADMIN, NCE (SEC EDU)
4.	Okoro B.J.(Miss)	Education Officer 1	B.Sc.(Bus. MGT)
5.	Haruna, J.F (Mrs)	Education Officer 1	B.Sc (Edu) ACCTS
6.	Obiebi O.O.	Senior Tech Instructor	GCE, NSE, HND
7.	Akanni, K.A.	Education Officer 11	MSc. BSc.(Bus Admin), Member Institute of Strategic mgt.
8.	Owadasa A.	Education Officer 11	Dip. In (B&P). B.Sc Econs
9.	Udo, I.S.	Senior Education Officer	B.Sc. (HONS) MBA UNIPORT
10	Odunaya, I.A. (Mrs)	Senior Conf Sec	GCE, NCE,ND,HND

(11) COMPUTER DEPATMENT

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Aremo B.	H.O.D. (COMP) Senior Lectucturer	M.Sc, B.Sc, NCE (Computer)
2	Adebiyi Bukola T. Mrs)	Lecturer II	ND, B.Sc, M.Sc (Computer)
3	Olayanju K. A.	Lecturer I	NCE, B.Sc, M.Sc (Computer)
4	Ajibode T. S.	Lecturer III	ND, B.SC. ED, M. Ed (Computer)
5	Ozowara V.	B.Sc (Computer)	Assistant Lecturer
6	Opatayo Johnson	Principal Technologist	ND, HND, M.Sc (Computer
7	Adebolu P. A.	Principal Technologist	ND, HND (Elect/Elect), PGD (Computer)
8	Agomo S N.	Confidential Secretary	PSUC, NSE,WAEC,DOTM, PDVR (FTC)
9	Williams Mariam	Clerical officer	FSLC

(111) GENERAL STUDIES DEPARTMENT

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Adedapo, O.O. (Mrs.)	Assistant Chief Education Officer	B.A. (Eng.) MBA (Mkt.) M.Ed.
2.	Adeyinka, C.A.	Education Officer II	B.ED, M.ED. (Sec.

			Studies)
3.	Ezeakuma, F.M. (Mrs.)	Senior Sec. Asst. I	HND, DSS, GCE, NABTEB
4.			
5.			

(IV) OFFICE TECHNOLOGY AND MANAGEMENT

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Dr (Mrs) Ajani S. T.	H.O.D. Chief Lecturer	P.hd, M.Ed (Business Education), MPA, B.Sc (Business Education-secretarial Option), NCE (Business Education – Secretarial Option)
2	Olomo O. O.	Principal Lecturer	B.Sc Secretarial Administration, PGDE,SERT in word processing
2.	Martins, A.E.	Lecturer II	HND, ND,(Sec. Studies)
3.	Inyang, B.A.	Lecturer II	B.Sc (Office Technology and Management) DIP Computer MIM, M.Sc (Business Administration
4.	Pam Dachomo, T. (Mrs.)	Lecturer II	HND (Secretarial Administration), PGDE, M.Ed (Edu. Admin.)
5	Aguboson R. N.	Senior Lecturer	
5	Egbewale Florence	Secretary	
6		Clerk	

(V) PUBLIC ADMINISTRATION DEPARTMENT

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Babalola, C.Y		
2.	Suleman, M.R.	Senior Education Officer	B.A. (Ed),M.Sc.(Fin Banking), DIP (LAW), DIP Ed. D (SP Educ)
3.	Opara, E.A. (Mrs.)	Principal Executive Officer	B.A. (Hist)
4.			
5.	Agu, J.I.	Senior Education Officer	M.Sc. Inter. Relation & Dip., B.Sc. Pol.Science & Anth Dip. Social Work Community Dev.

OTHER UNITS

Examination Unit

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Opaluwa, S.	Asst. Chief Education Officer, Examination Officer	NCE, BSc., MPA, M.Sc. (Admin.)
2.	Ihekaihe, C.S. (Mrs.)	Principal Conf. Sec II	ND (SEC.), C.S II, C.S III
3.	Akadiri, A.C. (Mrs.)	Senior Conf. Sec.	C.SS II, NSE(Inter. &Advance) PDVR

Library

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Obadina, F	Chief Librarian	
2.	Udo-Afa , R. (Mrs)	Principal Executive Office I	WAEC, G.C.E., Dip. in Bus. Mgt., NCE,
3.	Otegbeye A.R Festus	Senior Executive Officer	Dip in Social Community Dev

Account

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Ibeneme, N.	Principal Accountant	B.Sc. Accts, CNIM, CAN
2.	Charlie, R.S. (Mrs.)	Assistant Secretary	Typist Grade I
3	Lawal		

Stores

S/N	NAME	DESIGNATION	QUALIFICATION
1.	Olushola-Edeki, O. (Mrs.)	ACEO	HND, PGD MGT.
2.	Ogunsanmi, O.	Asst. Store Officer	CPSS I & II, OND

Registry

S/		DESIGNATIO	QUALIFICATIO

N	NAME	N	N
1.	Ntewo, E.S.	Chief Executive Officer	HND. (Bus Admin.)
2.	Obimgbo, K.O (Mrs)	Asst. Chief Exective Officer	
3.			

FEDERAL TRAINING CENTRE, LAGOS
ORGANOGRAM

CHAPTER ONE

GENERAL INFORMATION

1.0 Registration Procedure

In order to be eligible for scheduled classes, take assessments, assignments and examinations, all students admitted for a particular programme are required to register for the prescribed courses in a Semester. Appropriately designed forms which are available in the Centre must be completed by students.

A student is regarded as having registered if he/she has paid the prescribed fees completed the registration form and fulfilled other registration requirements as specified in the admission letter, within the first two (2) weeks of each Semester.

Any student who does not register within the first two (2) weeks of each Semester will be subjected to a fine as approved by the Management for late registration. The deadline for payment of fees and registration is the matriculation date of every session.

Unless you get married or change name, note that the name you registered with will be the name that will appear on any Certificate issued to you. Evidence of the change must be tendered.

If you do not register at the right time, your provisional admission will lapse.

1.2 Identity Cards

All students attending courses are issued with Identity Cards obtainable in the Centre at a stipulated official price. Students are advised to always' have their I.D. cards on them as the cards are always demanded during examinations by the invigilators. Security Officers usually ask for I.D. Cards whenever the need arises and it is the I.D. Cards that can be used to identify students for any official matter in the Centre. Loss of I.D. Card should be reported promptly to the Students Affairs Officer within the Centre for necessary action.

1.3 Orientation/Matriculation

All fresh students at the beginning of each session are required, to participate in the orientation programme designed to acquaint them with the Centre's system, Staff, facilities, rules and regulations. This is arranged at the beginning of every session.

All fresh students are also required to matriculate at the beginning of the Programmes in the Centre's Matriculations which usually comes up at least a few weeks before the first Semester Examinations.

All matriculating students must wear the Centre's academic gown for the ceremony, take oath of allegiance and sign the Matriculation Register. Matriculation marks the end of the admission and registration exercise.

1.4 Convocation

Convocation ceremony is an annual event. It is an occasion when the grandaunts celebrates the successful completion of their various courses and collection of their certificates. Students are expected to have completed their clearance processes for convocation before collection of the academic gowns for the occasion.

1.5 Deferment of Admission

New students with serious problems may apply through their Head of Departments, to the Registrar for deferment of admission offered them on the following conditions:

They are duly admitted,
They have possessed the relevant qualification as at the time of matriculation,
They have paid the approved acceptance fees ,
They have genuine and acceptable reasons for the deferment.

1.6 Choice of Centre

Students are required to make first and second choice of Centre when completing the application/nomination forms.

1.7 Change of Programme

Any registered student who has spent two semesters pursuing an ND programme has voluntary right to change over to another programme provided that he/she has fulfilled the admission requirements into the new programme and is prepared to start the new programme in ND I first semester.

1.8 Change of Centre

Any registered student who wishes to change Centre after a semester or session should apply through his/ her Registrar to the Permanent Secretary, Career Management Office (CMO) for consideration.

1.9 Procedure for Payment of Fees

All payments are to be made to the School Bank Account and receipts collected.

XX

CHAPTER TWO

ACADEMIC AND EXAMINATION REGULATIONS

2.1 Duration of Programmes

The Federal Training Centres offer courses in various disciplines leading to National Diploma (ND) and Higher National Diploma (HND). The ND and HND Programmes last for a minimum of four semesters and a maximum six semester each, while the Certificate Programmes last for 2 semesters.

2.2 Courses offered, Duration and Entry Requirements

(a) Courses Offered

S/N	COURSES	DURATION
i.	Professional Diploma in Verbatim Reporting (PDVR)	2 Session (4 Semesters)
ii.	Higher Diploma in Office Technology and Management (HDOTM)	2 Session (4 Semesters)
iii.	National Diploma in Office Technology and Management (NDOTM)	2 Session (4 Semesters)
iv.	Certificate in Supervisory General Management (CSGM)	1 Session (2 Semester)
v.	Advanced Certificate in Typewriting and Word Processing (ACTWP)	1 Session (2 Semester)
vi.	Intermediate Certificate in Typewriting and Word Processing (ICTWP)	1 Session (2 Semester)
vii.	Higher Diploma in Public Administration and Management (HDPAD)	2 Session (4 Semesters)
viii.	National Diploma in Business Administration and Management (ND BAM)	2 Session (4 Semesters)
ix	National Diploma in Public Administration and Management (NDPAD)	2 Session (4 Semesters)
x.	National Diploma in Computer Science(NDCS)	2 Session (4 Semesters)
xi.	Certificate in Information Technology (CIT)	1 Session (2 Semester)

Courses available at Federal Training Centres (FTCS), following a comprehensive review of the FTC Curriculum are as follows:-

(b) Courses Offered

Trainees for admission into Diploma Programmes who must be confirmed staff should have at least four credits in GCE 'O' Level including English Language at one sitting or 5 credits, in GCE 'O' Level at two sittings. Credits in GCE related examinations such as NECO, NABTEB, etc. shall also be accepted on the same value as GCE. Candidates applying for Certificate Courses, must have attended recognised Institutions, while – working experience will be additional advantage.

Diploma Courses

S/N	COURSE	REQUIREMENT	REMARKS
1.	Professional Diploma in Verbatim Reporting (PDVR)	Candidates should fulfil the general requirements. In addition, serving Public Officers must be on GL. 07 with at least two (2) years working Experience. They must have obtained the Higher Diploma in Secretarial Studies or its equivalent in a recognised Institution.	A pass in French Language at Ordinary Level is an added advantage.
2.	Higher Diploma in Office Technology and Management (HDOTM)	Candidates should fulfil the general entry requirements. In addition, serving Public Officers must be on GL. 06 with at least two (2) years working Experience and must have obtained the Diploma in Office Technology and Management in a recognised Institution. The Officer must have been converted to Confidential Secretary.	A pass in French Language at Ordinary Level is an added advantage Secretaries Cadre and evidence of conversion must be attached to the application form.
3.	National Diploma in Office Technology and Management (NDOTM)	Candidates should fulfil the general entry requirements. In addition, serving Public Officers must be on GL. 06 with at least two (2) years working Experience and must have obtained the Diploma in Office Technology and Management in a recognised Institution. The Officer must have been converted to Confidential Secretary.	A pass in French Language at Ordinary Level is an added advantage Secretaries Cadre and evidence of conversion must be attached to the application form.
4.	Higher Diploma in Public Administration (HNDPA)	Candidates should fulfil the general entry requirements. In addition serving public officers must be on GL 04	
5.	National Diploma in Public Administration (NDPA)	Candidates must fulfil the general entry requirements . In addition, candidate must be on GL 04 with two (2) years working experience.	A Certificate in Supervisory General Management is an added advantage.
6.	National Diploma in Business Administration and Management (NDBAM)	Candidates must fulfil the general entry requirements. Serving public Officers must be on GL 04 with two (2) years working experience.	A Certificate in Supervisory Management is an added advantage.
7.	National Diploma In Computer Science	Candidates seeking admission unto the programme should possess five	A Certificate in Information Technology

		O/Level credits in not more than two sittings which should include English Language, Mathematics, Physics and any subjects from Chemistry/Biology/Health Science, Economics, Geography e.t.c.	from a recognized Institution is an added advantage.

Certificate Courses

For Certificate Courses, Candidates must have attended – recognized Secondary Schools or Commercial Colleges that are approval by Government, Certificate Courses available are:

S/N	COURSES	REQUIREMENT	REMARK
1.	Advanced Certificate in Typewriting and Word Processing (ACTWP)	Candidates in addition to the general requirements, must have obtained intermediate certificate in Typewriting in any of the Federal Training Centres. Private candidates must possess 35 words per minute in typewriting while serving public officers must be on GL.05 (Typist Grade 11)	
2.	Intermediate Certificate in Typewriting and word processing (ICTWP)	Candidate must possess 25 (twenty five) W.P.M. in Typewriting and serving public Officers must be on GL 04.	
3.	Certificate in Information Technology (CIT)	Candidates must fulfil the provisions for general requirements and serving public Officers must be on GL.04. In addition, candidates must have at least a pass in Mathematics.	
4.	Certificate supervisory General Management (CSGM)	Candidates must fulfil the general requirement for Diploma Courses as stated in paragraph 4.0, candidates must have passed the combined Confirmation promotion examination at Accelerated Level.	Candidate that have not passed, at Accelerate Level need not to apply.

Academic admission requirement for the ND Programmes should be added.

(c) Academic Admission Requirements

In addition to paragraph 2.3 (b) above, student offered provisional admissions are expected to enrol with the following:

Provisional admission letter and a photocopy
3 passport –sized photographs (head and shoulder)
Original and photocopies of qualifications and
A statement of undertaking to comply with the canter's rules and regulations.

(d) Completion of Nomination FORMS

Each nominee must complete a copy of the nomination Form, which should be vetted and authenticated by relevant countersigning officers. For the avoidance of doubt, only the professional certificates issued by the following bodies are acceptable for admission to the secretarial courses.

The National Secretarial Examination board
The Federal Training Centres
The Polytechnics and colleges of Education
State Staff Development Institutions
WAEC (Business Studies)
NECO
NABTEB.

2.4 Class Attendance

A student who fails to make up to 75% class attendance in a semester will not be allowed to write the semester – examination. Therefore, progress and attainment of excellent performance depend significantly on students' participation, dedication and a sense of responsibility. If a student regularly misses classes or fail to submit his/her assignment without reasonable cases to miss them, then penalties for such behaviour may be applied.

It is expected that student comport themselves in an orderly manner at all times. This will ensure active participation and contribution to learning. You are therefore expected to behave orderly in all schedule classes. And interact positively with your lecturers and fellow student. Disruption of classes may attract penalties that may lead to your withdrawal from the centre.

2.5 Examinations

Centre operates the semester system. Each semester lasts for at fifteen weeks of lectures and two weeks of examination. The first semester examinations usually take place in February/ March while the second semester examination are normally held in June/July each year.

2.6 Grading of Student's Results

The Training Centre operates a centralised group – subject examination system, which consists of continuous assessment end of semester and End – of – Courses Examinations. **External Moderators and the Academic Board of the Centre** has the responsibility of determining examination results.

The approved grading system for the Centre is as follows:

Percentage Letter	**Grade**
70 – 100%	A
60 – 69%	B
50 – 59%	C
40 – 49%	D
30 – 39%	E
0 – 29%	F

Grade Point: Quality Point(s) attached to the grades a student earns in a semester multiplied by the number of credit units of the courses registered for.

Grade Point: Average (GPA): The average of the weighed grad points earned in the courses 'taken by a student' during the semester it is obtained by multiplying the quality point(s) attained in each course by the number of credit units assigned to that course, and then summing these up and dividing by the total number of credit units taken by the student for the semester.

Cumulative Grade Point Average (GPA): This is the sum total of all the Grade Points earned by the student for all the semesters divided by the sum total of the credit units carried by the student m those semesters.

A Cumulative Grade Point Average of at least 2.0 is-required for a student to graduate from the Centres. In calculating the CGPA after a student has passed a course in a

carry –over examination, the previous failing ''F'' is retained as well as the new grade in the repeated examination.

2.7 The Overall Grading System is thus:

Continuous Assessment	**Scores**
Test	20 marks
Assignment	10 marks
Attendance	10 marks
Total	40 marks

Cumulative Grade Points Average /CGPA

Point Average

GPA of 3.5.-4.0	-	Distinction
GPA of 3.0-3.49	-	Upper Credit
GPA of 2.50.-2.99	-	Lower Credit
GPA of 2.0.-2.49	-	Pass
GPA of 2.0.-2.49	-	Fail

Diploma should be graded as follows:

Distinction	-	GPA 0f 3.50 and above
Upper Credit	-	GPA of 3.0-3.49
Lower Credit	-	GPA of 2.50.-2.99
Pass	-	GPA of 2.0.-2.49
Fail (To Repeat)	-	GPA of 1.50.-1.99
Fail (To Repeat)	-	GPA of 1.50.-1.99

NATIONAL DIPLOMA IN OFFICE TECHNOLOGY MANAGEMENT (OTM)

ND YEAR ONE:

ND 1: 1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
GNS 101	Use of English	2	2	4	4
GNS 111	Citizenship Education I	1	1	2	2
Bam 111	Introduction to Business	2	1	3	3
OTM 111	Shorthand I	2	2	4	4
OTM 113	Information and Communication Technology	1	7	8	8
OTM 114	Office Practice I	1	3	4	4
OTM 112	Key Boarding I	2	2	4	4
PSR 101	Public Service Rules	1	1	2	2
TOTAL		**12**	**19**	**31**	**31**

ND 1-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
GNS 102	Communication in English	2	2	4	4
OTM 123	Information & Communication Technology II	1	7	8	8
GNS 121	Citizenship Education II	1	1	2	2
Bam 126	Introduction to Entrepreneurship	1	2	3	3
Bam 113	Principles of Law	1	1	2	2
OTM 125 (**)	Career Development	2	2	4	4
OTM 121	Shorthand II	2	2	4	4
OTM 124	Modern Office Technology	1	3	4	4
OTM 122	Key Boarding II	2	2	4	4
PSR 101	Public Service Rules	1	1	2	2
TOTAL		**14**	**23**	**37**	**39**

T - Theory

P - Practical

CH - Credit Hour

(*) - As slated in GNS booklet

(**) - New Subject for this semester

COURSE CODE	COURSE TITLE	T	P	CU	CH
GNS 201	Use of English	2	2	4	4
OTM 228	Research Techniques	2	2	4	4
OTM 211	Shorthand III	1	3	4	4
OTM 214	Office Practice II	1	3	4	4
OTM 213	Desktop Publishing	1	5	6	6
ACC111	Principles of Accounting	1	3	4	4
OTM 212	Key Boarding III	2	2	4	4
TOTAL		**10**	**20**	**30**	**30**

To be taught by the Department

COURSE CODE	COURSE TITLE	T	P	CU	CH

GNS 202	Communication in English II	2	2	4	4
OTM222	Record Management	1	1	2	2
BAM 114	Principles of Economics I	2	1	3	3
OTM 223 **	Web Page Design	1	7	8	8
OTM 221 (**)	People Communication Skills	1	3	4	4
OTM 226	SIWES	-	2	2	2
OTM225	Project	-	4	4	4
OTM 221	Servicom	1	1	2	2
FIR 222	Financial Regulation	1	1	2	2
TOTAL		**9**	**22**	**31**	**31**

T - Theory
P - Practical
CH - Credit Hour
(*) - As slated in GNS booklet
(**) - New Subject for this semester

NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION

ND 1-1STSEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
PAD III	Elements of Public Admin	3	-	3	3
PAD II2	Theories of Admin & Mgt	2	-	2	2
PAD II3	Elements of Government	3	-	3	3
PAD II4	Principles of Economics	3	-	3	3
PAD II5	Introduction to Sociology	2	-	2	2
PAD II6	Business Mathematics	3	-	3	3
PAD II7	Introduction to Psychology	2	-	2	2
ACC III	Principles of account	3	-	3	3
GNS 101	Use of English	2	-	2	2
GNS 230	General Biology I	1	2	2	2
PSR	Public Service Rules	1	1	2	2
GNS 111	Citizenship Education I	1	1	2	2
TOTAL		**24**	**4**	**30**	**30**

ND 1-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
PAD 121	Nigerian Government & Polities	2	-	2	2
PAD 122	Introduction to Community Dev.	2	-	2	2
PAD 123	Statistics	3	-	3	3
PAD 124	General Principles of Law	3	-	3	3
PAD 125	Elements of Cooperatives	2	-	2	2
LGS 101	Local Government Admin. I	3	-	3	3
BUS 218	Principles of Marketing	2	-	2	2
GNS 102	Communication in English I	2	-	2	2
COM 111	Introduction to Computers	1	3	1	1
GNS 229	General Chemistry I	1	2	1	1
PSR 121	Public Service Rules II	1	1	2	2
GNS 121	Citizenship Education	1	1	2	2
	TOTAL	**23**	**7**	**25**	**25**

ND 11 -1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
PAD 211	Introduction to Public Finance	2	-	2	2
PAD212	Nigerian Government and Politics II	2	-	2	2
PAD 213	Principles of Human Resources Management	3	-	3	3
PAD 214	Introduction to Public enterprises Management	2	-	2	2
PAD215	Research Methods	2	-	2	2
LGS 102	Local Government Admin. II	2	-	2	2
ACC 212	Cost Accounting	2	-	2	2
COM 123	Computer Packages	2	3	3	3
GNS 201	Use of English II	2	-	2	2
GNS 228	Research Techniques	2	2	4	4
	TOTAL	**21**	**5**	**26**	**26**

ND 11-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
PAD 221	Introduction to Inter- Government Relations	2	-	2	2
PAD 222	Project	3	-	3	3

PAD 223	Social and Economic Development	3	-	3 a	3
BUS 213	Entrepreneurship Development	3	-	3	3
BAM 427	Nigerian Labour Law	2	-	2	2
MAC 422	Communication and National Development	1	2	2	2
ACC 213	Auditing	2	-	2	2
ACC 214	Taxation	3	-	3	3
GNS 202	Communication in English II	2	-	2	2
SVM 221	Servicom	1	1	2	2
FIR 222	Financial Regulation	1	1	2	2
	Project	-	4	4	4
	TOTAL	**23**	**8**	**30**	**30**

NATIONAL DIPLOMA IN BUSINESS ADMINISTRATION AND MANAGEMENT STUDIES (BAM)

ND 1-1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 111	Introduction to Business I	1	2	3	3
BAM II2	Business Mathematics I	1	2	2	3
BAM II3	Principles of Law	1	2	3	3
BAM II4	Principles of Economics I	2	1	3	3
BAM 121	Principles of Accounts I	1	3	4	4
MKT 111	Principles of Marketing	1	2	3	3
PAD 111	Elements of Public Administration	3	-	3	3
PUS 111	Principles of Purchasing	1	2	3	3
GNS 111	Citizenship Education	1	1	2	2
PSR 101	Public Service Rules	1	1	2	2
GNS 101	Use of English	2	-	2	2
	TOTAL	**15**	**16**	**30**	**31**

ND 1-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 121	Introduction to Business II	1	2	3	3
BAM 122	Business Mathematics I	2	1	3	3
BAM 124	Principles of Economics II	1	2	3	3
BAM126	Introduction to Entrepreneurship	1	2	3	3
BAM125	Information Technology I	2	4	6	6
ACC 121	Principles of Accounting II	1	3	4	4
BAM 123	Introduction to Social Psychology	1	2	3	3
GNS 102	Communication in English I	1	1	2	2
GNS 121	Citizenship Education	1	1	2	2
PSR 121	Public Service Rules	1	1	2	2
	TOTAL	**12**	**19**	**31**	**31**

ND 11 -1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 121	Principles of Management	1	2	3	3
BAM 212	Business Statistics I	1	2	3	3
BAM 213	Office Management	1	2	3	3
BAM 214	Business Law	1	2	3	3

BAM 216	Practices of Entrepreneurship	1	2	3	3
BAM 215	Information Technology II	2	4	6	6
BUS 217	Research Method	1	3	4	4
BAM 218	Cost Accounting I	2	-	2	2
BAM 202	Communication in English I	1	1	2	2
GNS 214\220	General Biology	1	1	2	2
	TOTAL	**11**	**20**	**31**	**31**

ND 11-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM221	Principles of Management II	1	2	3	3
BAM 222	Business Statistics II	2	1	3	3
BAM 223	Elements of Production Management	2	1	3	3
BUS 224	Elements of Human Capital Management	2	1	3	3
BAM 225	Project	1	4	5	5
ACC 212	Cost Accounting II	2	2	4	4
GNS 202	Communication in English I	1	1	2	2
BUS 228	Office Management	2	-	2	2
GNS 214\220	Physics or Chemistry	1	1	2	2
SVM 221	Servicom	1	1	2	2
FIR 222	Financial Regulations	1	1	2	2
	TOTAL	**16**	**15**	**31**	**31**

DIPLOMA IN COMPUTER SCIENCE (COM)

ND 1-1STSEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
COM 101	Introduction to Computer	2	2	4	4
COM II2	Introduction to Digital Electronics	2	0	4	4
COM II3	Introduction to Programming	2	2	4	4
STA 111	Descriptive Statistics I	1	2	3	3
STA 112	Elementary Probability Theory	2	1	3	3
MTH 111	Logic and Linear Algebra	1	1	2	2
MTH 112	Functions and Geometry	1	2	3	3
GNS 101	Use of English	2	2	4	4
GNS 111	Citizenship Education	1	1	2	2
PSR 111	Public Service Rules	1	1	2	2
	TOTAL	**16**	**13**	**31**	**31**

ND 1-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
COM 121	Scientific Programming Language Using Java	2	4	-	6
COM 122	Introduction to the Internet	2	2	4	4
COM 123	Computer Application Packages I	2	4	6	6
COM 124	Data Structure and Algorithms	3	1	4	4
COM 125	Introduction to System Analysis	2	1	3	3

COM 126	PC Upgrade & Maintenance	1	5	6	6
GNS 102	Communication in English I	2	0	2	2
GNS 121	Citizenship Education	1	1	2	2
PSR 121	Public Service Rules	1	1	2	2
TOTAL		**16**	**19**	**29**	**35**

ND 11 -1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
COM 221	Computer Programming Using O Basic	2	3	5	5
COM 212	Introduction to System Programming	2	3	5	5
COM 213	Commercial Programming Language Using COBOL	2	3	5	5
COM 214	File Organisation and Management	2	4	6	6
COM 215	Computer Packages II	2	4	6	6
COM 216	Computer Systems Trouble Shooting I	1	4	5	5
GNS 201	Use of English II	2	1	3	3
GNS 228	Research Method	1	1	2	2
TOTAL		**14**	**23**	**37**	**37**

ND 11-2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
COM 221	Computer Programming Using Fortran	2	4	6	6
COM 222	Seminar on Computer and Society	2	-	2	2
COM 223	Basic Hardware Maintenance	2	5	5	5
COM 224	Management Information System	2	2	4	4
COM 225	Web Technology	2	4	6	6
COM 226	Computer System Trouble shooting II	1	4	5	5
COM 229	Project	-	4	4	4
STA 226	Small Business Start Up	2	-	2	2
GNS 202	Communication in English II	2	1	3	3
SVM 221	Servicom	1	1	2	2
FIR 222	Financial Regulations	1	1	2	2
TOTAL		**16**	**24**	**41**	**41**

2.9 Carry Over Course

Under the Semester System in the Federal Training Centres there shall be no centrally organised resist examinations.

Any student with deficiencies shall be eligible to resist the courses during the subsequent relevant Semester. The resist course must be registered for by such students at the beginning of the relevant semester. The resist courses that are passed will contribute to the CGPA before deriving the final CGPA.

At any level of course a candidate who incurs deficiencies or fails in more than four (4) courses in a Semester will be requested to withdraw.

A Candidate shall not be allowed more than the two (2) academics sessions immediately following the completion of his\her course to remedy any deficiencies.

2.10 Conditions for Pass/ Re—Registration

(i) **Pass:** To pass, a student shall score at least 40% in all the courses taken

(ii) **Re-Registration:** A student who fails or scores less – than 40% in not more than

Three (3) courses shall be re-examined in those courses at the next available opportunity.

No student shall be allowed to register for any course without passing the lower prerequisite course.

No student shall register for more than twelve (12) courses or less than six (6) courses in a semester and such courses should come from courses available within the Department.

2.11 Students Industrial Work Experience Scheme (SIWES)

All ND students are expected to undertake the SIWES at the end of year one. The Centre

Insists that students take their SIWES seriously. Therefore the students are assessed during SIWES for satisfactory performance in evaluating the students. In the following areas:

- Report of the industry based supervisor
- Attendance
- Punctuality
- Interest in the field
- General attitude to work
- Respect for authority
- Competence

The SIWES is an important part of the programme as it creatively contributes to the final – determination of result. A student shall be asked to repeat SIWES if he/she:

Fail to participate
Is dismissed during the period in the industry/organization, e.g. frequent absence from place of work without permission and
Changes the place of attachment without formal approval by the IT Unit. Such a student will not be allowed to register for NDI.

2.12 Project

Each Student is expected to carry out a project work, either on individual or as a group work. The project should be properly supervised and well presented, it should be an original work, while basic elements of design should be observed, and it can be put to techniques that can lend themselves to easy application.

2.13 Petition\Review of Students Answer Script

A review of students answer script against any examination result must be submitted on completion of a prescribed formin quadruplicate and addressed to the Head of Department and copied to the Students Affairs Officer, Registrar and the Provost within thirty (30) days of official release of examination result and must be accompanied with receipt of non-refundable fee of appropriate amount from the Centre's Bursary in respect of each course the petition was submitted for.

2.14 Notification of Results

All bonafide students of the Centre are eligible to receive their notification of result at the end of the programme.

2.15 Examination Registration

Examination for all ND programmes are organised by the Academic Board of the Centre in accordance with the guidelines of NBTE.

2.16 Conduct of Examinations

Students will be notified in advance of the date, time and venue of examinations. It is however, their responsibility to ensure that this information is known.

The Centre will take strong actions against any student or-students who attempt to or cheat in order to gain undue advantage during the conduct of assessments or examinations.

Students for the examination are therefore, required to comply with the following regulations:

(a) All students shall arrive at the designated examination hall thirty (30) minutes before the schedule time

(b) No student shall enter the examination hall unless asked to do so by the invigilator\coordinator

(c) A student shall enter the examination hall with:

(i) Current original receipts for fees paid during registration
(ii) Current ID Card
(iii) Pens, Pencils, etc.
(iv) Calculator (if required) but not a mobile phone, and
(v) Any other materials that may be permitted by the Chief Invigilator
(vi) Students are not permitted to bring any food item into the examination hall or room, only a bottle of water may be brought in, smoking is not permitted.

(d) Students without ID Cards must be identified by their HODs before they are allowed Into the examination hall

(e) No student shall have any other materials in his\her possession, even a private letter

while he\she is inside the examination hall

(f) The invigilator shall assign seats to students

(g) No student shall be allowed to enter the examination hall sixty (60) minute after the examination has started

(h) No student shall be permitted to borrow from or lend any writing material to his\her neighbour in the examination hall

(i) Students are not allowed to tear any paper from either the question paper of answer booklet for any purpose including rough paper

(j) No student shall leave his\her seat during examination unless authorised by the Invigilator

(k) No student shall be allowed to leave the examination hall within the first sixty (60) minute of the commencement of the examination and

(l) No student shall b e allowed to be in possession of the answer booklet or sheet before and after an examination.

2.17 Examination Malpractice and Penalties

These are the penalties for any violation of the rules and regulations guiding examinations of the Centre.

The Board shall frown at all Cases of examination malpractice. For this purpose, the acts that shall be regarded as examination malpractice and penalties that are attached to such offences are as follows:

(i) **Aiding and abetting in examination**: Irregularities or encouraging another student to cheat in assessments, project, reports, term paper or examinations. That is to be used judging performance in a programme or course.

- **Penalty**: Withdrawal from the programme

(ii) Registration of unqualified Candidate

- **Penalty**: De-registration

(iii) **Unauthorised means of obtaining question papers and\or examination materials:** This include obtaining by theft, or any other unauthorised means, and using same for tests or examinations and\or distributing same to other students.

- **Penalty**: The paper will be cancelled and the student(s) will be asked to withdraw.

Impersonation:

Another student for the purpose of taking examination(s) or tests or assignments

- **Penalty**: Expulsion

(iv) Collusion by candidates and or invigilator or examination official to gain undue advantages e.g. unauthorised marks, names, answer booklet, etc.

- **Penalty**:
  (a) The students' paper will be cancelled.
  (b) The Invigilator or examination official will be sanctioned appropriately.

(v) Mass Cheating: in a class or by a group

- **Penalty**: Cancellation of paper of those affected.

(vi) Bringing into the examination hall\room any unwanted or prohibited material

- **Penalty**: The student(s) will be sent out of the examination room\hall and paper(s) cancelled.

(vii) Delaying take-off of examination deliberately.

Penalty: This shall be addressed by the appropriate Disciplinary Committee.

(viii) Exchange of piece of paper by candidates or exposure of answer scripts to other student(s).

- **Penalty**: Cancellation of paper and the invigilator will be sanctioned appropriately.

(ix) Copying from prepared notes or text e.g. handout, lecture notes textbooks, etc.

- **Penalty**: Cancellation of paper

(x) Aiding and abetting by invigilator

- **Penalty**: The Invigilator will face Disciplinary Committee and student(s) paper(s) cancelled

(xi) Writing or typing out, or making extra copies of answers for another candidate

- **Penalty:** Cancellation of the affected candidate's papers.

(xii) Disregarding or non-compliance with the rules or instructions announced for the conduct of an examination.

- **Penalty:**
- Appropriate action to be taken by the Invigilator\Supervisor.

(xiii) Exchanging of information by candidates in the examination hall\room, authorised communication (oral, written, sign, etc.).

- **Penalty**: Cancellation of paper.

(xiv) Writing answers from outside examination hall for a candidate and receiving such.

- **Penalty:** Cancellation of the paper and other appropriate disciplinary action.

(xv) Unauthorized possession of answer booklets, either photocopy, typed. Handwritten relevant to the examination the student is guilty of misconduct.

- **Penalty:** Cancellation of paper.

(xvi) **In**sulting, assaulting, disobeying, instruction, attacking or manhandling examination official – supervisor. Invigilator, attendant or other official. In or outside the examination hall/room(in relation to examination)

- **Penalty: E**xpulsion.

(xvii) **General act of disorderly** conduct before. During or after commencement of an examination.

- **Penalty:** Disqualification.

(xviii) **Substitution** of answer scripts

- **Penalty:** Cancellation of paper.

(xix) **Inscr**iption of examination – related information on candidates hand or part of the body dress or table etc.

- **Penalty:** Cancellation of paper.

(xx) Failure to submit answer scripts to the invigilator after an examination.

- **Penalty: The** paper will be cancelled.

(xxi) **Refusal** to complete malpractice form: (either part or whole)

- **Penalty:** Disqualification

(xxii) Smuggling answer scripts in or out of examination hall/ room.

- Penalty: Disqualification.

(xxiii) Handsets or any form of recording gadgets are not allowed.

2.18 Evidence of Examination Malpractice:

(i) **T**he Board shall determine whether or not an examination malpractice has been committed through written evidence provided by examination supervisors. Invigilators, other designated examination officials or candidates, together with statements from affected students or individual. This should be submitted to the Registrar within sixty minutes of the conclusion of the affected examination. The prescribed form for report examination malpractice should be used for this.

(ii) In resolving doubtful cases, the Board shall appoint at least three suitable persons to constitute an investigation panel and the Board shall consider the panel's recommendations.

(ii) Shall also prescribe from time to time necessary guidelines and procedures for managing examination misconduct.

2.19 Sanctions for Examination Malpractice:

These are specified in the examination' malpractices and penalties at 2.16. However, candidates, who have committed extremely serious examination misconduct which includes violence, assault, unruly behaviour, etc., shall be reported by the Board to the candidates' sponsor with strong recommendations for the candidate to face disciplinary action as prescribed in the Public Service Rules or other relevant regulation. This is in addition to the specified penalty attached to the offence.

2.20 Right to Appeal:

(i) Any student who has any grievance against the penalty meted out to him\her is free

to make a representation, (in a clearly stated facts for consideration to the Chairman of the Academic Board through the Registrar within 24 hours of the conduct of the examination.

(iii) The Invigilator shall submit a formal report on any examination malpractice.

FEDERAL TRAINING CENTRE
EXAMINATION MALPRACTICE REFORM FORM

Student's Name
……
……..
(Surname First)

Registration Number:
……
…….

Programme:
……
……..

Sponsoring Office\Ministry (include the location):

……
……

……
……

……
……

Name of Examination:
……
……

Report on Offence:
……
……..

(Additional paper may be used if need be, this must be attached to this report)

Student's Signature…… Date:
……..

Name of Reporting Official:
……
…

Signature: ……. Date:
……

CHAPTER THREE

3.0 STUDENTS UNIONISM AND SOCIAL ACTIVITIES

3.1. Students Unionism:

The Centre-is-committed to a policy of equal opportunity in the provision of facilities to students, without regard to race, colour, religion, sex or nationality.

Education at the Centre take place not only in the lecture rooms, libraries and laboratories but also in areas of friendship and leadership and involvement in the social, cultural and recreational life of the Centres.

The Students Affairs Offices work with the entire Centres to increase educational opportunity meet the individual needs of students and promote the special learning that takes place in and out of class environment.

The Federal Training Centres organises students' self-governing body known as the Student Union Government (SUG). The SUG is not a part of the Administration rather it is an arm of formed to ensure effective students input in the policy and decision-making process of the Centres. All fully registered students are bonafide members and are issued with ID Cards by the Student Affairs Office.

3.2 Clubs and Societies:

There are in existence many clubs and societies representing the wide interests of various Academic Departments, Town Unions, Local Government areas, States, Religious and Social Organisations.

- Registration: A club or association may be registered by applying to the Student Affairs Officer in the Centre under the following guidelines:-

(i) Submission of an existing constitution.
(ii) Letters of attestation by two (2) senior Staff of the Centre and
(iii) Payment of the stipulated fee.

3.3 Illegal Societies:

Any unregistered or informal society or association that has aims and objectives contrary to the aims and objectives for which the Centres are established shall be regarded as illegal\secret and shall not be allowed to operate within the Centres.

3.4 Other Offences:

(i) Cases of assault Rape-(proved cases) or attempted rape.

- **Penalty:** Expulsion

(ii) Cult Membership and participation in cult activities.

- **Penalty:** Expulsion

(iii) Proved cases of stealing, assault, fighting, battering, etc.

- **Penalty:** Expulsion

(iv) Proves cases of forgery, fraud or alteration of official documents, etc.

- **Penalty:** Expulsion

3.5 Any other acts of misconduct that the Board may identify from time to time shall be Determined by the appropriate authority\committee.

CHAPTER FOUR

4.0 STUDENTS WELFARE:

4.1. Environmental Health

Students welfare is the heart beat of the Management of the Centre. The Centre through their student Affairs Officers try to provide a conducive environment for healthy academic and social living. The Protection of students from all sorts' exploitation, harassment, and intimidation forms the bedrock of students welfare programme. Efforts are being made by the Management of the Centre to provide students with the necessary available facilities to enjoy life.

4.2. Transportation

Transportation facilities are provided in the Centre to facilitate students movements during excursions or field tips.

4.3 Sports and Recreational Facilities

Sports and recreational activities are seen as integral aspects of the total educational process in the Centre. Facilities available in the Centre include:

(i) Football field;
(ii) Volley ball court;
(iii) Handball court and
(iv) Lawn and table tennis facilities, etc.

4.4 Catering

Catering services and entries are available in and around the Centre at affordable prices.

4.5 Hostel Accommodation

The Centre has hostel blocks for male and female students. Students are required to abide by the hostel rules and regulations for the well-being of residents. No student shall be granted accommodation-unless he\she satisfied all registration and admission requirements.

No visitor should be allowed to share\sleep in students' room over night.

4.6. Hostel Rules and Regulations:

The Centre operates a community life. This is to enhance peaceful coexistence among the students and facilitate effective administration of the hostels. Students are therefore advised to abide by the following hostel rules and regulations: otherwise the specified penalties will be applied.

(a) Damage to Centre's Property: Students are liable to be surcharge the-full cost of any damage to Centres property in rooms allocated to them.. This includes wilful damage to window panes, electrical fittings, fixtures in rooms or corridors, wardrobes, doors locks, bed and mattresses unauthorised alteration to room walls and breakage of toilet WCs.

(b) Use of Electrical Appliances\Gadgets: All students in possession of any electrical appliances gadgets are required –to declare same in writing before the hostel supervisors. The Centre is not liable for loss of any of such.

(c) Cooking in Hostel Rooms: Cooking is strictly prohibited in hostel rooms. Violation of this regulation by students ha in the past led to unpleasant fire disaster in students' hostels. Any violation of this rule, the student will be checked out of the hostel after three warning and a final caution.

(d) Building in Unauthorised places: Students are strongly advised to take their bath in designated bathrooms provided in the hostels. Similarly, all easing of oneself should be done in toilets only. This is an indecent behaviour, violation of this rule may lead to reprimand or being checked out of the hostel if conducted on regular basis.

(e) Visitors: All students shall receive and entertain their visitors in their common room. Under no circumstances should female student be allowed to receive male visitors in their hostel rooms. Under no circumstances should male student be allowed to receive female visitors in their rooms.

Students should not receive visitor after 9.00 p.m.

N0 visitor should be allowed to share\sleep in students' room overnight.

(f) Public Disturbances:

(i) Room occupants should not inconvenience one another, orderly behaviour is expected of all occupants
(ii) Music should be regulated within low audible range of the room occupants
(iii) The use of hostels rooms for party is prohibited
(iv) Students are not allowed to keep pets in or around hostels
(v) Complaints should be lodged with the hostel directors\supervisors
(vi) Students should dress decently at all times.
(vii) Pilfering and stealing – The Centre does not condone any form of pilfering or stealing.
(viii) No pet is allowed.

(ix) Unruly and indecent behaviour are not permitted. Students are therefore expected to maintain a clean environment at all times, as well as ensure peaceful co-existence. These will ensure a healthy and relaxed environment conducive for students stay in the Centre. Violation of any of these rules and regulations will attract sanctions, ranging from reprimand *to expulsion from the hostel.

(g) Submission of Hostel Property During Breaks:
Students are required to vacate their rooms at the end of the session and submit their keys while proceeding 'on holidays. Failure to comply will attract los of hostel room.

(h) Personal Properties: All properties of the room occupants should be in their custody and the Centre is-not liable for any loss of property by students.

4.7 Accommodation Fees:

Hostel accommodations are allocated to students on the payment of prescribed fees.

4.8. Medical Facilities:

Basic Medical Facilities are provided in the Centre. Serious Medical cases are usually referred to hospitals when necessary for adequate treatment.

CHAPTER FIVE

5.0 RELIGIOUS ACTIVITIES

5.1. Introduction

Nigeria is a secular state and as a result the Centre does not either overtly or covertly encourage any religion in other words the Centre encourages freedom of worship and association in religions activities.

The Centre encourages good moral upbringing that results-from religions activities.

5.2 Rules and Regulations

(i) The Centre recognises freedom of worship by a registered associated and their

Members

(ii) The activities of the groups are limited to areas designated for such by appropriate approval

(iii) Religious activities must be carried out in such a way as not to disturb the peace of the Community.

(iv) Religious activities during working days should not commence before 5.00 p.m. On any other day, religious activities are limited to between 5.00 a.m. to 9.00 p.m.

(v) The religious activities of the different religious groups are to be managed by a fully registered Management Committee or Executives.

(vi) The groups can be denominational but each denomination must be fully registered by the appropriate Centre's authorities within the Students Affairs Department.

(vii) Under no circumstances shall any unregistered group be allowed to engage in any religious activities or gathering.

(viii) In the absence of chapels, mosques or any other specially designated structures for religious activities for worship, religious' activities should not displace normal academic activities in any structure or building provided that the recognised period for academic activities and when chapels, mosques and special structures are built for religious activities, this section should be revisited to ensure that normal academics activities are not disrupted by the mapped out for religious activities.

CHAPTER SIX

6.0 REGULATIONS GOVERNING THE USE OF THE CENTRES PREMISES AND PROPERTY:

6.1 Halls of Residence

Only those who have paid their hostel fees are allowed into the hostels and no resident is allowed to squat any student at all.

6.2 Pregnancy during Course

Any trainee who becomes pregnant during a training programme in the Centre will be asked to leave the hostel. No pregnant woman will be allowed to stay in the school hostel.

6.3 Lecture Halls\Auditoria

Any bonafide students of the Centre shall have a free use of lecture halls for lectures. , Clubs, associations and societies wishing to make use of the hall should apply to the Student Affairs Unit for approval.

6.4 Care of the Centre's Property

(i) Students are to exercise maximum care in handling computers, typewriters and all other types of training equipment Practical exercises are carried out in the Computer

Laboratories. However, such practice should be carried out only when a lecturer is in attendance.

(ii) Students must not write their names on any training equipment. They are not personal properties. Any student who violates these rules would be fined.

(iii) Lecture room furniture must not, for any reason be moved to the hostels or anywhere outside the lecture room.

(iv) The Management is responsible for the repair and maintenance of hostels recreational\sport facilities.

6.5 Bills and Posters

The Students Affairs Unit supervises the circulation of Bills and Posters. All Bills and Posters

must be passed to the Unit before placement at authorised places.

6.6 Private Business

Private individuals may carry out their legal business in the Centre on payment of certain

sum of money to the Bursary and allocation of spaces are supervised by the Student Affairs

Unit.

CHAPTER SEVEN

7.0 LIBRARY SERVICES

7.1 Introduction

The Centre maintains Library Service.

The Library is open to readers from 9.00 a.m. to 6.00 p.m. Monday to Friday and 9.00 a.m. to 4.00 p.m. on Saturdays. Students are advised to apply themselves to the facilities available in the library for their academic enhancement.

Apart from the traditional Library services the Library renders services such as information technology which includes internet and e-library.

7.2 Membership

This is restricted to members of the Federal Training Centre Community, namely the bonafide students of the Centre both regular and remedial Pre-ND together with serving lecturers of the Centre and Administrative staff-both senior and junior.

7.3 Discipline\Penalty for Violating Rules and Regulations

A set of rules and regulations are in places which are designated to guide users' conduct in the Centres library. These include the following:

(a) Overdue fines attract a penalty of fifty naira (N50.00) daily

(b) Mutilation of textbooks, journals and newspapers attract suspension from using the the library or payment of full cost of the material

(c) Theft of textbooks\materials attracts suspension or expulsion from the Centre

(d) Eating, discussing\shouting in the library, the offenders may be asked out by library attendant

(e) Impersonation through using somebody's borrower's ticket to borrow books without the knowledge of the rightful owner: Suspension from the library for one academic session.

(f) Loss of Library material: Acceptable replacement within a specific time.

Note: gravity of sanction depends on the nature of offence.

7.4 Borrowing of Books

The Circulation Section of the Library has the responsibility of lending books to readers. Definite number of textbooks may be loaned out for specific period depending on the status of the reader.

CHAPTER EIGHT

8.0 ALUMNI RELATIONS

8.1 Introduction

The Federal Twining Centre (FTCs) Alumni Association was inaugurated by the Head of Civil Service of the Federation (HOCSF). Dr, M. Yayale Ahmed (CRF), during the first Graduation Ceremony of the FTCs, held in Kaduna Centre, on 21st January, 2006.

The association was established to create a bond of brotherhood and ‘’unity amongst its members. It is to promote intellectualism, professionalism, social, cultural and educational activities among its members. It is also to encourage members’ loyalty, dedication and commitment to services; as we;; as support the Federal Training Centres (FTCs) in any laudable endeavours embarked upon by them.

On 28th May, 2006, the Head of Service (HOS) approved the request of the Association to inaugurate the Office of Head of the Civil Service of the Federation (OHCSF) Chapter.

8.3. Privileges\Benefits

(a) A member is entitled to borrow up to the tune of N5,000.00 (five thousand naira only) with 5% interest payable in 3 (three) months enbloc subject to the approval of the entire house. Three (3) sureties who are regular and financial members must serve as guarantors before such loan is given.

(b) The association shall at appropriate intervals, organise social night where honours shall be bestowed on members and students who did excellently in their functions and respectively – and members of the public.

(c) If a member has cause to celebrate and the house is invite, a decision shall b e taken by the house-on what to do for such a member, provided such is a financial up to date member.