



**FEDERAL UNIVERSITY  
OF TECHNOLOGY, MINNA**

**2023/2024  
SESSION**

# **STUDENTS' HANDBOOK**

**FEDERAL UNIVERSITY OF TECHNOLOGY MINNA**



**PRODUCED BY:**

**STUDENTS' AFFAIRS DIVISION  
OFFICE OF THE VICE-CHANCELLOR**



**FEDERAL UNIVERSITY OF  
TECHNOLOGY MINNA**  
NIGER STATE, NIGERIA

**2023/2024  
SESSION**

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# FOREWORD

This Students handbook is meant to provide students of Federal University of Technology, Minna with information on the rules and regulations governing their stay as worthy students.

It is believed that the book will expose the students of the University to the basic requirements that will guarantee their studentship.

The university management wish to encourage the new and the returning students to avail themselves with the vital information contained in the students' handbook.

Constructive criticism or comments from students, alumni and friends of the university are welcome.

**PROF. FARUK ADAMU KUTA**  
*VICE-CHANCELLOR*

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## **THE UNIVERSITY CREST AND COLOUR**

The Crest is a symbol designed to project and serve as an instant means of identification and authority of the University.

1. The Institution's crest was designed by Prof. Jimoh Akolo of the Institute of Education, Ahmadu Bello University, Zaria in February, 1983.
2. The University crest signifies Nigerian Culture and the wheel in the crest represents Technology. Therefore, the Institution's crest reflects technology within the Nigerian culture.
3. The University's official colour is PURPLE



### **PURPLE – UNIVERSITY COLOUR**

## THE UNIVERSITY ANTHEM

FU- Tech Minna (2x)

We lift your name up high

Yours it is to set the pace for others

Excellence is your goal

Federal Unitech Minna Niger State

A citadel of learning

Technological advancement of our land

Is your primary goal

To build a self-reliance force

of sound mind and morals

Who will make our nation relevant in global development

FU- Tech Minna (2x)

We lift your flag up high

The pride of Nigeria you are

And you will ever be

Our love for you won't cease

## **VISION OF THE UNIVERSITY**

To become a world class and Nigeria's leading University recognized for its excellence in capacity building and service delivery.

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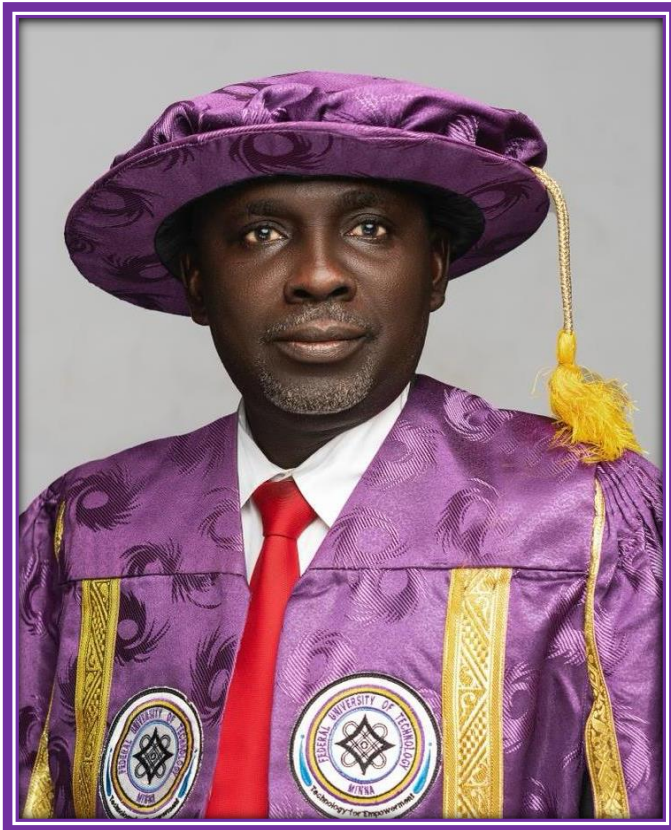
## **MISSION OF THE UNIVERSITY**

Federal University of Technology, Minna as a specialized University is committed to the training of skilled and innovative workforce that would transform Nigeria's natural resources into goods and services, driven by entrepreneurship and Information and Communication Technology (ICT) to positively affect the economy and the quality of life of its citizens.

## **STRATEGIC GOALS AND OBJECTIVES OF THE UNIVERSITY**

- (i) To encourage the advancement of learning and to hold out to all persons, without distinction of race, religion, creed, gender or political conviction, the opportunity of acquiring a higher education in technology.
- (ii) To develop and offer academic and professional programmes leading to the award of certificates, diplomas, first degrees, which emphasize planning, adaptive, technical, maintenance, development, and productive skills in the engineering, scientific, agricultural, medical and allied professional disciplines with the aim of producing socially matured men and women with capability not only to understand, use and adapt existing technology but also improve on it and develop new ones.
- (iii) To become Nigeria's most acknowledged, dynamic, teaching and research centre by acting as agents and catalysts, through post-graduate training, research and innovation for the effective and economic utilization, exploitation and conservation of the country's national, economic and human resources.
- (iv) To offer to the general public, as a forum of public service, the result of training and research and to foster the practical application of these results.
- (v) To establish appropriate relationship with other Nigerian institutions involved in training, research and development of technology.
- (vi) To become a community-centered and people sensitive institution by identifying technological problems and needs of the society, and finding solutions to them within the

context of overall national development.



**PROF. FARUK ADAMU KUTA**

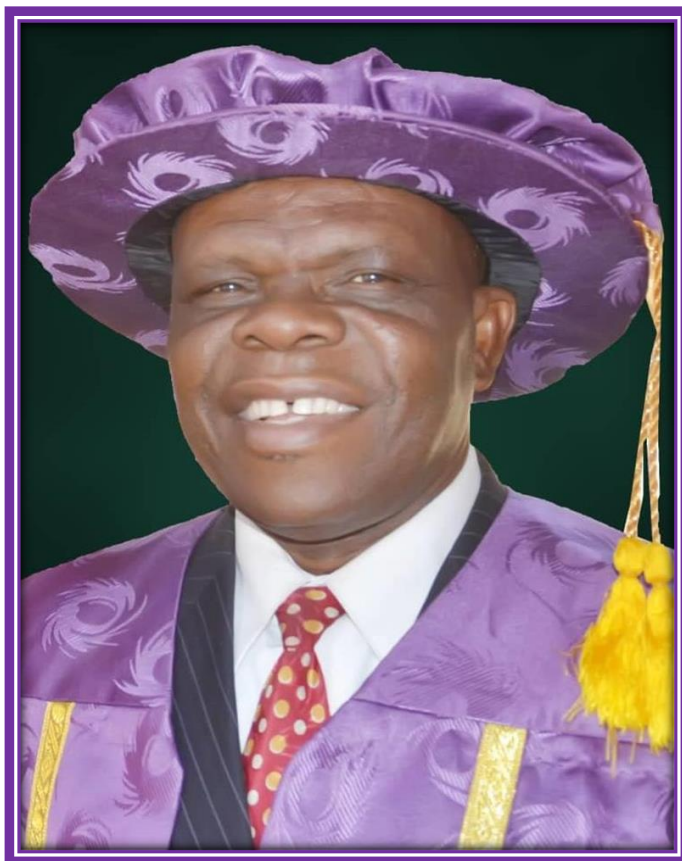
B.Sc. (UDUS), M.Tech. (FUTMIN), PhD (ATBU)  
Vice-Chancellor





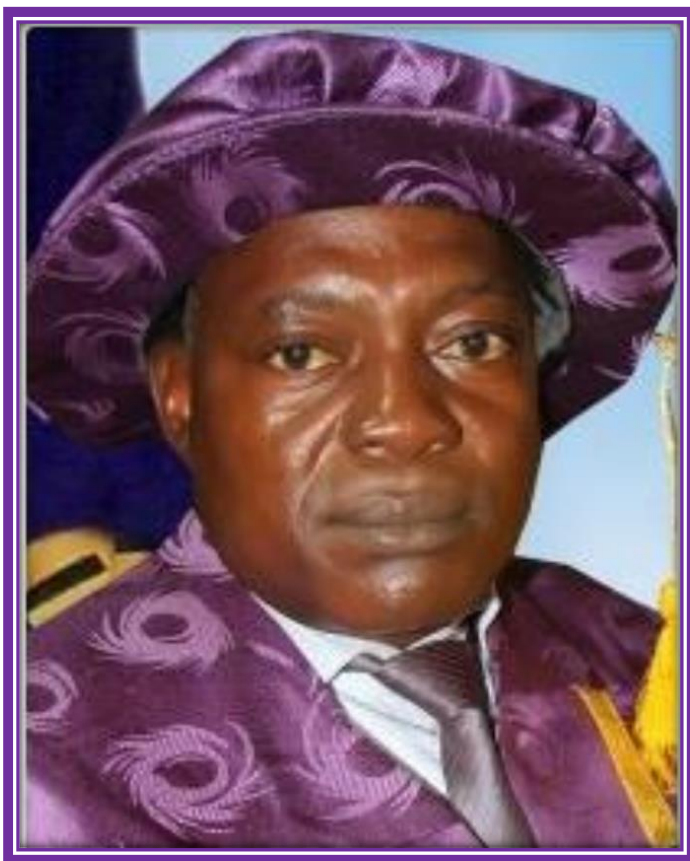
**ENGR. PROF. ABDULLAHI MOHAMMED**

B.Eng (ABU), M.Eng (FUTMIN), PhD (UNITEN), MNSE, R.Eng (COREN)  
Deputy Vice Chancellor (Academic)



**PROF. UNO ESSANG UNO**

B.Sc (UNICAL), M.Sc, PhD (UNIABUJA), FNIP, FICA  
Deputy Vice Chancellor (Administration)



**MR. AMOS NMADU KOLO**

B.Sc., M.Sc., FIICA, ACIPM

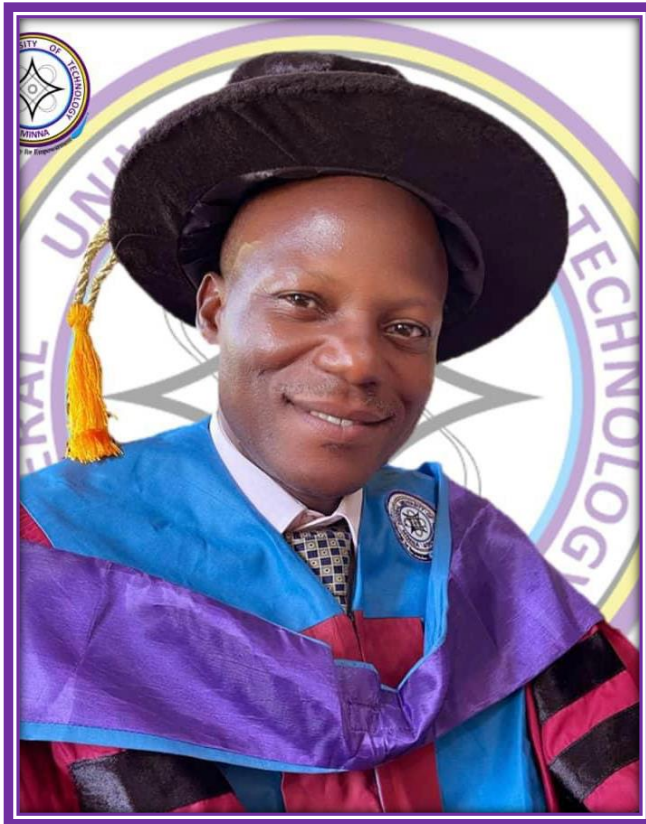
Registrar



**HADIZA GOJE (MRS)**  
B.Sc. M.Sc. (ABU), FCNA, FCTI  
Bursar



**PROF. KATAMBA ABUBAKAR SAKA**  
NCE, BLIS (ABU), MLS (BUK), PhD (UNIMAID), CLN  
University Librarian



**DR. BASHIR OLANREWAJU GANIYU**  
B.Tech (FUTMIN), M.Sc (ABU), PhD (CPUT), MNIQS, RQS  
Dean of Students





**DR. TUKURA CHARLES SAIDU**  
MTech (FUTMIN), PhD (UNN), NAETM, TRCN  
Deputy Dean of Students

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## IMPORTANT ADDRESSES

**The Federal University of Technology, P.M.B. 65,**  
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08033733709; 08037276484

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Garki, Abuja, Nigeria  
Website:  
[www.jambng.com](http://www.jambng.com)

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**Federal Ministry of  
Education,** Federal  
Secretariat, Phase III,  
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**National Youth Service  
Corps,** NYSC Directorate  
Headquarters, Area 3,  
Garki, Abuja.

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## VISITOR AND PRINCIPAL OFFICERS OF THE UNIVERSITY

*Visitor:*

His Excellency

**Bola Ahmed Tinubu, GCFR**

President, Commander-in-Chief of the Armed  
Forces of the Federal Republic of Nigeria

*Chancellor:*

His Imperial Majesty,

**Oba Aladetoyinbo Ogunlade,**

Aladelusi, Odundun II, Deji and Paramount Ruler of Akure Kingdom.

*Vice-Chancellor:*

**Prof. Faruk Adamu Kuta**

B.Sc. (UDUS), M.Tech. (FUTMIN), PhD (ATBU)

*Deputy Vice-Chancellor (Academic):*

**Prof. Abdullahi Mohammed**

B.Eng (ABU), M.Eng (FUTMIN) PhD (Malaysia), MNSE, COREN

*Deputy Vice-Chancellor (Administration):*

**Prof. Uno Essang Uno**

B.Sc (UNICAL), M.Sc PhD (UNIABUJA), FNIP, FICA

*Registrar:*

**Mr. Amos Nmadu Kolo**

B.Sc., M.Sc, FIICA, ACIPM

*Bursar:*

**Hadiza Goje (Mrs)**

B.Sc, M.Sc (ABU), FCNA, FCTI.

*University Librarian:*

**Prof. Katamba Abubakar Saka**

NCE, BLIS (ABU), MLS (BUK), PhD (UNIMAID), CLN.

## MEMBERS OF THESENATE

1	Prof. F. A. Kuta	Vice-Chancellor
2	Prof. A. Mohammed	Deputy Vice-Chancellor (Academic)
3	Prof. Uno E. Uno	Deputy Vice-Chancellor (Admin.)
4	Prof. K. A. Saka	University Librarian
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9	Prof. J.T. Kur	Ag. Dean, SICT
10	Prof. (Mrs.) Z. D. Osunde	Dean, SIPET
11	Prof. M.M. Adeyeye	Ag. Dean, SIT
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13	Prof. M. Jiya	Dean, SPS
14	Prof. A. I. Gambari	Dean, SSTE
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17	Prof. M. E. Abalaka	Dept. of Microbiology
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40	Prof. J. I. Aguwa	Dept. of Civil Engineering
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73	Prof. K.C Bala	HOD Mechanical Engineering
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77	Prof. O. Chukwu	Dept. of Agric. & Bioresources Engr'g.
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80	Engr. Prof. S. M. Dauda	HOD, Agric. and Bioresources Engineering



81	Prof. I. A. Diugwu	Dept. of Project Management Technology
82	Prof. J. J. Dukiya	Dept. of Urban and Regional Planning
83	Prof. E.A. P. Egbe	Dept. of Mechanical Engineering
84	Prof. S. S. A. Egena	Dept. of Animal Production
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89	Prof. M. Galadima	Dept. of Microbiology
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91	Prof. (Mrs).C.S. Gana	Dept. of Science Education
92	Prof. M. U. Garba	Dept. of Chemical Engineering
93	Prof. A. Gbabo	Dept. of Agricultural & Bioresources Engr'g.
94	Prof. R. W. Gimba	Dept. of Science Education
95	Prof. D. Hakimi	Dept. of Mathematics
96	Prof. F.D Ibrahim	Dept. of Agric. Econs & Farm Management
97	Prof. H. Ibrahim	Dept. of Agricultural & Bioresources Engr'g.
98	Prof. P. A. Idah	Dept. of Agric. & Bioresources Engr'g.
99	Prof. A. M. Idris	Dept. of Industrial Technology Education
100	Prof. U. J. J. Ijah	Dept. of Microbiology
101	Prof. A. T. Ijaiya	Dept. of Animal Production
102	Prof. A. Isah	Dept. of Statistics
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104	Prof. A.G. Isah	Dept. of Chemical Engineering
105	Prof. N. S. Iwokwagh	Dept. of Information Science & Media Studies
106	Prof. Y. A. Iyaka	Dept. of Chemistry

107	Prof. J. O. Jacob	Dept. of Chemistry
108	Prof. A. A. Jigam	Dept. of Biochemistry
109	Prof. O. D. Jimoh	Dept. of Civil Engineering
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114	Prof. A. Y. Kabiru	Focal Officer, SERVICOM
115	Prof. J. G. Kolo	HOD, Mechatronics Engineering
116	Prof. M. G. M. Kolo	Dept. of Crop Production
117	Prof. R. J. Kolo	Dept. of WAFT
118	Prof. A. S. Kovo	Director, Academic Publishing Centre
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126	Prof. S. Y. Mohammed	HOD. Geography
127	Prof. O. O. Morenikeji	Dept. of Urban and Regional Planning
128	Prof. A. A. Muhammad	Dept. of Mathematics
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131	Prof. R. A. Muriana	HOD, Materials & Metallurgical Engineering
132	Prof. A. Musa	Dept. of Surveying & Geoinformatics
133	Prof. N. A. Musa	Dept. of Mechanical Engineering
134	Prof. J. J. Musa	Chairman, Seminar & Coll. Comm.

135	Prof. A. Nasir	Dept. of Mechanical Engineering
136	Prof. M. B. Ndaliman	Dept. of Mechanical Engineering
137	Prof. A.M Ndanitsa	HOD. Agric. Econs & Farm Management
138	Prof. A. Ndanusa	Dept. of Mathematics
139	Prof. MM. Ndamitso	Dept. of Chemistry
140	Prof. J.N. Nmadu	Dept. of Agric. Econs & Farm Management
141	Prof. M. B. Nuhu	Dept. of Estate Management & Valuation
142	Prof. M.. N. Nwohu	Dept. of Electrical/Electronics Engineering
143	Prof. O. B. Ocheme	Dept. of Food Science and Technology
144	Prof. S. S. Ochigbo	Dept. of Chemistry
145	Prof. J. O. Odigure	Dept. of Chemical Engineering
146	Prof. A. J. Odofin	Dept. of Soil Science and Land Management
147	Prof. E. O. Ogbadoyi	Dept. of Biochemistry
148	Prof. J. A. Ojekunle	Director, FUTMIN
149	Prof. M. A. Ojo	Dept. of Agric. Econs. & Farm Management
150	Prof. R. O. Ojutiku	Dept. of WAFT
151	Prof. S. Ojoye	Dept. of Geography
152	Prof. O.J. Okegbile	Dept. of Mechanical Engineering
153	Prof. A. A. Okhimamhe	Director, WASCAL CCHH
154	Prof. J. O. Okafor	Dept. of Chemical Engineering
155	Prof. R. O. Okwori	Dept. of Industrial & Technology Education
156	Prof. R.E. Olagunju	Dept. of Architecture
157	Prof. R. S. Olaleye	Dept. of Agric. Ext. & Rural Development
158	Prof. O. M. Olaniyi	Dept. of Computer Engineering
159	Prof. I. K. Olayemi	Director, DCAL
160	Prof. R. O. Olayiwola	Dept. of Mathematics

161	Prof. O. A. Olugboji	Dept. of Mechanical Engineering
162	Prof. M. A. Olutoye	Director, DRID
163	Prof. I. C. J. Omalu	Dept. of Animal Biology
164	Prof. U.S Onoduku	Dept. of Geology
165	Prof. C. I. Onuigbo	Dept. of Surveying and Geoinformatics
166	Prof. E.O. Oni	Dept. of Entrepreneur & Business Studies
167	Prof. A. M. Orire	Dept. of Water Resources, Aqua. & Fish. Tech.
168	Prof. B.A Orhevba	Dept. of Agric. & Bio resources Engineering
169	Prof. A. O. Osunde	Dept. of Soil Science & Land Management
170	Prof. M. Y. Otache	Dept. of Agricultural & Bioresources Engr'g.
171	Prof. (Mrs.) G. U. Oyedum	Dept. of Library & Information Technology
172	Prof. I. O. Oyefolahan	HOD, Information Technology
173	Prof. J. O. Oyero	Dept. of WAFT
174	Prof. E. Raymond	Dept. of Industrial & Technology Edu.
175	Prof. S. O. E. Sadiku	Dept. of WAFT
176	Prof. A. N. Saidu	Dept. of Biochemistry
177	Prof. K. A. Salako	Det. Of Geophysics
178	Prof. M. T. Salaudeen	Dept. of Crop Production
179	Prof. Y. A. Sanusi	Dept. of Urban and Regional Planning
180	Prof. M. D. Shehu	Dept. of Mathematics
181	Prof. (Mrs.) O. K. Shittu	Dept. of Biochemistry
182	Prof. L. Tanko	Dept. of Agric. Econs. & Farm Management
183	Prof. E. K. Tsado	Dept. of Crop Production
184	Prof. D. N. Tsado	HOD, Animal Production
185	Prof. J. Tsado	Dept. of Electrical/Electronics Engineering
186	Prof. T. Y. Tsado	Dept. of Civil Engineering



187	Prof. S. M. Tsadu	Dept. of WAFT
188	Prof. E. E. Udensi	Dept. of Physics
189	Prof. (Mrs.) J. N. Udensi	Dept. Library & Information Technology
190	Prof. I. Y. Umar	Dept. of Industrial and Technology Education
191	Prof. S. I. Umar	Director, Quality Assurance/Productivity
192	Prof. A. Umar	Dept. of Physics
193	Prof. A. E. O Umeh	Dept. of Educational Technology
194	Prof. V. O. Waziri	Dept. of Cyber Security Science
195	Prof. D. I. Wushishi	Dept. of Science Education
196	Prof. T. I. Yahaya	Dept. of Geography
197	Prof. Y. A. Yahaya	Dept. of Mathematics
198	Prof. A. T. Yisa	Dept. of WAFT
199	Prof. J. Yisa	Dept. of Chemistry
200	Prof. E.S. Yisa	ILO/Dept.of Agric. Econs & Farm management
201	Prof. (Mrs.) S. N. Zubairu	Dept. of Architecture
202	Prof. I. T. Salihu	Dept. of Agric. Econs and Rural Dev.
203	Prof. C. O. Alenoghena	Dept. of Telecom. Engineering
204	Prof. M. D. Yahya	Dept. of Chemical Engineering
205	Prof. D. J. Bala	Dept. of Microbiology
206	Prof. L. A. Fadipe	Dept. of Chemistry
207	Prof. R. B. Salau	Dept. of Chemistry
208	Prof. M. T. Saba	Dept. of Industrial and Tech. Edu.
209	Prof. A. M. Hassan	Dept. of Industrial and Tech. Edu.
210	Prof. Ismaila, Idris	Dept. of Cyber Security Science
211	Prof. M. Saidu	HOD, Civil Engineering
212	Dr. (Mrs). O.A. Abisoye	HOD, Computer Science
213	Dr. O.S. Abolarinwa	HOD, Animal Biology

214	Dr. AD. Adamu	HOD, Quantity Surveying
215	Dr. CC. Adindu	HOD, Project Mgt, Technology
216	Dr. E.A Afolabi	HOD, Petroleum & Gas Engineering
217	Dr. A.O Ajiboye	HOD, Logistics and Transport Technology
218	Dr. U.D. Alhassan	HOD, Geophysics
219	Dr. J.A. Apeh	HOD, Building
220	Dr. L.Y. Bello	HOD, Crop Production
221	Dr. R.M Bello	HOD, Science Education
222	Dr. I.M. Bello	HOD, Plant Biology
223	Dr. G.A. Babalola	HOD, Library & Information Science
224	Dr. C.F. Chike-Okoli	GST Unit Coordinator
225	Dr. E.M. Dogo	HOD, Computer Engineering
226	Dr. J.O. Eichie	Director, CODEL
227	Dr. E.E. Eyo	HOD, Surveying and Geoinformatics
228	Dr. L.A Fadipe	HOD, Chemistry
229	Dr. I. Idris	HOD, Cyber Security Science
230	Dr. M.A. Ijaiya	HOD, Entrepreneurship
231	Dr. I.B. Mohammed	HOD, Architecture
232	Dr. I.I. Kuta	HOD, Educational Technology
233	Dr. B. A. Lawal	HOD, Soil Science & Land Management
234	Dr. B. B. Mohammed	HOD, Urban and Regional Planning
235	Dr. S. A. Moses	HOD, Physics
236	Dr. L.J. Olatomiwa	HOD, Electrical/Electronics Engineering
237	Dr. N. Popoola	HOD, Estate Management & Valuation
238	Dr. T. M. Saba	HOD, Industrial and Technology Education
239	Engr. Dr. A. U. Usman	HOD, Telecommunication Engineering

240	Dr. S. H. Waziri	HOD, Geology
241	Dr. Y. Yisa	HOD, Statistics
242	Dr. P.C. Eze	Congregation Rep. (SAAT)
243	Dr. S. S. Oyewobi	Congregation Rep. (SEET)
244	Dr. J.K. Makinde	Congregation Rep. (SIT)
245	Dr. I. Saidu	Congregation Rep. (SET)
246	Dr. J.A. Ojeniyi	Congregation Rep. (SICT)
247	Dr. J. D. Bala	Congregation Rep. (SLS)
248	Engr. Prof. M. Alhassan	Congregation Rep. (SIPET)
249	Dr. I.G. Kuta	Congregation Rep. (SPS)
250	Dr. A. A. Yaki	Congregation Rep. (SSTE)
251	Mr. A. N. Kolo	Registrar
<b>IN ATTENDANCE</b>		
252	Mrs. H. Goje	Bursar
253	Engr. Dr. B. A. Salihu	Director, ITS
254	Dr. F.M Halilu	Director, University Health Services
255	Dr. M. Saidu	Director, PPP
256	Engr. Z. Ibrahim	Ag. Director, Works
257	QS. A. Mohammed	Ag. Director, PPDU
258	Mallam I. Mohammed	Ag. Chief Security Officer
259	MR. E.U. Gbadafu	Deputy Registrar (Academic)
260	Mr. K.T. Gana	PAR (Admissions)
261	Mrs. H.I. Audu	SAR (Verification & Transcript)
262	Mr. M. Yusuf	AR (Exams & Records)

# CHAPTER ONE

## GEOGRAPHY OF MINNA

Minna City is both the administrative headquarters of Niger State and Chanchaga Local Government Area. The City with an estimated population of 400,000 people as at 2017, and a land area of about 6,784 square kilometers has an Emirate Council, with the Emir of Minna (Dr.) Umar Faruk Bahago, CON as its Chairman.

Minna lies at Latitude  $9.61^{\circ}$  North and Longitude  $6.65^{\circ}$  East with 299 meters elevation above sea level on a geological base of undifferentiated basement complex of mainly gneiss and magmatite.

The town has a mean annual precipitation of 1300 mm taken from an exceptionally long record of 50 years. The raining season starts between March and April and lasts till between September and October. Temperature rarely falls below  $17.2^{\circ}\text{C}$  (November - December), with a maximum of about  $40^{\circ}\text{C}$  in April. Rainfall maximum is 308.5 mm in August and a minimum of 0 mm in January. It has a minimum relative humidity of 18 % in January and a maximum of 88 % in August.

## HISTORICAL BACKGROUND OF THE FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA

Federal University of Technology, Minna took off on temporary facilities covering an area of about 6 hectares, vacated by the Niger state Government – owned Teachers' Training College, Bosso, on 1<sup>st</sup> February, 1983. These facilities were refurbished to accommodate a total of 1,500 students and 250 staff at full capacity.

At inception the University acquired, on a permanent basis, the facilities of the former Government Teachers' College, Bosso which now serve as the Bosso campus of the University. It has undergone a tremendous face lift and wears a beautiful outlook befitting a modern University. The Bosso campus presently comprises: School of Science and Technology Education (SSTE), Bosso Office of Students' Affairs Division (SAD),

Bosso Branch of the University Health Services (UHS), A Branch of the University Library, Centre for Preliminary and Extramural Studies (CPES), Microfinance Bank, Centre for Human Settlement and Urban Development (CHSUD), and Centre for Genetic Engineering and Biotechnology (CGEB) Step - B funded Centre of Excellence, African Centre for Excellence in Mycotoxin and Food Safety (ACEMFS).

The University acquired 10,650 hectares of land at Gidan-Kwano along Minna –Kataregi – Bida Road as its permanent site, to cater for the necessary inevitable expansion envisaged. On Tuesday, June 2nd 1992 the former military President and Commander-in-Chief of the Armed Forces, Federal Republic of Nigeria, General Ibrahim Badamasi Babangida, GCFR, fss, mni (rtd), performed the sod turning ceremony to mark the commencement of projects on the Main Campus site, Gidan-Kwano. Tremendous physical development has since taken place there. Full academic activities however commenced on the Main Campus at the beginning of 2004/2005 academic session.

The Main Campus, Gidan-Kwano presently comprises: School of Agriculture and Agricultural Technology (SAAT), School of Electrical Engineering and Technology (SEET), School of Innovative Technology (SIT), School of Environmental Technology (SET), School of Information and Communication Technology (SICT), School of Life Sciences (SLS), School of Physical Sciences (SPS), School of Infrastructure, Process Engineering and Technology (SIPET), School of Innovative Technology (SIT), Post Graduate School (PGS), Students' Affairs Division (SAD), University Health Services (UHS), University Library, A Branch of the University Microfinance Bank, Centre for Open Distance and Electronic Learning (CODEL), Directorate of Collaboration, Affiliation and Linkages (DCAL), Lecture Halls, University Auditorium, Convocation Square, University Sports Complex, West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL), Entrepreneurship Center, Centre of Excellence for Technology Development Studies (NCDMB), Institute for Land and Community Resilience (ILCR), International Centre for

Emerging Technology (ICET), Search Media (Campus Radio & Television Station), Academic Publishing Centre, Lecture Theatres, Electronic Test Centre, University Senate Building, Information and Technology Services (ITS) Complex, Physical Planning and Development Unit (PPDU) Complex, Works and Maintenance Department, Students' Hostels and Staff Houses.

The pioneer Vice-Chancellor of the University was Professor J.O. Ndagi who served from 1983 to 1990. He was succeeded by Professor S.O. Adeyemi from 1990 to 1994. Between 1994 and 1997, Professor I.H. Umar served as Sole Administrator. Professor S.A. Garba acted briefly as Vice Chancellor between 26th June and 6th August 1997. On 7th August, 1997 Prof. M.A. Daniyan became the third substantive Vice-Chancellor of the University till 6th August 2002. Prof. J.O. Adeniyi served from 7th August to 2nd October 2002 as acting Vice Chancellor. Prof. H. Tukur Sa'ad was appointed as the 4th substantive Vice-Chancellor and served from 3rd October, 2002 to 13th October, 2007. Professor M.S. Audu served as the 5th substantive Vice-Chancellor from 26th November, 2007 to 26th November, 2012. Professor Musbau Adewumi Akanji served as the 6th substantive Vice Chancellor from 3rd of December, 2012 to 2nd December, 2017. Then Professor Abdullahi Bala served as the 7th substantive Vice-Chancellor from 3rd December, 2017 to 2nd December, 2022. He was succeeded by the current 8th substantive Vice-Chancellor, Prof. Faruk Adamu Kuta who was appointed on 2nd December, 2022.

The pioneer Registrar was late Dr. B.P. Sawa who served from 1983 to 1986. Dr. Bawa Salka was acting Registrar between 1986 and 1988. Mrs. L.S.J. Ahmed then became the Registrar of the University between 1988 and 1993. She was succeeded by Alhaji U.A. Sadiq who served as the Registrar from October 1998 to 2003, having acted in that position since 1993. Mallam M.D. Usman was appointed 1st October, 2003 on acting capacity. However, he became the 4th substantive Registrar from June, 2007. He was succeeded by Mrs. Victoria Nnawo Kolo, and she served between 11th of June, 2012 to 10th June, 2018. Mr. Amos N. Kolo, the

current Registrar, was appointed on 12th June, 2018 as the 6th substantive Registrar of the University.

Since its inception, the University has graduated students, whose market value is being adjudged very satisfactory and are in high demand both in government and industry; servicing the technological needs of the nation. The present figure shows a remarkable growth rate from 22 graduates in 1990 to 3,741 in 2017 and total students enrolment are now over 22,093.

The University has recorded quite a number of academic achievements which include the design and fabrication of a number of highly valuable items of socio-economic importance such as the solar air heater, motor-car crankshaft, gearing system for crane hoist drives, rice de-stoning machines, maize Shellers, multi-purpose grinder, irrigation models, poultry feeder amongst a host of other creative innovations. It is equally gratifying to note that the University has gained recognition nationwide as a Centre of excellence in Computer Science having been so designated by the National Universities Commission. In pursuit of this, the University obtained internet connectivity towards the end of 1998, acquired its VSAT facility in 2003 and by 2005/2006 academic session students' registration was conducted on-line. Now the members of the University community can easily access information the world over on the super highway. Student Union elections are also conducted online.

In pursuance of academic excellence in solving human problems, Professor S.A. Garba of the Department of Microbiology in the last quarter of 1996 led a team of researchers in the development and production of typhoid fever vaccine. This project was sponsored by the Unipetrol Nigeria, Plc. Several years later, the team was able to develop and produce typhoid fever vaccines and having completed the testing on mice, guinea pigs, rabbits and monkeys, the vaccine was tested on humans with amazing success.

For the purpose of generating internal revenue to supplement government funds, the University established the FUTMIN VENTURES, a consultancy outfit. The outfit has continued to render services to the University community and the general public. In this

regard, it has undertaken several consultancy services. In August 2003 the University Governing Council formalized the Centre for Climate Change and Freshwater Resources (CCCFR) but presently it has been merged with West African Science Service Centre on Climate Change and Adapted Land Use (WASCAL) as one of three newly established centers. The others are Centre for Human Settlements and Urban Development (CHSUD), Centre for Preliminary and Extra-mural Studies (CPES). The CCCFR in collaboration with environmentalists in the six Geopolitical Zones of Nigeria then concluded a N105 million National Agro-Climatic Atlas Project to combat effects of climate change induced natural disaster in Nigeria sponsored by the Ecological Fund Office of the Presidency. Apart from this project, the Centre is into collaborative climate change studies with University of Cape Town, South Africa, while its scientists continue as consulting experts with United Nations Agencies like UNFCCC, WMO, UNEP, UNDP, FAO, UNESCO etc. The Centre is also involved in the University's Sustainable Livelihood Initiative in the context of the UN decade of

Education for Sustainable Development (2005 – 2018).

The Centre for Human Settlements and Urban Development (CHSUD) which was established by the University in collaboration with the UN Habitat is to assist in settlements, urban governance and urban development. Since then, CHSUD has focused attention on building capacity at all levels of government, for effective urban environmental management such as establishment of Environmental Management Information System, Certificate and Postgraduate Diploma Programmes in Public-Private Partnership for Urban Environment. With partnership of UNDP and Yale University, USA, CHSUD has carried out consultancy services for UN-Habitat, in four Nigerian cities (Ibadan, Enugu, Kano and Karu) on the use of implementation instruments for sustainable cities programme. In its effort to contribute to the development of manpower for urban environmental management in Nigeria, CHSUD is in the process of designing post-graduate courses (M.Sc. and PhD) in City Planning and Urban Design, with the support of



## UN-Habitat.

The Centre for Preliminary and Extra-Mural Studies (CPES) is responsible for coordination of all academic programmes not funded by the National Universities Commission (NUC). The pre-degree is a one-year programme specifically designed to equip candidates from catchment areas with emphasis on Niger State. Admission into this programme is also extended to other states of the federation and the Federal Capital Territory (FCT). On successful completion of the pre-degree programme, students secure admission into the various degree programmes run by the University sequel to attaining the University minimum requirement at the UTME and Post-UTME Examinations. Approval has also been given to the Centre to commence Diploma and Certificate programmes. The Centre also runs 12-months IJMB programme, whose successful candidates are admitted as Direct Entry students at 200 level.

In the area of domestic and foreign linkages and collaboration, the Management of the University also created a Directorate to cater for this important function of networking. This is known as Directorate of Collaborations, Affiliation and Linkages (DCAL). The University has established linkage programmes with the Universiti Tun Hussein Onn (UTHM), Malaysia; Florida Agricultural and Mechanical University (FARMU), Tallahassee, FL, USA; International Institute of Tropical Agriculture (IITA), Ibadan, Nigeria; University of Education, Winneba, Ghana; International Emergency Management Society, Brussels, Belgium and Deutsche Gesellschaft fur International Zusammenarbeit (GIZ) GMBH among others. The local affiliates are: Federal College of Education (Technical) Gusau, Zamfara State, National Centre for Technology Management (NACETEM), Federal Polytechnic Offa, Kwara State, Federal Polytechnic Bida, Niger State, Hassan Usman Katsina Polytechnic, Katsina State, Kaduna Polytechnic, Kaduna State, Federal Polytechnic Ado-Ekiti, Ekiti State (yet to commence).

The activities of Centre for Disaster Risk Management and Development Studies (CDRM & DS) commenced in June, 2009, following a

Memorandum of Understanding (MoU) between the National Emergency Management Agency (NEMA) and the Federal University of Technology, Minna with a vision to become a high- performance Centre that excel in research, teaching and service provision to the community in Disaster Risk Reduction and Development issues both within and outside Nigeria. Other centers are CODEL, CGEB, QAP, NCDMB, ILCR, and ACEMFS.

In line with the directive of the Secretary to the Federal Government on March 2003 that SERVICOM units should be established in all Ministries, Parastatals, Departments and Institutions, SERVICOM Unit was established in Federal University of Technology, Minna in September, 2007; with a Vision to make FUT Minna one of Nigeria's leading University and a Centre of excellence through efficient service delivery, punctuality to work, presence on seats, performance and citizens' satisfaction. In line with SERVICOM principles, each SERVICOM unit has four critical positions namely: Nodal Officer; Charter Desk Officer; Customer Care/Complaints Desk Officer; and Service Improvement Desk Officer.

The Advancement Office has been in existence since 2008. It was formally known and called Advancement and Development Office (ADO). It is worthy to note that this Unit was formally under a Directorate System headed by a Director. In July 2015, the University Management reviewed the system in-line with what is obtainable in other sister institutions, and approved the Unit to be under the Registry Department.

The principle underlying the establishment of Advancement Office is to effectively collect the various resources and harness them towards achieving goals of the University. With the decline in government funding for Universities it has become prudent for the University to source for funds for its development. Advancement Office has therefore become paramount in mapping out strategies, cultivating cordial relationships with the Alumni, various corporate bodies and international bodies in achieving the set goals.

The vision of Advancement Office is to serve as an agent of development and a catalyst in promoting stakeholders' and public participation in funding education. While the mission of Advancement Office is to create a sense of proprietary pride of Federal University of Technology Minna by all her stakeholders; and to establish Corporate and Private sources of funding for her pursuit of higher standard in teaching, research and services as well as in the maintenance of the best University tradition of scholarly integrity and independence. One of the recent achievements of the Advancement Office is the Institution of "Leave a Legacy Project" a project of graduating students which has yearly rolled out useful projects for the general welfare of all students in the University.

The Anti-Corruption and Transparency Monitoring Unit (ACTU) was established in Federal University of Technology, Minna in June, 2008 and formally inaugurated by the Independent Corrupt Practices Commission (ICPC), Abuja on 7th March, 2011 as part of Federal Government directives to parastatals to establish such to assist the ICPC in fighting corruption. The Vision of ACTU is to be the foremost "agent of change", in the war against corruption and corrupt practices in the polity, and thereby restore Nigeria to the enviable standard of respectability, dignity and honour within the country of nations. The mission of ACTU is to employ all available legal means to rid Nigeria of greed, avarice and all vestiges of corruption and thus promote transparency, probity, accountability and integrity in the public and private lives of all Nigerians.

Most recently, on the 26th of February, 2016, the Federal University of Technology Entrepreneurship Centre was established with the primary goal of institutionalizing the development of entrepreneurship skills in students across all departments and schools in the University through effective training and other interventions to enable them discover and develop beneficial enterprises by synergizing with the private sector, policy-makers, philanthropists and non-governmental organizations committed to economic empowerment and sustainable development.

The University has also honoured some distinguished gentlemen and

achievers from within and outside Nigeria namely: Alhaji (Dr.) Shehu Idris, CFR, the Emir of Zazzau; Alhaji (Dr.) Ibrahim Dasuki, CFR, the former Sultan of Sokoto; late Alhaji (Dr.) Abdulrahman Mora and Dr. Sam Nujoma, the former President of the Republic of Namibia; General Ibrahim Badamasi Babangida (Rtd), the former military President of the Federal Republic of Nigeria; Flight Lieutenant Jerry

J. Rawlings (Rtd), the former President of the Republic of Ghana; Prof. Jonathan Othman Ndagi, pioneer Vice Chancellor of the University and Mr. Raphael O.A. Shonekan, the pioneer Principal, Federal School of Medical Laboratory Technology, National Veterinary Research Institute, Vom. Others include, Prince Olagunsoye Oyinlola, the former Executive Governor of Osun State, Dr. Abubakar Olusola Saraki, the late Waziri of Ilorin; Alhaji Ibrahim Aliyu, the Sardauna of Minna; Mr. Alioune Badiane of the UN Habitat, Nairobi Kenya; Senator David Mark, the Former President of the Senate; Alhaji Muhammadu Danjuma Goje, former Executive Governor, Gombe State; late Dr. (Mrs) Maryam Ndidi Babangida (posthumous); Mr. Aderemi Makanjuola, Executive Chairman, Coverton Group, Lagos; Dr. Mu'azu Babangida Aliyu, OON, former Executive Governor of Niger State; Alhaji (Dr.) Sani Dauda, Managing Director/Chief Executive Officer (ASD Motors Ltd); Mr. David Victor Winn, Chairman, Managing Director, Osprey International Limited; HRH, Alh. (Dr.) Yahaya Abubakar CFR, Etsu Nupe and Chairman Niger State Council of Traditional Rulers; Prof. Akinlawon Ladipo Mobogunje and HRH Alh. Abubakar Shehu Abubakar III, Emir of Gombe and Chairman Gombe State Council of Emirs and Chiefs; former Nigerian President General Abdulsalami Abubakar; President of the African Development Bank Akinwumi Adesina; Group Managing Director of the Nigerian National Petroleum Corporation Malam Mele Kolo Kyari; and Founder and Chairman of the BUA Group Abdul Samad Rabiu.

In recognition of excellence in areas of Science and Technology, the University has been attracting high caliber and eminent Scholars to its fold. The NUC and other relevant professional bodies have granted full accreditation status to most of its academic programmes.

## CHAPTER 2

### STATUTORY BODIES OF THE UNIVERSITY

Conventionally, the statutory bodies of the University are: The Governing Council, the Senate, the Schools' Boards, Congregation and Convocation.

#### **Council**

The Council is the Governing Authority of the University. The Council under the chairmanship of the Pro-Chancellor is responsible for decisions on policies, which have financial implications and the general management of the affairs of the University. Membership consists of representatives of the Federal Government, Senate, Congregation and other Federal Government nominees outside the academic community. The Registrar serves as the Secretary to the Governing Council.

#### **Senate**

The formulation of academic policies, including the organization and control of all academic activities of the University is the responsibility of the University Senate. Membership consists of the Vice-Chancellor, as Chairman, the Deputy Vice-Chancellors, Deans of Schools, all Heads of Departments, Directors of Academic Centres, Professors, the University Librarian and the Registrar as the Secretary. The work of the Senate is carried out through an intricate network of committees including the Committee of Deans, Senate Business Committee, Senate Examination Scrutiny Committee, Academic and Curriculum Development Committee, Students' Disciplinary Committee, etc.

Senate performs the following functions, among others:

- establishment, organization, and control of the Schools and Departments of the University and allocation to various departments responsibilities for different branches of learning;
- organization and control of courses of study at the University and

the examinations held in relation to those courses;

- award of degrees, and such other qualifications as may be prescribed, in connection with examinations, held as aforesaid;
- making recommendations to Council in respect to the award to any person for an Honorary Fellowship or Honorary Degree, or title of Professor Emeritus;
- selection of persons for admission as students of the University.
- supervision of the welfare of students of the University and regulation of their conduct;
- grant of fellowships, scholarships, prizes and similar awards in so far as the award is within the authority of the University; and
- determining what description of dress shall be the academic dress of the University, and regulating the use of the academic dress.

### **Schools Board**

Each School is governed by a Board, which controls the academic programmes of the School subject to Senate approval. In order that Senate may not be over-burdened with details, a good deal of the function is delegated to the School Board. The Chairman of the School Board is the Dean who is usually elected for a specific period of time from among Professors in the particular School. Part of the functions of the Dean is to present fresh students for matriculation and persons who have qualified for degrees of the University for Convocation.

### **Congregation**

Congregation consists of all members of the academic and administrative staff, professional and technical staff holding degrees conferred by recognized Universities or other equivalent qualifications recognized by the Senate. The Vice- Chancellor presides at meetings of Congregation, which serve as fora for discussing issues affecting the University and making recommendations direct to Senate and Council through its representatives on these bodies.

## **Convocation**

Convocation consists of all graduate members of the University staff as well as graduate alumni of the University. The Chancellor is the Chairman of Convocation.

## **PRINCIPAL OFFICERS OF THE UNIVERSITY**

### **The Chancellor**

The Chancellor is the formal Head of the University. He/she is appointed by the Visitor in consultation with the Federal Executive Council. He/She attends the University only on special occasions such as convocation ceremony for the conferment of degrees.

### **The Pro-Chancellor**

The Pro-Chancellor is the Chairman of University Governing Council. He/She is appointed by the Visitor.

### **The Vice-Chancellor**

The Vice-Chancellor is the Chief Executive and academic head of the University, appointed by the University Governing Council. He/She is responsible for the day-to-day administration of the University. To assist him/her are two Deputy Vice-Chancellors, the Deans, the Registrar and other Principal Officers.

### **The Deputy Vice-Chancellors**

There are two Deputy Vice-Chancellors (Academic and Administration) to assist the Vice-Chancellor in both the academic and administrative duties and responsibilities.

In exercising their delegated functions, the Deputy Vice-Chancellors are required to consult with the Vice-Chancellor in all instances that pertain to policy issues and financial commitments. They are to keep the Vice-Chancellor informed of all important matters that arise in the course of performing their duties. One of them acts as the Vice-Chancellor when the office of the Vice-Chancellor is vacant or the Vice-Chancellor for any reason is absent or unable to perform his functions as Vice-

Chancellor. The Deputy Vice-Chancellors are elected from among the Professors for a period of two years in the first instance.

### **The Registrar**

The Registrar is the Chief Administrative Officer of the University, and is the Secretary to the University Governing Council as well as Senate, Congregation and Convocation. He/She is appointed by Council. The Registrar is responsible to the Vice-Chancellor in providing the necessary administrative services for the smooth operation of the University.

### **The Bursar**

The Bursar is the head of Bursary Department and also the Chief Financial Officer of the University. He/She is appointed by the Council and is directly responsible to the Vice-Chancellor for the day-to-day administration of financial matters of the University.

### **The University Librarian**

The University Librarian is responsible for the policy formulation and general management of the University Library. He/She is appointed by Council and is directly responsible to the Vice-Chancellor for the day-to-day administration of the University Library.



## CHAPTER 3

### ACADEMIC AFFAIR

#### STATEMENT OF PHILOSOPHY

By definition, Technology is the synthesis of science and engineering disciplines for the solution of human problems and the improvement of the quality of life. Therefore, the various academic programmes in the Federal University of Technology, Minna, were designed within the context of the above definition and in full appreciation of the broad national objective stated in the various National development plans as well as the specific objectives enunciated in the National Universities Commission Report on the establishment of New Universities of Technology and the decree establishing the Federal University of Technology, Minna.

#### ACADEMIC PROGRAMMES

Federal University of Technology, Minna runs a School system, an integrated unit of a group of related disciplines with common academic interests in teaching and research. Presently there are ten (10) Schools in the University namely:

- School of Agriculture and Agricultural Technology (SAAT)
- School of Electrical Engineering and Technology (SEET)
- School of Environmental Technology (SET)
- School of Information and Communication Technology (SICT)
- School of Infrastructure, Process Engineering and Technology (SIPET)
- School of Innovative Technology (SIT)
- School of Life Sciences (SLS)
- School of Physical Sciences (SPS)
- School of Science and Technology Education (SSTE)
- Postgraduate School (PGS)

Each School is headed by the Dean and an Administrative head known as School Secretary who works hand-in-hand with the Dean and coordinates all matters of administration of the School. He/She also act as the representative of the Registrar in the School.

The University has Forty-six (46) academic Departments spread within nine Schools (SAAT, SEET, SET, SEMT, SICT, SIPET, SLS, SPS and SSTE). All undergraduate programmes are of five years duration.

The Postgraduate School coordinates and promotes postgraduate study activities in the University.

## **SCHOOL OF AGRICULTURE AND AGRICULTURAL TECHNOLOGY**

### **Introduction**

The School of Agriculture and Agricultural Technology (SAAT) comprises of the following eight departments: Agricultural Economics and Farm Management, Agricultural Extension and Rural Development, Animal Production, Crop Production, Food Science and Technology, Soil Science and Land Management, Horticulture and Water Resources, Aquaculture and Fisheries Technology.

### **Programmes**

The School runs the following three programmes at the undergraduate level:

General Agriculture (with options in Agricultural Economics and Farm Management, Agricultural Extension and Rural Development, Animal Production, Crop Production, Horticulture, and Soil Science and Land Management).

- i. Water Resources, Aquaculture and Fisheries Technology (WAFT)
- ii. Food Science and Technology (FST).
- iii. Students in the General Agriculture programme are awarded a Bachelor of Agricultural Technology (B.Agric.Tech.) degree, while those in the other two programmes namely: WAFT and FST

are awarded the Degree of B.Agric. Tech. (Fisheries) and B.Agric. Tech. (Food Science and Technology) respectively at the successful completion of their studies.

### **Students Industrial Work Experience Scheme (SIWES)**

- i. The SIWES programme is normally undertaken in the 400 level of study for a period of nine (9) months for students of General Agriculture and WAFT Programmes. The programme is basically devoted to practical training in selected agricultural farms, agro-allied industries, agricultural related institutions and establishments. During the period of SIWES students are expected to put into practical use the knowledge they have learned in the classroom and laboratories.
- ii. Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding or deficient course credits have been cleared.
- iii. SIWES is to be assessed as a three (3) credit unit programme.
- iv. Students in the FST Programme are also required to participate in the SIWES however, for a period of Six (6) months only during the second semester of their 400 level of study.
- v. SIWES in FST is to be assessed as a three (3) credit unit programme.

## **SCHOOL OF ELECTRICAL ENGINEERING AND TECHNOLOGY (SEET)**

### **Introduction**

The School of Electrical Engineering and Technology (SEET), comprises of four Departments: Electrical and Electronics Engineering, Mechatronics Engineering, Computer Engineering and Telecommunication Engineering.

For students to proceed from 100 level to 200 level a Cumulative Grade Point Average (CGPA) of at least 2.0 is required. In addition, he/she must have passed at least 10 credits of Mathematics, 8 credits of Physics and 8

credits of Chemistry. Common courses are offered by all 100 level – 200 level students of School of Electrical Engineering and Technology while students offer core courses and electives peculiar to their various departments in 300 level and above.

### **Programmes**

School of Electrical Engineering and Technology offers Bachelor of Engineering (B. Eng.) degree in the following areas of specialization: Electrical and Electronics Engineering, Mechatronics Engineering, Computer Engineering and Telecommunication Engineering.

### **Students Work Experience Programme (SWEP) and SIWES**

In addition to the academic programmes, students are expected to participate in a minimum of three (3) months Students Work Experience Programme (SWEP), which takes place during the second semester break for all 200 level students in SEET Departments. Furthermore, students are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding course credits or deficiencies have been cleared.

SIWES is to be assessed as a two (2) credit unit programme

## **SCHOOL OF ENVIRONMENTAL TECHNOLOGY (SET)**

### **Introduction**

The School of Environmental Technology (SET) comprises of the following six (6) Departments: Architecture, Building Technology, Estate Management and Valuation, Quantity Surveying, Surveying and Geoinformatics and Urban and Regional Planning.

### **Programmes**

School of Environmental Technology offers Bachelor of Technology (B. Tech.) degree in the following areas of specialization: Architecture, Building Technology, Estate Management and Valuation, Quantity

Surveying, Surveying and Geoinformatics and Urban and Regional Planning.

### **Students Work Experience Programme (SWEP) and SIWES**

In addition to the academic programmes, students are expected to participate in a minimum of three (3) months Students Work Experience Programme (SWEP), which takes place during the second semester break for all 200 level students in SET Departments. Furthermore, students are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding course credits or deficiencies have been cleared.

SIWES is to be assessed as a two (2) credit unit programme.

## **SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGY (SICT)**

### **Introduction**

The School of Information and Communication Technology comprises of the following four (4) Departments: Computer Science, Cyber Security Science, Information Science and Media Studies and Information Technology.

### **Programmes**

The departments in School of Information and Communication Technology offers Bachelor of Technology (B. Tech.) degree in the following areas of specialization:

- Computer Science
- Cyber Security Science
- Information Science and Media Studies
- Information Technology

## **Students Industrial Work Experience Scheme (SIWES)**

Students in the School of Information and Communication Technology are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding or deficient course credits have been cleared. SIWES is to be assessed as a two (2) credit unit programme.

## **SCHOOL OF INFRASTRUCTURE, PROCESS ENGINEERING AND TECHNOLOGY (SIPET)**

### **Introduction**

The School of Infrastructure, Process Engineering and Technology (SIPET) comprises of the following Six (6) Departments: Agricultural and Bio-resources Engineering, Chemical Engineering, Civil Engineering, Material and Metallurgical Engineering, Mechanical Engineering, and Petroleum and Gas Engineering.

For students to proceed from 100 level to 200 level a Cumulative Grade Point Average (CGPA) of at least 2.0 is required. In addition, he/she must have passed at least 10 credits of Mathematics, 8 credits of Physics and 8 credits of Chemistry. Common courses are offered by all 100 level – 200 level students of School of Infrastructure, Process Engineering and Technology while students offer core courses and electives peculiar to their various departments in 300 level and above.

### **Programmes**

School of Infrastructure, Process Engineering and Technology (SIPET), offers Bachelor of Engineering (B. Eng.) degree in the following areas of specialization: Agricultural and Bio-resources Engineering, Chemical Engineering, Civil Engineering, Material and Metallurgical Engineering, Mechanical Engineering, and Petroleum and Gas Engineering.

### **Students Work Experience Programme (SWEP) and SIWES**

In addition to the academic programmes, students are expected to

participate in a minimum of three (3) months Students Work Experience Programme (SWEP), which takes place during the second semester break for all 200 level students in SIPET Departments. Furthermore, students are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding course credits or deficiencies have been cleared.

SIWES is to be assessed as a two (2) credit unit programme.

## **SCHOOL OF INNOVATIVE TECHNOLOGY (SIT)**

### **Introduction**

The School of Innovative Technology (SIT) comprises of the following three (3) Departments: Entrepreneurship and Business Studies, Project Management Technology and Transport Management Technology.

### **Programmes**

School of Innovative Technology (SIT) offers Bachelor of Technology (B.Tech.) degree in the following subject areas:

Entrepreneurship and Business Studies Project Management Technology and Transport Management Technology

### **Students Industrial Work Experience Scheme (SIWES)**

Students in the School of Innovative Technology are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding or deficient course credits have been cleared

SIWES is to be assessed as a two (2) credit unit programme.

## **SCHOOL OF LIFE SCIENCES (SLS)**

### **Introduction**

The School of Life Sciences comprises of the following four (4)

Departments: Animal Biology, Biochemistry, Microbiology and Plant Biology.

### **Programmes**

School of Life Sciences offer Bachelor of Technology (B.Tech.) degree in the following subject areas:

Animal Biology Biochemistry, Microbiology and Plant Biology

### **Students Industrial Work Experience Scheme (SIWES)**

Students in the School of Life Sciences are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding or deficient course credits have been cleared.

SIWES is to be assessed as a two (2) credit unit programme

SCHOOL OF PHYSICAL SCIENCES (SPS)

### **Introduction**

The School of Physical Sciences comprises of the following seven (7) Departments: Chemistry, Geography, Geology, Geophysics, Mathematics, Physics, and Statistics.

### **Programmes**

School of Physical Sciences offer Bachelor of Technology (B.Tech.) degree in the following subject areas:

- ❖ Geography (with option in):
  - Meteorology
  - Remote Sensing
- ❖ Chemistry (with options in):
  - Polymer Science
  - Industrial Chemistry
- ❖ Mathematics (with options in):



- Industrial Mathematics
- Pure and Applied Mathematics
- ❖ Physics (with options in):
  - Electronics
  - Telecommunications
  - Computer Science
- ❖ Statistics
- ❖ Geology
- ❖ Geophysics

### **Students Industrial Work Experience Scheme (SIWES)**

Students in the School of Physical Sciences are also required to participate in the SIWES for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES until such outstanding or deficient course credits have been cleared.

SIWES is to be assessed as a two (2) credit unit programme.

## **SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION (SSTE)**

### **Introduction**

The School of Science and Technology Education (SSTE) comprises of the following four (4) Departments: Educational Technology, Industrial and Technology Education, Library and Information Science, and Science Education.

### **Programmes**

School of Science and Technology Education offer Bachelor of Technology (B.Tech.) degree in the following subject areas:

- ❖ Educational Technology
- ❖ Library and Information Science

- ❖ Industrial and Technology Education (with options in):
  - Automobile Technology
  - Electrical and Electronics Technology
  - Building Technology
  - Metalwork Technology
  - Woodwork Technology
- ❖ Science Education (with options in):
  - Biology Education
  - Physics Education
  - Chemistry Education
  - Geography Education
  - Mathematics Education

### **Students Industrial Work Experience Scheme (SIWES)/Teaching Practice (TP)**

Students in the School of Science and Technology Education are required to participate in the SIWES/TP for a period of six (6) months during the second semester of their 400 level of study.

Students with sixteen (16) or more outstanding or deficient course credits at the end of 300 level are not eligible to proceed on SIWES/TP until such outstanding or deficient course credits have been cleared. SIWES/TP is to be assessed as a two (2) credit unit programme.

### **A Brief on Student Industrial Work Experience Scheme (SIWES)**

This scheme is a skill acquisition training programme, which is designed to expose and prepare students of Universities, Polytechnic/Colleges of Technology, Agriculture and Education to real life work situation after graduation. The Federal Government, the Industrial Training Fund (ITF) and Employers of Labour/Industries manage the SIWES programme. National Universities Commission (NUC) is the supervising agency for the SIWES programme in the Universities.

The courses in the Universities for which Industrial attachment is compulsory and centrally funded are the Pure Sciences, Engineering and Agricultural Technology, including Environmental and Entrepreneurship as well as Management Studies and other courses that may be approved. SIWES being an academic programme shall be assessed as follows:

3 (three) months carry 1 credit unit, 6 (six) months carry 2 credit units and 9 (nine) months carry 3 credit units.

Each school has a SIWES Coordinator, appointed by the School to handle all SIWES matters (e.g. compilation of list of eligible SIWES students, scouting for students' placement, students' SIWES orientation, coordination of SIWES supervision at school level, attending SIWES Steering Committee meetings, liaising with the Industrial Liaison Unit etc.). Students are advised to be in constant touch with their school SIWES coordinator for any possible assistance on SIWES matters.

## **POSTGRADUATE SCHOOL (PGS)**

The main objective of Postgraduate Programme in the Federal University of Technology, Minna is to develop in postgraduate students, the spirit of enquiry through training in research in an atmosphere of intellectual interdependence and individual creativity, combined with a strong sense of group co-operation. This objective is realizable through instructions of a deeper understanding of elementary concepts and an increasing ability to apply fundamental ideas of solving problems.

The Postgraduate School offers programmes leading to the award of Masters of Technology or Engineering degrees, PhD degree and Postgraduate diploma in various disciplines.

All Information on the approved programmes of the Postgraduate School and admission requirements are contained in the Postgraduate School handbook.

## CHAPTER 4

### ADMISSION, REGISTRATION AND MATRICULATION

#### ADMISSION OF STUDENTS

Admission of students into the University shall be during the first semester only and shall be the responsibility of the University Central Admission Committee in collaboration with the Academic Division of the Registrar's office and in consultation with the respective Deans. However, when to stop formal admission of students into the University shall be the decision of the University Senate and respective Deans, but due consideration shall be given to the Academic Code of Conduct.

#### CENTRAL AND ACADEMIC REGISTRATION

Fresh and returning students commence their initial registration for the session on-line by logging into the University website: <http://www.futminna.edu.ng>

The on-line registration commences with the payment of prescribed charges followed by course registration. This is done once at the beginning of first semester of every Academic Session. All fresh and returning Students must register for departmental courses for both first and second semesters in consultation with their respective level advisers. Returning Students with course deficiencies must first register the deficient courses before proceeding to register other courses for the new session. Academic Registration shall cease a day before the Matriculation exercise. Students must therefore, register within the specified time limit given by the University. A late registration fee will be charged after the expiration of the normal period of registration for another period of two weeks only. Any student that is not registered at the final close of the registration period will not be eligible to sit for the semester examination. Such a student may apply to the University Senate for deferment of the session through his/her Head of Department and School Board.

Only registered students may add/drop course(s) within the first four (4) weeks of commencement of each semester following prescribed procedure.

**NOTE:** *Any student who refused to register for two (2) consecutive sessions without written approval from the Registrar would be deemed to have voluntarily withdrawn from the University.*

## **REGISTRATION AT THE DEPARTMENTS AND DEAN'S OFFICE**

At the Department's and Dean's Offices of schools, all fresh students must produce original copies of their certificates or any certified documentary evidence of their qualifications and must submit photocopies of all their credentials during registration for record keeping. Students should register with names by which they were admitted. The University does not approve change of names. The name used for registration at matriculation, is the name that will be used by a student throughout the duration of his/her study and same is to appear on the student's certificate.

## **NON- REGISTRATION FOR TWO CONSECUTIVE SEMESTERS**

Any student, who refused to register for two (2) consecutive sessions without written approval from the Registrar, would be deemed to have voluntarily withdrawn from the University.

## **REGISTRATION AT THE ACADEMIC UNIT OF THE REGISTRY**

In addition to the previous registration exercises highlighted above each fresh student is required to bring along his/her original documents and two copies of the photocopies of the following documents for further registration at the academic unit of the Registry:

1. Letter of Admission into the University, issued by JAMB and/or Federal University of Technology, Minna

2. Academic credentials (certificates)
3. Birth certificates or statutory declaration of age
4. One passport photograph
5. Evidence of payment of prescribed charges
6. Certificate of indigeneship from candidate's Local Government Council
7. Letter of Attestation on character from candidate's parent/guardian.

## REGISTRATION AT OTHER UNITS

Each fresh student is also required to register on presentation of provisional statement of eligibility form and evidence of payment of fees at the following units of the University:

1. University Health Services
2. University Library

## MATRICULATION

All fresh students will be required to take part in the matriculation ceremony, which is the official acceptance of new students to the University. On matriculation day each fresh student is required to take an oath and sign a declaration of his/her formal admission to the University affirming that he/she will observe the Statutes and Rules of the University as follows:

***“I solemnly undertake and swear to observe and respect the provision of the Federal University of Technology, Minna, Law, Statutes, and Regulations lawfully made thereunder, which are now in force and which shall from time to time be brought into force. I sincerely vouch and swear that I shall refrain and abstain from forming, joining or being a member or encourage membership of any secret societies within or outside the campus. I further pledge and declare that I will pursue my educational career diligently, and to hold myself in honour bound at all times to promote the ideals and good name of the University. So, help me God”.***

Matriculation of fresh students takes place during the first semester of the academic session. Unless circumstances prevent it, the date for matriculation shall be the fourth Thursday of the first semester. Only students that meet all the University requirements for admission and are duly registered in the University shall be matriculated.

Academic gowns can be hired and are issued after payment of the stipulated fees. The gowns must be returned within 24 hours after the matriculation ceremony. Failure to return the hired gown will attract a fine.

## **MATRICULATION NUMBERS**

Each student is assigned a matriculation number upon registration. No official student paper or document may be regarded as complete or valid unless it carries the correct matriculation number. For this reason, students are strongly advised to know and to be always definite about their matriculation numbers and to use the number at all official transactions. A student is expected to retain his/her matriculation number even if he/she changes School or Department. In this case, only the Department's code will change. Any student who therefore attempts to obtain a second matriculation number shall be disciplined.

## **SUBMISSION OF STUDENT PERSONAL RECORD FILE**

All the matriculated students are expected to submit their student personal record file to the Academic Office not later than 3 weeks from the date of matriculation. Any student who fails to submit his/her file within the stipulated period should consider his/her registration cancelled.

## **ORIENTATION FOR FRESH STUDENTS**

At the beginning of each academic session, an orientation programme is normally arranged for fresh students by the Students' Affairs Division in collaboration with some other related Department/Units. During the Orientation Programme, a lot of activities are arranged to familiarize the students with the new environment and the University system. The

students also get to know the Principal Officers and Deans of the various Schools of the University. Fresh Students are strongly advised to participate fully in all the activities such as series of lectures to be delivered by various Heads of Units. In addition, sporting competition is arranged between fresh and old students of the institution to round- up the programme.

Other units and organs of the University that organize orientation programme for fresh students are: Students Union and other registered students' Associations on campus.

## **STUDENTS' IDENTITY (ID) CARDS**

The Registry Department is responsible for the issuance of Students' Identity (ID) cards. Each student upon registration in the University is issued with an official Student ID card valid for one session only, or as may be indicated on the card. Students may be required at any time to identify themselves upon request by authorized University officials acting in the performance of their duties. Some University facilities are open only to students who are able to show valid identity card. Students are required to take very good care of their ID cards, carry them always and be ready to produce them any time on demand. For a student to be issued a new ID card at the beginning of a new session, he/she must surrender the old one. Even upon graduation, the ID cards are useful items as they are required for collection of certificates. Students must submit their ID cards to the Examination and Records Officer upon their graduation or withdrawal from the University. Failure to do so shall be regarded as a breach of discipline.

## **REPLACEMENT OF LOST ID CARDS**

A lost ID card will be replaced only upon production of a police report/court affidavit, a letter of introduction from the student's academic department and payment of a fee as replacement charge.



## ACADEMIC SESSION

Federal University of Technology, Minna, operates a semester system. Accordingly, there are two separate semesters of 17 weeks each in one calendar year. Those two semesters together constitute an academic session (see Appendix I).

## CHAPTER 5

### ACADEMIC CONTENT AND CODE OF CONDUCT GENERAL PROVISIONS

The following Code of Conduct is approved by the Senate of the Federal University of Technology, Minna. Members of the academic staff and students are expected to abide by the rules and regulations enunciated in the code of conduct. The Code shall be amended only by the Senate of the University from time to time as the need arises. Any exception to the regulations shall be accepted only under extenuating circumstances and must be sanctioned by the Senate.

#### ATTENDANCE

- 1) Attendance in lectures, practical classes, field work, SWEP and SIWES shall be regarded as part of the requirements for a successful completion of a course. A student must satisfy a minimum of 75 percent attendance in lectures and 100 percent participation in practicals, laboratory exercises, class assignments, SWEP, SIWES and field work in order to qualify to sit for a semester's examination
- 2) Therefore, each lecturer shall be required to keep attendance for each course. The mode employed in keeping the attendance shall be the prerogative of each lecturer and/or the respective departments.

Exemption from the above rules on attendance shall be on medical ground and shall be granted on submission of a certificate from the Director of the University Health Services. For reasons other than medical, student applications must be endorsed by Heads of Departments concerned in consultation with their teaching staff and ratified by the Dean. Any student who fails to meet the above requirements in any course shall be deemed to have failed the course.

## **LATENESS TO CLASS**

Lectures are expected to start on the exact time they are scheduled. Any student who is not in class 15 minutes after the scheduled time of the lecture shall be deemed to be absent from that class.

If a lecturer fails to turn up for lectures or is fond of lateness in attending to his lectures the Class Representative or any other student should intimate the HOD, the Dean of the school, SERVICOM Unit, or the Quality Assurance and Productivity (QAP) Unit of this development.

## **MODE OF EXAMINATION**

The following types of assessment may be used to examine a course:

1. Practical
2. Oral quiz
3. Home assignment
4. Written Examination
5. Electronic Examination

Each Lecturer is required to administer at least two (2) continuous Assessments before the final examination.

The particular Assessment or combinations chosen shall be dictated by the type of course and shall be the prerogative of the lecturer and/or the respective departments.

## **EXAMINATION AND ASSIGNMENT OF MARKS**

For the purpose of assigning 100 percent mark in any course all assessments shall be grouped into two:

- i) Continuous Assessment (CA) 40%.
- ii) Examination 60%.

## **EXTERNAL EXAMINATION AND ASSESSMENT**

Examinations during the first four years of the under-graduate degree

programme shall be moderated entirely within the University. That is to say, that external examiner shall be invited to assess the work of the students at the 500 level. Such external examiners shall be nominated by various Departments and submitted to the University Senate for approval through the respective schools boards. External examiners and their alternates shall be appointed for two academic session and may be reappointed for a maximum of two terms. Only when qualified and appointable external examiners are not available from within Nigeria shall such appointment be extended to examiners from outside the Country. An external examiner should normally not be below the rank of a Professor.

## **CONDUCT OF EXAMINATIONS**

1. Examination shall be conducted by the various schools. Invigilators shall be chosen by the School Examination Officers from among the academic and senior technical members of staff of the various schools. For each examination there shall be a Chief Invigilator who is the most senior academic staff among the invigilators. There shall be at least two invigilators for each examination venue. For examinations involving more than 50 candidates, one extra invigilator shall be required for each additional 25 candidates. No lecturer shall be allowed to be the Chief Invigilator in his/her course.
2. The functions of the various officers charged with the responsibility of conducting the examinations are defined as follows:

## **SCHOOL EXAMINATION OFFICER**

The School Examination Officer shall not be below the rank of Senior Lecturer and shall be appointed by the Senate on the recommendation of the School Board. It is his/her responsibility to:

- i. Prepare the examination time-table and assign Chief Invigilator/Invigilators to each examination.

- ii. Prepare attendance registers for all examinations.

Notify the Academic Office in advance of all the materials that would be needed for each semester examination, e.g. answer booklets, answer sheets, graph papers etc. and to collect all these materials at least one week to the commencement of the semester examination.

- iii. Hand over the envelope(s) containing the question papers to the Chief Invigilator about 45 minutes before the commencement of any examination scheduled for that period.
- iv. Collect all the answer scripts, and attendance register from the Chief Invigilator after making sure that the total number of answer scripts tally with the number of students present at the end of the examination.
- v. The Examination scripts should be handed over to the course examiner after he/she has signed for it.

### **SCHOOL ASSISTANT EXAMINATION OFFICER**

1. A School Assistant Examination Officer not below the rank of Lecturer I shall be appointed by senate on the recommendation of the School Board.
2. The School Assistant Examination Officer shall assist the School Examination Officer in performing the above functions and any other responsibilities that may be assigned to him/her from time to time by the School Examination Officer.

### **DEPARTMENTAL EXAMINATION OFFICER**

A Departmental Examination officer not below the rank of Lecturer I shall be appointed by the departments. It is the responsibility of each Departmental Examination Officer to Collect all examination results in his/her Department in consultation with his/her Head of Department and submit same to the Dean within a specified time given by the Dean/School Secretary.

## EXAMINER

Each Examiner of a course should make sure that he/she is present at the beginning of the examination for corrections or to answer students' questions on the paper, and at the end of the examination to collect answer scripts from his/her school Examination Officer for marking.

## CHIEF INVIGILATOR

The first name on the list of invigilators (who should normally be the most senior and not below the rank of Senior Lecturer) for any particular examination is regarded as the Chief Invigilator and he/she shall:

- i. Collect envelope(s) containing examination question papers, examination booklets, attendance register, etc., from the School Examination Officer and be present in the examination venue at least 30 minutes before the commencement of the examination.
- ii. Check that there are sufficient desks/tables and chairs correctly spaced and that answer booklets, graph sheets, mathematical tables and any other materials required are set out on the desk/tables in good time.
- iii. Admit the candidates into the examination venue(s) at least 10 minutes before the commencement of the examination. Inform the candidates of any special instructions and remind them to complete the attendance register before writing the examination. He should ensure that candidates sign out the attendance register on submission of their answer scripts.
- iv. Receive reports on any malpractice observed or suspected and in turn report same to the Examination Officer, Head of Department and Dean immediately after the Examination.
- v. Report any medical case to the Director of University Health Services and the Dean/Head of Department.
- vi. Collect the examination answer scripts at the end of the examination.

### **The Chief Invigilator is also to ensure that:**

- i. Within the first 30 minutes of the examination, no candidate leaves the examination venue.
- ii. After 30 minutes of the commencement of the examination, no candidate enters the examination venue.

### **OTHER INVIGILATORS**

- iii. All other invigilators are to assist the Chief Invigilator in the conduct of the examinations. However, in absence of the latter, the other invigilators are to carry out **ALL** the functions of the Chief Invigilator.

### **EXAMINATION TIME-TABLE**

1. The examination time-table must be published at least two weeks before the scheduled date of commencement of any semester examination.
2. No change should be effected in the time-table except for compelling reason(s) such as resolving conflicting papers.
3. Where a School/Department feels very strongly about shifting its examination period, the Registrar should be promptly notified through the Dean's Office.

### **QUALIFICATION FOR EXAMINATION**

Examination will be conducted within the regulations contained herein or as amended by the Senate from time to time. To sit for an examination a candidate must be duly registered for the course and subsequently for the examination in that course. In addition, a candidate must have satisfied the requirements as stipulated under the section “**Attendance**” in the Academic Content and Code of Conduct.

### **EXAMINATION MISCONDUCT AND PENALTIES**

1. Except where specifically stated, materials relevant to the

examination should not be brought into the examination hall.

2. The Senate shall impose penalties for any examination misconduct after thorough investigation.
3. Proven cases of cheating shall be punished with dismissal from the University. Other cases will be treated on their individual merits.
4. Suspected examination misconduct shall be well documented and forwarded to the Examination Misconduct Committee for investigation immediately after each exam, and make recommendations to the Vice-Chancellor.

Graded punishments for various examination offences are as indicated below:

### **GRADED PUNISHMENTS FOR VARIOUS EXAMINATION OFFENCES**

<b>OFFENCES BEFORE THE EXAMINATION</b>		
<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTIES</b>
1.	Writing before the official commencement of the examination.	Delay the candidate from writing for 10 minutes during the course of the examination
2.	Forging any document relevant to the examination e.g. I.D. Card; school fees payment receipt etc.	Expulsion
3.	Any candidate who refused to be identified and/or searched at the entrance of the examination hall..	Exclusion from writing that particular paper
4.	Harassment or intimidation of a staff for leakage of examination questions.	Expulsion
5.	Smuggling blank answer booklet or continuation sheet in/out of the examination hall.	Expulsion
6.	Involvement in an examination leakage.	Expulsion



**OFFENCES DURING THE EXAMINATION**

1.	Writing beyond the official termination of the examination.	Deduction of 5 marks on the spot by the Chief Invigilator. This will be communicated to the Dean of the School, the HOD, the School Examination Officer, the course examiner (as the case may be) for compliance.
2.	Talking to another student during the examination.	Deduction of 5 marks on the spot by the Chief Invigilator after report from the Invigilator following the procedure as outlined in No. (1) above.
3.	Writing on question paper.	Deduction of 10 marks on the spot by the Chief Invigilator after report from the Invigilator, following the procedure as outlined in No. (1) above.
4.	Any candidate caught in the exam hall with extraneous material not relevant to the examination/course.	Expulsion
5.	Any candidate caught in the exam hall with extraneous material that are relevant to the examination/course.	Expulsion
6.	Any candidate who brings into the exam hall, extraneous material relevant to the exam/course but was not caught using it	Expulsion
7.	Violating the sitting arrangement of the examination e.g. changing position without permission etc.	Cancellation of the exam paper and the candidate is awarded an “F” grade in the course.
8.	Any candidate who brings into the exam hall already written answer script or continuation.	Expulsion

9.	Any candidate caught aiding and abetting examination misconduct e.g. transfer of materials or deliberate exposure of answer booklet for others to copy.	Suspension for two semesters
10.	Any candidate who gives false information during the investigation involving cases of	Suspension for two semesters
11.	Any candidate found guilty of examination misconduct for the 2nd time (after a previous conviction).	Expulsion
12.	Any candidate caught assaulting or fighting any official of the University	Expulsion
13.	Any candidate caught impersonating another candidate in an examination e.g. writing a paper for another candidate.	Expulsion of both the impersonator and the collaborator.
14.	Failure to submit answer scripts at the end of the examination.	Suspension for two semesters, cancellation of the paper and an “F” grade awarded in the course
15.	Failure to sign out on the Attendance Register at the end of the examination.	Cancellation of the paper and an “F” grade awarded in the course
16.	Refusal to surrender in criminating evidence or chewing and destroying material evidence	Expulsion
17.	Refusal to write a statement in respect of alleged examination misconduct	Expulsion
18.	Any candidate caught transferring or receiving any material to or from another candidate without permission during the course of an examination.	Expulsion of both candidates

19.	Any candidate who takes GSM handset into the examination hall.	Expulsion
20.	Candidate caught exchanging calculators in the examination hall without permission.	Expulsion of those involved
21.	Exchange of answer booklets in the examination hall.	Expulsion of both candidates
22.	Being in possession of dangerous weapon (s) in and around the examination hall.	Expulsion
23.	Any candidate caught with writings on any part of the body or clothes whether relevant or not to the paper.	Expulsion
24.	Any candidate caught with relevant material or writings at the back of calculator (including placing material inside the mathematical-set)	Expulsion

### **OFFENCES AFTER THE EXAMINATION**

1.	Refusal to give evidence before the Examination Misconduct Committee as a confirmed witness	Expulsion
2.	Refusal to appear before the Examination Misconduct Committee having been invited 3 times and it was confirmed that letters of invitation have been delivered to the candidate through authentic channels	Expulsion

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## **PROCEDURE FOR CONDUCTING COMPUTER BASED EXAMINATION (E-EXAM)**

- (i) Candidates are to converge at the designated holding place at least 30 minutes before commencement of examinations for security check.
- (ii) Candidates are released in batches to the halls of examinations (E-center)
- (iii) Final check-in of candidates into the examination hall.
- (iv) Invigilators distribute worksheets for rough work and give instructions/directives to commence examination.
- (v) Candidates are expected to drop the worksheet into the garbage bin provided before leaving the examination hall.
- (vi) Candidates leave the hall without getting in contact with awaiting candidates at the designated holding place.
- (vii) Candidates are not expected to return to the designated holding place after leaving the examination hall during the period of that particular examination.
- (viii) Any students that fail to appear for continuous Assessment test/final examination either on medical ground or for any other reason shall write an application to the DVC (Academic) through his/her School Board for consideration.

### **The following constitute offences which may attract severe disciplinary action:**

- i. Failure of candidate to be at the designated holding place 30 minutes before the scheduled time for the examination/paper.
- ii. Bringing foreign materials into the halls/arena of examination (e.g. Bag, cellphone, sunglass, face cap, notebook, handout sheets, wristwatch, external calculator etc.).
- iii. Indecent/Improper dressing (e.g. Crazy Jeans, trouser with holes, shorts; bath room slippers, Pam slippers except on traditional wears.)
- iv. Embarrassing hair cut/style.

- v. Connivance between candidates.
- vi. Impersonation
- vii. Assault, intimidation and inducement of staff/invigilators.
- viii. Shunting/Jumping queue.
- ix. Unkempt and haggard appearance, including bushy.
- x. Going back to the designated holding place after leaving the Examination hall.
- xi. Other forms of examination misconduct.

## **COURSE DIGITS AND CODES**

The first two digits indicate the level and the semester in which the course is offered, respectively e.g. MAT 111 represent 100 level course which is offered during 1st semester and MAT 121 represent 100 level courses which is offered during 2nd semester. Individual Departments/Schools are free to manipulate the last number in the code to further sub-divide or identify courses that belong to certain groups within the Department or School.

Three alphabets in the Department's or School's name shall precede the course code to designate which Department is offering the course. Here again, reasonable discretion can be used by Departments/Schools: For instance, the 'MAT' in the examples shown above with MAT 111 and MAT 121 indicate that the courses are from Mathematics Department.

## **COURSE CREDIT LOAD**

- i. Every course in the University shall be assigned a credit load that corresponds with the number of lecture hours per week required to complete the course during a 17 – week semester. A course that requires two hours of lectures per week shall be assigned two Credit Units.
- ii. Course unit in relation to practical in this context means three hours of practical per week in a 17-week semester.

## CREDIT LOAD FOR A STUDENT

This section deals with the maximum and minimum credit a student is allowed to register for in a semester and in one session. A maximum of 24 credit units and a minimum of 16 credit units would be allowed in any semester.

1. This means that the total number of credit units for all courses registered for by any student during a semester may not exceed 24 or fall below 16 units.

## ADDING/DROPING COURSES

Since a student is required to attain a minimum of 75 percent class attendance in order to qualify for the semester examination, subject/course combinations can only be changed within the first four weeks after the official resumption date of the second semester.

## GRADING SYSTEM

The Federal University of Technology, Minna operates a 5-point grading system. The following letter grades are in use under the 5-point system.

Letter	Grade	Score (Marks)	Grade Point
A	Excellent	70-100	5
B	Very Good	60-69	4
C	Good	50-59	3
D	fair	45-49	2
E	poor	40-44	1
F	Fail	0-39	0

## CALCULATION OF GRADE POINT AVERAGE (GPA)

At the end of each semester a student's Grade Point Average (GPA) shall be calculated. This will give an indication of how the student has performed in that Semester. A GPA is derived by determining Credit Units and Grade Points and dividing by total Credit Units. Below is an example of how to calculate the GPA of a student in one semester.

### Example of calculation of semester GPA for a Student I:

Course Code (i)	Course Credits (ii)	Grade Obtained (iii)	Point Obtained (iv)	Grade Point (ii x iv)
MAT 111	3	B	4	12
MAT 112	3	C	3	9
PHY 113	3	A	5	15
CHM 111	3	A	5	15
CHM 112	2	A	5	10
STA 117	2	C	3	6
CPT 111	2	B	4	8
GST 110	3	A	5	15
WKS 110	1	E	1	1
TCD 111	1	D	2	2
<b>TOTAL</b>	<b>23</b>			<b>93</b>

$$\frac{93}{23} = 4.04$$

### CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

A series of GPA's weighted and averaged together over a number of Semesters shall constitute the student's Cumulative Grade Point Average (CGPA). CGPA gives an indication of how the student has performed so far at any point in time during his academic period. Below is an example of how to calculate the CGPA of a student in one academic session (two semesters):

### Academic Record for a Student I: – FIRST SEMESTER

Course Code (i)	Course Credits (ii)	Grade Obtained (iii)	Point Obtained (iv)	Grade Point (ii x iv)
MAT 111	3	B	4	12
MAT 112	3	C	3	9
PHY 113	3	A	5	15
CHM 111	3	A	5	15
CHM 112	2	A	5	10
STA 117	2	C	3	6

CPT 111	2	B	4	8
GST 110	3	A	5	15
WKS 110	1	E	1	1
TCD 111	1	D	2	2
<b>TOTAL</b>	<b>23</b>			<b>93</b>

$$\frac{93}{23} = 4.04$$

### Academic Record for a Student I: – SECOND SEMESTER

Course Code (i)	Course Credits (ii)	Grade Obtained (iii)	Point Obtained (iv)	Grade Point (ii x iv)
MAT 121	3	B	4	12
PHY 100	2	A	5	10
PHY 123	2	A	5	10
PHY 126	3	B	4	12
STA 127	2	C	3	6
CHM 121	3	A	5	15
CPT 121	2	A	5	10
ZOO 121	3	D	2	6
GST 103	2	E	1	2
<b>TOTAL</b>	<b>22</b>			<b>83</b>

$$\begin{array}{l} 1^{\text{st}} + 2^{\text{nd}} \text{ Semester Total Grade Point} \\ 2^{\text{nd}} \text{ Semester Total Credit Units} \end{array} = \frac{93 + 83}{23 + 22} = \frac{176}{45} = 3.91 \quad 1^{\text{st}} +$$

Thus, the CGPA by the end of Second Semester = 3.91

The class of degree obtained at the end of the undergraduate programme, is classified as follows:

CGPA	CLASS OF DEGREE
4.50 – 5.00	First Class Honours
3.50 – 4.49	Second Class Honours (Upper Division)
2.40 – 3.49	Second Class Honours (Lower Division)
1.50 – 2.39	Third Class Honours

### CARRYOVER OF COURSES

No student is allowed to carryover any course in which he/she scored an



'E' grade or above.

Students should note that any course registered for and not sat for, **is deemed to have been failed**. Both the old and new grades in a carryover course shall be retained in the student's transcript and they will also be used in computing his/her CGPA.

### **VICE CHANCELLOR'S LIST**

Any student with a CGPA of 4.50 and above shall qualify to be on the Vice Chancellor's list of exceptional students.

### **DEAN'S LIST**

Within anyone session any student that registers a CGPA of 4.0 and above shall qualify to be on the Dean's List of exceptional students. A letter shall be issued from the Office of the Dean to such student informing him or her of the same.

### **PROCEDURE FOR REPORTING ABSENCE DUE TO ILL-HEALTH**

Any case of serious accident or ill-health on the part of the student should be reported in writing to the HOD. A friend, fellow student or relation of the student could do the reporting. The HOD should forward the report to the School Board who will send it to the Senate through the Senate Business Committee without any waste of time.

The time from the incidence of the ill-health or accident to the reporting of same to the Senate should not exceed three months.

Senate would only consider cases of absence from academic activities due to ill-health after appropriate recommendation by the Director, University Health Services (UHS) or his appointee.

Students must observe the following steps in the reporting procedure:

- If the University is in session, a student that is ill must report first to the UHS. The Director UHS, after due evaluation of the student, may decide to refer the student to a hospital for further treatment.

- If after treatment at the UHS, a student has to go home for further treatment, the Director UHS and the HOD of the affected student should be immediately informed of the situation.

When the University is out of session and a student falls sick, and the sickness extends to the period of resumption, the HOD of the affected student shall be notified of the illness. The HOD shall immediately initiate the process of notifying Senate of the situation.

***Note:** On no account should HOD/Dean delay the notification to Senate of reported Cases of illness of their students.*

- The Student shall on resumption, promptly notify the Director, UHS by means of a medical report from his/her attending physician.
- The medical report must be authenticated by the Director, UHS for it to be used for application for deferment or condonation.

## **CONDONATION**

Condonation is usually granted on health grounds. Other than for health reasons condonation may be granted to students to use the second semester as their last semester for the maximum allowable period of stay in the University. The Senate may consider other cases for condonation on their merit.

## **DEFERMENT**

Any student who is away from the University for any other reason for a period exceeding 25% of the duration of a semester may apply for the deferment of that semester. Failure to apply for deferment means the student has deliberately absented himself/herself from academic activities.

### **Procedure for applying for Deferment:**

- The student writes for deferment by applying through the HOD to his/her School Board which scrutinizes the application. If the application is found “suitable” the Committee forwards it to the Senate Business Committee consideration and in turn to the Senate for approval.

- **Note:** *Deferment will count in the student's allowable time (the maximum time they are allowed to stay in the programme) while condonation does not. In both cases, however, students are expected to pay registration charges for each session deferred/condoned.*

## SESSIONAL PROBATION

Any student, who records a CGPA below 1.0 at the end of a session will be allowed to continue with his or her studies and be placed on Sessional Probation.

## Withdrawal of Students from SEET and SIPET

Students in the above schools with a minimum CGPA of 1.0 at the end of 100 level and those that could not pass 8 credit units in Mathematics, 6 credit units in Physics and 6 credit units in Chemistry shall be withdrawn from these Schools to other Schools willing to accept them.

## PERIOD OF STUDENTSHIP IN THE UNIVERSITY

- The minimum and maximum allowable period of stay in the University by any student is as indicated below:

S/NO.	MODE OF ENTRY	MINIMUM PERIOD OF STAY	MAXIMUM PERIOD OF STAY
1.	UTME (100 Level)	10 Semesters	15 Semesters
2.	Direct Entry (200 Level)	8 Semesters	13 Semesters
3.	Direct Entry (300 Level)	6 Semesters	11 Semesters

- It is the duty of each Department to inform the Senate through the School Board regarding any student who has over-stayed or spent more than the maximum allowable period on a programme (for UTME/DE respectively). This should be done on time so that the Senate can take the final decision on the student.

## PERMISSION FOR THE USE OF A SECOND SEMESTER AS THE 15TH SEMESTER

Permission may be granted to enable a student who was admitted by UTME (100 LEVEL) use the second semester of his/her 8th session as the 15th semester. This is possible only where the carry-over courses are all to be mounted in the second semester and on condition that the student does not have outstanding courses in the first semester of the 8th session.

To do this, the student must apply to Senate for the condonation of the first semester of the 8th session.

**Note:** *This provision also applies to Direct Entry students for the use of 13th/11th semester for those that came in at 200/300 level respectively.*

## ABSENCE FROM AN EXAMINATION

Where a student is absent from an examination on medical ground or for any other tenable reason(s), such a student could apply through his/her Head of Department to Senate for condonation of that examination. Otherwise, such a student would have been deemed to have voluntarily absented himself/herself from the examination and shall score an 'F' grade. There shall be no make-up examination.

## TRANSFER OF STUDENTS

There are two kinds of transfer of students:

- a. Inter-departmental/school transfer.
- b. Inter-university transfer.

### INTER-DEPARTMENTAL/SCHOOL TRANSFER

Students' inter-departmental transfer shall be allowed in very rare circumstances as long as the student meets certain requirements as outlined below:

- i. The student must have spent at least one year in the Department/School of his/her initial admission.
- ii. He/she must have satisfied or met the requirements for such transfer in the present Department/School as well as in the proposed Department/School.
- iii. He/she must produce genuine reasons to justify the transfer.
- iv. He/she must satisfy the entry requirement of the proposed Department School.
- v. Transferring student will spend one extra year in the new Department/School. This is to enable him/her complete the lecture and practical hours.

**Note:** *Years spent in the previous Department/School shall count against such student on transfer.*

## INTER-UNIVERSITY TRANSFER

Transfer of students to this University and from this University to other Universities shall be discouraged as much as possible. Only in exceptional cases, such as for health reasons, may such transfer be entertained by the Senate. Under these circumstances this University may not accept responsibilities for effecting such transfer but may furnish the transcript and other academic record to the proposed University. Applications for transfer shall be submitted to the University not later than three (3) months of the commencement of a new session. Transfer of student to this University attracts a charge as may be determined by the University Senate from time to time.

**Note:** *No student can be admissible for transfer into this University beyond 300 level of study.*

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## **REGULATION FOR GRADUATION**

To graduate, a student must be found worthy in character throughout the period of his/her studentship in the University and must pass all courses registered.

## **TRANSCRIPTS**

Presently a fee is charged for transcripts issued on request to various institutions. The charges vary depending on if the institution is within Nigeria, Africa or other continents.

## CHAPTER 6

### **SERVICE DEPARTMENTS/UNITS INFORMATION, PUBLICATIONS AND PUBLIC RELATIONS UNIT**

The Public Relations Unit, is under the Vice-Chancellor's Office, serves as the official communications hub of the university, managing various responsibilities. These include handling University publications such as calendars, prospectuses, gazettes, and information documents. The unit also oversees the production of the University Newsletter, *Campus News*, and other news bulletins, along with managing placements and advertisements in the media. Additionally, it plays a crucial role in organising ceremonies.

### **ACADEMIC PLANNING UNIT (APU)**

The Academic Planning Unit (APU) is an integral part of the Office of the Vice Chancellor. Its establishment in the early eighties was informed by the academic functions/administrative structure that would guide the orderly academic development of the University in the performance of its statutory functions of teaching, research and development as well as public service. The functions and activities of the Academic Planning Unit include the following:

- i. Collection, analysis and interpretation of data from relevant University organs for planning purposes.
- ii. Annual up-dating, projection, analysis and interpretation of data for the planning and preparation of the University budget and the subsequent resource allocation within the ambience of the approved budget.
- iii. Participation in University curricula revision and/or review activities as well as ensuring that the University complies with procedures and guidelines on new programme development.
- iv. Assisting in producing and/or revising long, medium and short-

term academic briefs.

- v. Collection and storage of publications of statistical nature from other Universities.
- vi. Documenting and storing of information on the academic programmes of the University.
- vii. Analysis and interpretation of University annual and trend statistics.
- viii. Publication of University records, statistics, and research reports, etc., as may be directed/approved by the Vice Chancellor.
- ix. Facilitation of accreditation of academic programmes of the University

### **QUALITY ASSURANCE AND PRODUCTIVITY UNIT (QAP)**

The Office of Quality Assurance and Productivity (QAP) FUT Minna, became a full blown Unit in February, 2011, excised out of the Academic Planning Unit which was the parent department, and placed under the Office of the Vice Chancellor. At the moment, the Office is headed by a Director in the rank of Professor who reports directly to the Vice Chancellor and assisted by a Deputy Director.

The mandates, functions and activities of the Unit are but not limited to the following:

- i. Responsible for both instructional and non-instructional Quality Enhancement Plans (QEP) or Activities
- ii. Collaborate with various Schools, Units and Centres of the University to ensure quality and effective service deliveries to all stakeholders
- iii. Collaborate with the various departments in carrying out general education assessment in such areas as specific national and professional required competencies
- iv. Identify and provide professional and technical assistance to Management and Academic Program Review Committees when and where necessary.
- v. Identify and render professional assistance with respect to student



- support services
- vi. Carry out an overall assessment and evaluation for the entire University
  - vii. Carry out Lecturer, Course and Programme evaluation
  - viii. Ensuring continuous instructional and program improvement
  - ix. Getting timely intervention of the various Units responsible for delivery of services such as light, water, heating, absentee instructors etc.
  - x. Organizing targeted trainings for individuals or groups whenever any of such need is discovered
  - xi. In collaboration with Schools, Centres and Units, review, modify and suggest to Management, the current best practices that lead to programmes enhancement and institutional effectiveness
  - xii. Assist to reduce or modify those behaviors and practices that could affect the University's effectiveness
  - xiii. Carry out Institutional Survey of Student Engagement: This survey is carried out to determine the level of interactions between students and teachers in the University
  - xiv. Conduct Exit Survey of Graduating Students: This survey is mainly for graduating students. It covers students' experiences in the following areas: services/programmes, departments, registration process, bursary services, library services, quality of teaching, teachers' accessibility and attitudes, living conditions such as the hostels, how much they value the degree they have attained from FUT Minna and post graduating plans such as employment, graduate schools and other related career goals.
  - xv. Attending to students and staff complaints on various academic and professional issues promptly
  - xvi. Monitoring and Evaluation: The Office carries out independent monitoring of instructional activities (such as lectures, practicals, tutorials and examinations) and non-instructional activities such as lecture halls, classrooms, students' hostels, clinic, offices/units, existing and on-going projects then evaluate and report to the Management

- xvii. Create and foster enabling means for students to reach out to the office at will when they need help
- xviii. Carry out Constructive Consultation with staff and students with a view to resolving issues.

In conclusion, QAP Unit in overall is saddled with the responsibility of monitoring instructional and non - instructional activities throughout the University, and also the resultant output from series of surveys/researches conducted are used as the advisory tool by the office for the Management

## **INFORMATION AND TECHNOLOGY SERVICES (ITS)**

Information and Technology Services (ITS) Unit was established in August 2006 in pursuance of the broad vision of the Federal University of Technology, Minna to become one of Nigeria's leading Universities and Centre of Excellence in Information and Communication Technology. In setting up ICT, the management of the University decided to integrate the Management Information Systems (MIS), the National Universities Network (NUNET) and the Computer Centre together as a Unit.

The Unit provides training and research in information Technology for Nigerians, as well as other neighbouring countries in order to produce experts and skillful workforce that would positively affect the economy of the nation through the export and use of information and communication technologies.

Among the goals and objectives of the Unit are to:

- Train students in Information Technology.
- Focus on Information Technology application to industry needs. (Its research thrust will be geared largely towards applied technology).
- Be profit oriented as well as being a sanctuary of academic excellence.

**Thus, the Unit also engages among others in:**

- (i) Bidding for local and international projects in Information Technology.
- (ii) Developing software for sale to general public, Institutions and Industries.
- (iii) Preparing students to sit for and pass prescribed external certification examinations.
- (iv) Providing preliminary services for budding entrepreneurs who want to develop or expand their Information Technology businesses.

**UNIVERSITY HEALTH SERVICES (UHS)****contact number:08065863611**

The University Health Services (UHS) is presently headed by a Director with a full complement of medical and health staff. It offers a whole range of services including general outpatient care, maternal and child healthcare, family planning, dental and laboratory services as well as environmental and public health services.

The general policy decisions are taken by the University Health Services Management Committee, which is widely representative of the University community.

***Registration at the UHS***

- Each registered student is entitled to free medical treatment at the UHS.
- All fresh students upon resumption are expected as part of their registration procedure to complete a medical questionnaire and undergo a medical examination at the UHS.
- Upon completion of this, the student is expected to make copies of the medical examination report for documentation at the academic unit and clinic registration when he/she attends the clinic for the first time; he/she is then registered and issued a patient reference hand

card which contains his/her unique registration number.

- A student is expected to come along with his/her card to the health information unit at every visit to the UHS.
- At the point of registration with the UHS, any student with any special Health challenge(s) should bring such health challenge(s) to the attention of the Director, UHS, preferably via a Medical Report from his/her Doctor from home.
- Fresh students are advised not to bring medical examination reports from outside as this is not acceptable to the University.

### ***Hours of Duty at the UHS***

- The UHS is open for 24 hours.
- Clinic consultation is between the hours of 9am and 4pm daily except on weekends and public holidays.
- Emergency cases are attended to by doctors on call anytime of the day or night.
- There is also provision for admission into wards for further observation of patients and ambulance services for more serious cases referred to other hospitals.
- Also, all registered students are entitled to free treatment at all NHIA accredited Hospitals in Nigeria during holidays, emergencies and out of station (outside Niger State), under the Tertiary Institution Social Health Insurance Programme (TISHIP). However, to access such facility, students must present their identity card with the logo of the Health Maintenance Organization (HMO), at the back of the ID card. In case of difficulties in accessing such facilities, there is a contact number of the HMO alongside their logo for further clarifications.

For further enquiries, a student may contact the following GSM numbers for further clarifications: 08065863611, 08065366818 and 08033957802.

### ***Qualification for Free Medical Care at the UHS***

- i. Only those who are current students of FUT Minna and are registered with the UHS are qualified for free medical treatment.
- ii. Dependents, relatives or friends of students are not qualified for medical treatment at the UHS.
- iii. Students are not entitled to free-medical treatment when the University is not in session (at the end of 2<sup>nd</sup> semester) except on special recommendation by their Heads of Department (in cases of students carrying out projects during vacation). Parents of students would be responsible for the cost of treatment for students referred to other hospitals.
- iv. The Students' Welfare Insurance Scheme (SWIS) subsidizes cost of hospitalization of a student in case of accident up to a maximum of fifty thousand Naira (N50,000.00) only. (Please refer to the section on SWIS for further details).

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

Senate would only consider cases of absence from academic assignment such as lectures and examinations due to ill health after appropriate recommendation by the Director, University Health Services. The following are conditions which would guide the Director, UHS in endorsing sick leave certificates from outside the University:

- i. If the University is in session, a student who is ill should report first to the UHS. The Director, UHS on proper evaluation of the student may decide to refer him/her to a hospital for further treatment.
- ii. If after treatment at the UHS, a student for financial or other reasons known to him/her has to go home for further treatment, the Director, UHS should be appropriately informed of this situation.
- iii. When the University is out of session, a student who falls ill and the period of the illness extends to the period of resumption, shall notify his or her Head of Department and the Director, UHS through his/her attending physician as soon as possible before resumption.

- iv. Other cases that come outside the conditions stated above will be considered strictly on their own merit. In such circumstances, endorsement of sick leave certificates will not be automatic.

***Note:** It is important for students to take note of the above listed conditions to guide their actions when they fall ill.*

*Every graduating student is required to submit their 'patient reference handcard' at the Health Information Unit of the UHS for final clearance when exiting the university.*

## **UNIVERSITY LIBRARY SERVICES**

The University Library Services was established in March, 1984 to cater for the Teaching and Research work of the University. The Library has since then been growing steadily to help the University accomplish its aims and objectives. The University currently maintains two (2) Libraries, one at its Bosso Campus and the other at the Main Campus Gidan-kwano. As at 2016, the library's collection was about 135,000 volumes including reference materials and Journals in Science and Technology.

## **REGISTRATION OF READERS**

All readers are registered free of charge to use the Library facilities and they must renew their registration at the beginning of each session.

- ❖ Renewal of registration for every session is an evidence that such readers are still interested in using the Library facilities for the current session and to confirm that they are still bonafide students of the University.
- ❖ Outsiders who have genuine reasons to use the Library collection must seek special permission through personal application to the University Librarian.
- ❖ All registered readers must normally carry their identity cards with them each time they wish to use the Library and they must be prepared to produce the cards on demand by any library staff and or security personnel attached to the library.

## LIBRARY SERVICES

- ❖ Most books in the circulation sections of the library may be borrowed after completing the necessary documentation.
- ❖ Borrowed books may be recalled at short notice when the need arises.

Students may borrow at any one time only two library books while academic members of staff may borrow up to five (5) books.

- ❖ The normal period of loan is two (2) weeks for students and four weeks for staff. However, these loans can be renewed on application if the book is not required by another reader. Fines are levied on all overdue books at the rate of N5.00 per day.
- ❖ Visiting staff, whose tenure is less than one year, is not entitled to borrowing facilities. They can use the library facilities for reference purpose only.
- ❖ No Journal or reference book may be borrowed or taken out of the library.
- ❖ The library is fully networked with internet connectivity for automation and other related library services. The library therefore, provides:
  - i. *E-Library Services through Online Public Access Catalogue (OPAC) for circulation, reference and serial sections.*
  - ii. *E-resource such as current e-books, e-Journals, e-thesis and dissertations in all disciplines covered by the University's curriculum.*
- ❖ *Subscription to numerous databases such as proquest, AGORA, Hinari, Science Direct etc.*
- ❖ Finally, the library will soon host the University repository where publications of the University and its staff will be deposited for research purposes.

## **LIBRARY OPENING HOURS**

- ❖ 8:00am - 10:00pm – Mondays - Fridays (Bosso Campus)
- ❖ 8:00am - 9:00pm – Mondays - Fridays (Main Campus Gidan-Kwano)
- ❖ 9:00am - 10:00pm – Saturday (both campuses)
- ❖ 4:00pm - 10:00pm – Sunday – (Bosso Campus)
- ❖ 4:00pm - 9:00pm – Sunday - (Main Campus Gidan-Kwano)
- ❖ 8:00am - 4:00pm – During vacation – (Both Campuses)
- ❖ The library is closed on public holidays

## **THE SECURITY SERVICES DIVISION**

The Division is headed by a Chief Security Officer (CSO). Other members of staff include: Deputy CSO, Principal Security Officer, Senior Security Supervisors, Security Supervisors, Assistant Security Supervisors, Senior Patrolmen and Senior Patrolwomen as well as Patrolmen and women.

The Division provides 24 hours security services on both campuses, and in the Vice Chancellor's lodge, University Guest Houses and the residences of other Principal Officers of the University. It also co-ordinates activities with other security agents, like the Police, the State Security Services (SSS), the Military, Immigration Services, Customs, Nigeria Prisons Services etc.

Students are at liberty to report any incident promptly to the Division at any time. Where they have doubts on security issues generally, they can contact the Chief Security Officer or any of his officers for advice.

Students are advised to carry along with them their I.D. cards, either within or outside the campus for self-identification before any security agent both within and outside the campus or to any person who may demand it. If held by any of the security agents outside the campus they can send a message to the Dean, Students' Affairs Division or to the Chief Security Officer for assistance through the quickest means and they can call the Dean, Students' Affairs Division on the following numbers 08036269235 (Dean), 08177371086 (Deputy Dean) or the Chief Security



Officer on these number 08054492545/08036807739 (Gidan Kwano) 08039507394 (Bosso).

Students are strongly advised to be security conscious and avoid any act capable of threatening the peace of the campus. They should avoid any form of association with secret cults or bad groups. Any student suspected to have come from another institution to cause trouble on the campus should be promptly reported to the University authorities. In the prevailing security circumstances, all staff and students are mandated to display their I.D card while within the University campuses.

## **UNIVERSITY CONSULTANCY SERVICES (FUTMIN VENTURES)**

FUTMIN Ventures Ltd. is a limited liability company engaged in business activities, provision of consultancy services and capacity building.

FUTMIN Ventures is headed by a Director who is directly responsible to the FUTMIN Board of Directors with the Vice-Chancellor as the Chairman.

## **MANDATE OF FUTMIN VENTURES**

Federal University of Technology, Minna has over twenty-five (25) degree programmes accredited by the National Universities Commission. The venture has the mandate to harness the human and technical resources available in these programmes for consultancy services.

Specifically, its mandate covers the following areas:

Engineering, Environmental Technology, Applied Sciences (Natural and Physical), Computer Services, Agriculture and Agricultural Technology, Education, General Consultancy Services, Project Co- ordination and Control, Feasibility Studies, Design of Training Programmes, Bibliographic Compilation and Research and Virtual Library Services.

The FUTMIN VENTURES also oversee all activities related to the sale of goods and provision of services in designated shops and markets on the two campuses of the University. However, buttries and shops located inside school buildings and in the students' halls or Residences are under the control of the respective Deans.

## **UNIVERSITY BUS SERVICES**

The University Bus Services was established primarily to operate shuttle services conveying members of the University community between the two campuses (Bosso and Main campus Gidan-Kwano).

Other services rendered by the Unit include:

- i. Hiring of Buses for usage/journeys within the country.
- ii. Registration and regulation of other private buses to operate shuttle services to compliment the unit's services.

## **STUDENT SUPPORT SERVICES**

Student Support Service is a Unit created under the office of the Vice-Chancellor, to look into the learning environment and general well-being of the students. The office was created in July, 2020 and started operation in October, 2021.

The aim of the unit is to create an environment where students can make enquiry, express themselves freely and ensure that their rights and responsibilities are respected and their needs met as well as make academic pursuit seamless for them towards becoming resourceful, productive and employable.

### **The objectives of the Student Support Services Policy include**

- The promotion of a quality learning environment so that students are able to perform to the best of their abilities;
- Ensuring that students treat staff and their fellow students with courtesy, respect and care;
- Provision of eligibility requirements and criteria for receiving assistance from the University;

- Development of sound character in the students of the University;
- Acquisition of skills by the students for academic and post-academic life;
- Creation of a work study support for the students

### **Activities of Student Support Services**

- Academic Support Services
- Financial Support Services
- Wellbeing/ Health Support Services
- Training Support Services
- Career Support services
- Support for Physically Challenged Students
- Social Counseling Support Services

## **SERVICOM**

SERVICOM is an acronym that stands for Service Compact with all Nigerians. The major goal of SERVICOM is to ensure that Nigerians have free access to the basic services they are entitled to and this must be timely, fairly, honestly, effectively and transparently.

The unit under the office of the Vice-Chancellor is responsible for monitoring service delivery in all service windows of the University, towards ensuring compliance with work ethics of staff and code of conduct by students.

## **SERVICOM AND STUDENTS**

Students of this University have a right to be served right, but also have an obligation to act right. Students must be guided by the rules and regulations of the University as embedded in the Students' Handbook. Discipline, due process and compliance with the rules and regulations are necessary ingredients for carrying out all University activities.

## SEEKING REDRESS FOR SERVICE FAILURE

Service failure in any of the University service windows (Schools, Departments, Health Services, Hostel Management, Bus Services, Security, Students' Unions/Associations, etc) can be reported to the SERVICOM unit through any of the following channels;

- i. Using the complaint boxes in different locations on both campuses to drop complains.
- ii. Submitting a letter of complaint to the complaint Desk Officer in SERVICOM office in Bosso Campus (Post-Graduate School Building).
- iii. Using the units e-mail: [servicom@futmina.edu.ng](mailto:servicom@futmina.edu.ng) to drop complains.
- iv. Making a call or sending sms messages to this number: 08105573922.

## ANTI-CORRUPTION AND TRANSPARENCY MONITORING UNIT (ACTU)

The Anti-corruption and Transparency monitoring Unit (ACTU) was established by Management in August, 2008 and was formally inaugurated by the Independent Corrupt Practices and other Related Offences Commission (ICPC) on 7th March, 2011. This was consequent upon the request of the ICPC to the Federal Government for the establishment of ACTUs in all Ministries, Departments and Agencies (MDAs) of government. These units are to serve as eyes of the Commission, a trusted watch dog against corruption which is empowered to constantly check sundry corrupt practices in their respective MDAs. They are indeed to function independently and without interference from management of their organizations in all corrupt related issues.

The establishment of ACTU in MDAs is borne out of the belief of the ICPC that those who are directly involved in the operation of each organization's activities would easily understand their organization better and therefore be in a better position to identify the causes of corruption and offer advice that could prevent or minimize the likelihood of

corruption in their respective organizations.

The UNIT has an office in the IBB Library Complex, Main Campus, Gidan-kwano. Its major duties include:

- To act as the eyes and ears of the Commission in their organizations.
- To receive and carry out preliminary investigation on any report of corruption made to it.
- To report all alleged or reported cases of corruption within their organizations to the Commission, with copies sent to the head of that organization.
- To report cases involving the heads of top management staff of their organizations to the ICPC.
- To examine practices, systems and procedures in their organizations and where such practices and procedures aid corruption, to submit reports to the head of their organizations on how to change those systems and also to send such reports to the ICPC.
- To educate, internally, officials of their respective organizations through workshops, seminars and lectures such as this. They can also embark on the printing of posters, handbills and other anti-corruption materials. They can also embark on the production of billboards.

## **SEARCH MEDIA (CAMPUS RADIO & TV STATION)**

Search Media (comprising Search FM 92.3 and Search TV) is the Campus/Community Broadcast Outfit of the Federal University of Technology, Minna.

First conceived in 2004 as a Campus Radio by student-volunteers who sought a medium to bridge the gap of communication between Students and the University Management, the initiative has since experienced a rapid growth in Size, Reach and Impact with its liberal, Informative and Educational Programming.

It was issued a Broadcast License which was approved by Late President Umaru Musa Yar'adua (GCFR) on the recommendation of the National Broadcasting Commission (NBC) on the 4th March, 2009.

The Campus Radio arm of Search Media has an unmistakable urban feel/sound laced with educational content as well as entertainment to serve the information needs of not only the staff and students in the University community but also residents in the host communities of Gidan-Kwano and Bosso where the university's Main and Temporary Campus are located respectively.

Among its many services, Search Media which launched an Online TV component in 2021, provides a formal and social medium for interaction between the University Management and students. Its programming is tailored towards enhancing positive behavioral change within the University and its environs. Search Media readily provides information about happenings within and beyond the four walls of the University; including developments outside Niger State as well as Global events and trends in Information Technology and Entertainment that students may find captivating.

Search Media covers News, Current Affairs, Public Lectures, Technology updates, Sports, Educative Trivia, Music and much more.

Its radio wing (Search FM) keeps students abreast with events on Campus via a dedicated News belt called F.U.T 411 and it also airs LIVE coverage of Convocation Ceremonies, Convocation Lectures, Pre-election Debates of Aspirants seeking to occupy positions in the Students Union as well as Students Union Elections both on Radio and TV

Search Media gives regular updates on Examination Time-tables and changes in scheduling of courses just as it also serves as a medium for students to announce and retrieve their missing items.

The Campus Radio and Online TV can be heard and viewed from any part of the world; courtesy of its online streaming facility on [www.searchfm92.3.com](http://www.searchfm92.3.com) or via mobile platforms on Android, Radio Garden (for Radio) and Search TV YouTube Channel for Live and

## Recorded Visuals

Search Media has over the years served as a breeding ground for students seeking to discover and nurture their innate skills in the field of Broadcasting. Its biennial audition absorbs students' volunteers who get first-hand on-the-job training and experience that have proven to be helpful after graduation.

Its radio arm, Search FM 92.3 Campus Radio which was awarded the Best Campus Radio in Nigeria in 2012 and recognized by INEC for its professional broadcast of the 2015 General Elections.

Search Media is poised to surpass every Broadcast benchmark and become a model in Nigeria.

## ENTREPRENEURSHIP CENTRE

The Federal University of Technology Entrepreneurship Centre was established on 26th of February, 2016 as a hub of the University that promotes university-private sector collaboration, teaching, and research in entrepreneurship that is geared towards unfolding the golden entrepreneurial ideas in students, staff and owners of small and medium enterprises. These are done through effective training and other interventions to enable them discover and develop beneficial enterprises by synergizing with the private sector, policy-makers, philanthropists and non-governmental organizations committed to economic empowerment and sustainable development. The Center is located at the main Campus of the University in Gidan-kwano.

The primary goal of the Centre is to institutionalize the development of entrepreneurship skills in students across all departments and schools in the University through experimental teaching, research, synergy, networking and advocacy with the government institutions and private sectors.

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**The Center carries out its key functions through:**

1. Training students, staff, artisans and business owners through workshops, seminars and lectures.
2. Using a combination of academic staff and private -sectors facilitators in teaching and mentoring the trainees
3. Organizing competitions and fairs for all students.
4. Networking with other stakeholders such as Central Bank of Nigeria, Industrial Training Fund, Bank of Industry, etc. in funding, business registration, standardization and mentoring.

Future focus of the Centre is to enable opportunities, improve livelihoods and incite prosperities among students, fresh graduates and staff of the University by collating information on staff and students' researches, final year students projects, dissertations and theses that may have potential for commercialization with a view to assisting concerned persons in business start-up. The Center is also in the process organizing workshops on business start-up, Intellectual property, crowd funding and other entrepreneurship short courses.



## CHAPTER 7

### **STUDENTS' AFFAIRS DIVISION**

The Students' Affairs is a Division under the office of the Vice Chancellor. The Division is headed by the Dean of Students who is a senior member of academic staff. The Dean is assisted by the Deputy Dean and a Secretary representing Registry Department. Other staff members include Guidance and Counselling Psychologists, Sport Officers, Hall Officers and Clerical Officers.

The Division provides non-academic services such as students welfare matters, career guidance and Counselling, NYSC mobilization, recreation and sporting activities as well as students disciplinary matters. It is also the responsibility of the Division to regulate and control Students Union activities for the purpose of safeguarding national security, public order and morality in both campuses.

### **SERVICES OFFERED TO STUDENTS GUIDANCE AND COUNSELLING SERVICES**

The Guidance and Counselling Unit in the Students' Affairs Division offers a wide range of Counselling and Psychological services aimed at helping students and staff to acquire and develop attitudes and skills, insights and understanding about themselves and their environment. The following services are available:

- B. Individual and Group Counselling
- C. Academic/Educational Counselling
- D. Career Counselling/Information
- E. Personal/Social Counselling

### **CRISIS MANAGEMENT**

Individual or collective students' problems concerning the halls should be referred to the Hall Supervisor or respective Hall Advisers in the first

instance who will in turn report the matter to the Hostel Accommodation Disciplinary Committee. And this Committee will make its recommendation to the Dean for necessary action.

The Guidance and Counselling Unit of the Students' Affairs Division provides advice and help for students who have personal, psychological or academic problems. The unit is particularly concerned to help students attain maximum comfort in pursuing their academic programme.

Crisis intervention includes the following:

- (i) Roommate problems
- (ii) Courtship/marital problems
- (iii) Feeling of isolation and depression
- (iv) Lack of concentration and interest
- (v) Anxiety about examinations
- (vi) Relaxation/shyness problems
- (vii) Ineffective study habits
- (viii) Victimization and intimidation problems
- (ix) Sexual harassment
- (x) Indigent students part-time work
- (xi) Referral services etc.

The Guidance and Counselling Psychologists are available for consultation from 9:00a.m to 4:00p.m daily (Mondays to Fridays).

## **SPORTS AND RECREATION ACTIVITIES**

It is the interest of the University to ensure moral and physical development of the students through adequate sporting activities. In this regard, a variety of recreational and sporting facilities have been made available in the two campuses. The new ultra-modern gymnasium at the main campus Gidan Kwano equally has provision for basketball, badminton, a fitness center and other indoor sports. In addition, the University makes use of the Niger State Sports Council facilities to provide some necessary back-up services for the students.

The University is a member of the Nigerian University Games Association (NUGA); and has actively participated in various NUGA

Games and other Inter-University sports competitions. There is also the opportunity to take part in the West African Universities Games (WAUG), while sports awards are available for outstanding sportsmen and women.

**Note:** *Lectures end by 2:00pm every Wednesday of the week to enable students participate in sporting activities.*

## **REGULATIONS GOVERNING CONDUCT OF STUDENTS**

Students are expected to conduct themselves well at all times. The relationship with co-students and University staff should be cordial at all times. For the avoidance of doubt the University will not accept misconducts as listed below. Defaulters will be sanctioned appropriately.

1. Physical assaults
2. Vandalization of University properties and perpetration of acts that prevent the University from carrying out its statutory functions
3. Membership of cult groups, drug cartels or organizations whose aim is to deprive others of their fundamental human rights.

## **STUDENTS' GRIEVANCES AGAINST STAFF**

Students may feel aggrieved by the actions of some staff members in the course of their day to day interaction. Such grievances are inevitable and may arise in areas such as:

1. Academic matters involving grading, evaluation or status.
2. Denial of student access to data or misappropriation of student's data /research.
3. Professional misconduct towards students.
4. Unfair discriminatory or intimidating treatment of students including sexual harassment.
5. Unfavourable actions taken as a result of allegations involving cheating, plagiarism, fabrications, falsification of record or altered documents; and

## 6. Aiding and abetting the perpetration of above acts.

### **Procedure for Handling Grievances**

The following procedures should be adhered to in handling grievances:

**Step 1:** The discussion of the grievance by the student and academic staff concerned. It is anticipated that majority of cases could be resolved at that personal level without recourse to other steps.

**Step 2:** If that proves unsatisfactory to either party, he or she shall discuss the matter informally with the Head of Department who should attempt to mediate and resolve the dispute.

**Step 3:** If step 2 fails to satisfy either party, he or she shall present a written appeal to the Head of Department. In the event that the Head of Department is personally involved, the written request shall be addressed to the Dean of the School. In the likely event that the Dean is subject of the complaint, the written appeal shall be addressed to the Vice Chancellor through the Dean of Students' Affairs.

**Step 4:** Upon receipt of a written grievance, the Head of Department or the Dean should appoint an Ad-hoc appeal committee comprising three staff members and two students, deemed to be neutral in the issue, to review the case. The ad-hoc appeal committee shall conduct hearing including testimonies from witnesses for both parties. The Appeal Committee shall, on completing its assignment prepare written recommendations to the Head of Department or Dean who shall inform the parties of the recommendations of the committee.

**Step 5:** If the decision is still not acceptable to either parties, the matter shall be presented to the Vice Chancellor who makes a final determination.

**Step 6:** If the matter borders on staff discipline, the case will be treated in line with the provisions of the University statute and as contained in Senior Staff Appointment Conditions of Service.

***It should be noted that:***

1. *Every effort should be made to resolve issues at the lowest possible step in the procedure.*
2. *Grievances should be filed promptly following the actions from which appeal derives; and*
3. *Written grievances should include all pertinent facts and information to substantiate the grievances.*

**MISUNDERSTANDING BETWEEN STUDENTS**

All forms of misunderstanding between fellow students should be first reported to the University authority through appropriate channels (Students' Affairs Division, Security Division, Course Advisers, Heads of Departments, Deans, etc.)

The University does not encourage any student reporting a fellow student or any member of the University community directly to the law enforcement agencies. Any grievance against any member of the University community must first be reported to the University authorities.

**DRESS CODE**

Students' dressing should reflect a high sense of morality and decency and show respect for the sensibilities of other members of the community. Therefore, the following types of dressings and physical appearances are prohibited on the University campuses:

1. Short and skimpy dresses e.g. body hugs, show-me-your-chest/back/stomach; spaghetti wears and dresses exposing sensitive parts.
2. Tight shorts and skirts that are above the knees (except for sporting purposes).
3. Tattered jeans with holes and/or patches
4. Transparent and see-through dresses.
5. Tight fitting e.g. jeans, shirts, hip star, patra, lactra, cross-no-gutter, mini-micro and others that reveal the contour of the body.

6. Under clothing, such as singlets worn publicly
7. Unkempt and haggard appearance, including bushy hair and rough beards.
8. Dresses that make it impossible to wear laboratory coat during practicals or participate actively in practicals
9. Long and tight-skirts, with long slits that reveal sensitive parts.
10. Wearing of T-shirts with offensive captions.
11. Shirts without buttons or not properly buttoned leaving the wearer bare chested.
12. Wearing of earrings by male students.
13. Wearing of nose rings and lips rings by female students.
14. Plaiting or weaving of hair with coloured attachment by female students
15. Plaiting or weaving of hair by male students
16. Wearing of coloured eye glasses, except on medical grounds in the classrooms/lecture halls/library/offices.
17. Wearing bathroom slippers to class/library/offices (except on medical grounds).
18. Tattooed or Tattooing of parts of the body, and mouth plate will attract sanction.
19. It is a misnomer for both male or female to do sagging or ass down dressing.
20. Unconventional wearing of Face Cop/Fez Cap is not allowed.

## **PUNISHMENT FOR OFFENDERS**

The punishment for violating the dress code shall range from warning to suspension from the University and without prejudice to stiffer penalties. Lecturers, Technologists, Security personnel and Staff of the Students' Affairs Division (Guidance and Counselling Officers) will monitor and ensure strict compliance. Worst-case offenders will have to face the Students' Disciplinary Committee for appropriate disciplinary measures. The booking of offenders should be done by SERVICOM and Quality and Productivity Unit (QAP) for further necessary action.

## STUDENT PARTIES

No student or a group of students is allowed to organize or hold any party whatsoever, without the permission of the Dean of Students' Affairs. Violation of this may lead to suspension or dismissal from the University.

## NATIONAL YOUTH SERVICE CORPS (NYSC) SCHEME

The students eligible for the one-year NYSC scheme should not be above 30 years of age at the time of graduation and must satisfy minimum graduation requirements of their various Departments/Schools. They must also be found worthy in character. Only students whose results have been duly approved by the Senate are qualified.

### **Candidate coming for NYSC call-up letter should:**

1. Ensure that no University property is in his/her possession.
2. Bring along photocopies of his/her statement of result, University clearance paper and I.D. card for presentation to the NYSC schedule officers in the Students' Affairs Division.

### **Those seeking for concessional posting can only be attended to on the following grounds:**

1. Illness. The sickness shall be certified by the University Health Services and the ailment shall be either of the following: tuberculosis, sickle cell, mental illness, epilepsy, heart and kidney diseases, HIV/AIDS.
2. Orthopaedics/Visually challenged persons.
3. Married women. Married women must provide the following documents to the Students' Affairs Division:
  - i. Marriage certificate/affidavit, Newspaper publications of change of name.
  - ii. Letter indicating husband's place of domicile obtained from either his/her employer or the Secretary of the LGA where he/she resides.

## HOSTEL ACCOMMODATION

All students of the University are eligible for accommodation in the

hostels. Priority is however given to foreign students, the physically challenged, sports men and women that have won medals for the University and all fresh admitted candidates.

## **REGISTRATION FOR HOSTEL ACCOMMODATION**

Fresh and returning students seeking hostel accommodation are required to register for available bed spaces on-line by logging onto the University website: [www.futminna.edu.ng](http://www.futminna.edu.ng). Allocation of bed spaces shall be strictly on first come first served basis.

## **STATUS OF HALLS OF RESIDENCE DURING VACATION**

All students must vacate their Hall of Residence during the semester breaks. If for any reason a student has to stay during vacation a formal application must be submitted to the Dean, Students' Affairs Division through the student's Head of Department for permission to stay. Reasonable charges are made for up-keep and hostel services.

### ***Rules and Regulations Guiding Hostel Accommodation***

All students officially allocated bed spaces in halls of residence are made to sign an undertaking to be of good behaviour and to abide by University Rules and Regulations as stated below:

1. University authority is not under any obligation to provide all students with hostel accommodation. Allocation of bed space in halls of residence is therefore a privilege and not a right.
2. The University does not accept responsibility for any loss or damage to students' property within or outside the halls of residence.
3. Only students duly registered for the session are eligible for allocation of bed spaces.
4. Any student found occupying a bed space illegally or squatting at any point in time will be ejected and made to face disciplinary actions.
5. Any student found squatting another student at any point in time will be made to face the same disciplinary actions with the squatter.



6. It is an offence for any student to engage in illegal transfer or sale of bed spaces. Such actions would attract penalties which may include dismissal from the University.
7. Any bed space or room allocation made cannot be altered and students must remain where they are assigned for the period or session under review.
8. All University properties/facilities provided in the hostels must be used judiciously. Any damage(s) effected to such facilities as a result of misuse shall be fully replaced or paid for by the student(s) concerned.
9. It is mandatory that students keep their rooms, corridor, toilets, kitchen and environment in general, clean and tidy. All rubbish must be properly disposed.
10. Students must vacate their rooms, remove all their personal effects during holidays and hand over keys to the hall supervisor before departing on each vacation, failure of which will attract payment of full rent for the period.
11. Students residing in each hall must be ready to participate in any organized sanitation exercise. Students who fail to participate will be ejected from the Hostel.
12. Cooking inside rooms is strictly prohibited. Students must use the kitchenettes provided in each hall or any other appropriate place as approved. Any student(s) who contravene(s) this regulation will have his/her cooking materials seized and also face severe disciplinary actions, including ejection from the hostel and/or suspension from the University.
13. Transfer of classroom, library, lecture theatre or cafeteria furniture/equipment into students' rooms is strictly prohibited.
14. Students are forbidden to engage in trading or hawking inside the hostel.
15. Sale or consumption of alcohol or any other intoxicants is banned

on campus. Any student found violating this order shall be expelled from the University.

16. Any electrical appliances not certified alright should not be brought in or else the owner will be ejected/banned from hostel accommodation.
17. The use of refrigerators and electric cookers (Hot plates) in the hostels is strictly prohibited. Any student found violating this order shall have the equipment confiscated and be ejected/banned from the hostel accommodation.
18. Fighting, stealing/ theft, religious preaching, noise making and misuse of musical instruments in the hostels are strictly prohibited and can lead to summarily dismissal from the University.
19. Any activity that is not in the interest of the academic and welfare pursuit of the University is banned.
20. Any student found in possession of dangerous weapons such as knife, gun, offensive chemicals will face summarily dismissal from the University.
21. Students may receive visitors between 9am and 10pm only.
22. No male visitors (including male students) are allowed into the female hostels and no female visitors (including female students) are allowed into the male hostels.
23. All non-hostel residents and visitors entering the hostels must check in at the reception desk in the porter's lodge.
24. Female students that are nursing mothers are not allowed to reside with their babies in the hostels.
25. Friends, or relatives, are not to be housed in the halls of residence for any period of time.
26. No student shall be allowed to keep Pet(s) in the hostel.
27. It is prohibited for students to urinate, defecate or take their bath outside the hostel bathroom/toilet.

28. It is tantamount to sexual harassment for students to engage in intimate open embrace (hugging/kissing) and sitting on each other's lap by opposite sex is prohibited.
29. Engaging in immoral acts by same or opposite gender is abhorred.
30. Defrauding/Theft/Robbery is prohibited.
31. Violation of any of the above conditions shall lead to students being surcharged, ejected from hostel, or banned from hostel accommodation for the remaining part of his/her stay in the University, or even suspended or dismissed from the University.

### ***Hostel Accommodation Disciplinary Committee***

Hostel Accommodation Disciplinary Committee is charged with the responsibility of overseeing the hostel accommodation misconducts. The Committee comprises of the Deputy-Dean of the Division, two other members of the Division and one Student representative.

### **Use of Electrical Appliances in the Hostels**

Use of high voltage appliances (hot plates, gas, electric cookers, washing machines, refrigerators, freezers, etc) is prohibited in the rooms. No student must tamper with or alter in anyway, electrical installations in any section of the hall of residence. Porters are mandated to carry out on the spot checks in students' rooms and to report defaulting students to the Dean of students for appropriate sanction.

### ***Status of Pregnant Students in the Hostels***

The Hall Administrators shall not accept liability for the arrangement of ante-natal and delivery services of pregnant students. The UHS will undertake to advise and direct students generally as may be necessary. A pregnant student will report her condition early to the Dean of Students and the Director, UHS. A pregnant student will be allowed to remain in the hall of residence not longer than three months before her expected date of delivery or as may be determined by the Director, UHS.

### ***Use of Exit Forms***

For absence over night or longer periods, students are required to obtain duly signed exit forms from the Dean of Students. Any absence involving missing of lectures, practical classes, require the approval of the Students' Academic Adviser and of the Head(s) of Department(s) and Dean of School concerned.

### ***Catering Facilities in the Campuses***

The University has engaged the services of private caterers to provide meals to the students on PAY AS YOU EAT basis in the University's Cafeteria in Bosso Campus, and eateries could be found in the Campus Market in the main campus Gidan Kwano.

## **STUDENTS COMMITTEES' REPRESENTATION**

There are some committees in which students are members. This is to avail the students the opportunity to be adequately represented when matters that have direct effect on them are being considered. Such committees include:

1. University Ceremonies Committee (two representatives, one of whom must be a female).
2. Students Welfare Committee (three representatives, one of whom must be female).
3. Sports Committee (one representative, i.e Students' Union, Director of Sports).
4. Committee on Sexual Harassment (two representatives one of whom must be a female).
5. Campus Community Communication Forum (three representatives, one of whom must be a female).
6. Students Disciplinary Committee (two representatives, one of whom must be a female).
7. Health Management Committee (two representatives, one of whom must be a female).
8. Hostel Management Committee (two representatives, one of whom

must be a female).

9. Hostel Accommodation Disciplinary Committee (one student representative must be in attendance).
10. Students' Union Tricycle Transport Committee (3 students Representatives)

The Dean of Students is responsible for sending the list of nominated students to the secretaries of the appropriate committees. Students' representatives serve one term only after which new members are nominated in order to give opportunity to as many students as possible.

## STUDENTS' WELFARE INSURANCE SCHEME (SWIS)

All registered undergraduate students of the University are covered by low cost benefit insurance scheme “Students' Welfare Insurance Scheme (SWIS)”. The Scheme covers:

1. Death of an insured student resulting from any form of accident or natural causes on 24-hour basis.
2. Accidental permanent disability resulting in total loss of ability to earn income such as loss of both eyes, loss of both limbs or loss of one eye and one limb.
3. Medical expenses incurred in a conventional hospital resulting from the treatment of an insured student that was involved in an accident.

### Note:

- a. *The scheme does not cover deliberate or self-inflicted injury.*
  - b. *Cult members will not be covered in the event of any injury resulting from cultism.*
  - c. *No claims would be entertained from treatments undertaken in a traditional/herbalist home except under direct referral from the University Health Services*
4. Accident refers to unexpected, untoward or unplanned event.

The proposed benefits of the scheme are:

- |  |                   |
|--|-------------------|
| 1. Life cover in case of natural/accidental death  | N200,000          |
| 2. Permanent disability (in case of acci           | N200,000          |
| 3. Medical expenses (in relation to accident only) | N50,000 (maximum) |
| 4. Burial expenses                                 | N50,000           |

### **Steps to be followed in processing SWIS Claims:**

In all cases of accidents outside the campus, the Dean of Students and/or the University Medical Director must be notified within 72 hours of the event for claims to be effective.

Immediate notification of the Insurance Company by the Registrar/Dean of Students within a reasonable time is required.

Completion of a claim form and submission of claims supporting documents such as:

- Medical Certificate of cause of death
- Medical Certificate confirming the degree of disability
- Evidence (Hospital receipts) of actual medical expenses incurred in recognized hospital

### **Note:**

- *Claim processing and benefits disbursement is through the Institution.*
- *Claim cheque in the event of death shall be paid to the insured next of kin as advised by the Registrar.*

*A claimant can be entitled to claim for more than one item during a policy year but cannot in aggregate receive more than the death benefit or disability benefit.*



## STUDENT DISCIPLINARY COMMITTEE

### CLASSIFICATION OF OFFENCES AND THEIR PUNISHMENT

S/N	OFFENCES	DEFINITION	PUNISHMENT/ACTION
1	Violation of dress code	Dressing in a manner that does not conform with the University dressing code e.g Wearing cloth that reveals part of the body that ought to be covered, sagging of trousers, tattered jeans, rough haircut, long nails and others abnormal dressing.	One semester suspension and counseling
2	Attempted Suicide	Failed effort or an attempt to intentionally kill oneself	Counseling/Rehabilitation
3	Being rude or speaking rudely to a staff/ verbal assault to a staff	Talking or behaving or making body gesture to a staff in a manner that is meant to ridicule or to disrespect his/her personality.	One semester suspension / expulsion
4	Defacing or destruction of staff, students' or University property	A willful and deliberate attempt to cause damage or deface a property of either Students', Staff or University property	One semester suspension / expulsion
5	Lying and deceit	Knowingly making a statement that is not true and in an attempt to deceive.	One semester suspension/ expulsion and sub-charge
6	Refusal to obey lawful instruction	Refusal to obey reasonable and lawful instruction	Warning/one semester suspension and counseling



7	Traffic offences/dangerous driving	Driving in a manner that put other road users in danger e.g over speeding within the school or driving against traffic.	One semester suspension/counseling
8	Smoking of cigarette within University Premises	Smoking of cigarette, Hashish, and marijuana	One semester suspension for first offender/expulsion
9	Fellow students' threat/insult	Saying hurtful words and statement that put fear to a fellow student	Warning to one semester suspension
10	Possession, sale, use and distribution of hard or illegal drugs	Consumption of any substance considered to be harmful to the body and or substance that can intoxicate in any form	One semester suspension Counseling to expulsion
11	Assault	Touching the body of another person without his/her permission especially where its intended to annoy or agitate the person or cause bodily harm	One semester suspension / expulsion
12	Forced Isolation	Constraining or restraining someone's movement to a place by infusing fear in him/her in a manner that deprives such person of his freedom of movement	One semester suspension / expulsion



13	Illegal and unlawful assembly, procession, protest or association	Gathering of more than one student and or movement with intent to violate or disobey University rules or order	One semester suspension / expulsion
14	Indiscriminate pasting of posters	Posting of bills, posters and other materials whether religious, political, academic etc. in places not designated for such or time when such or time when such is not approved	One semester suspension
15	Theft or stealing	Taking another person's property without his permission with the intention to permanently deprive the owner of its usage	One session suspension / expulsion
16	Forceful ejection from a place	Removing of someone from his/her lawful place with coercion	One semester suspension
17	Coercion	Forcing someone to do something	One semester suspension
18	Defamation	Making an untrue statement in public that ridicule another before the public	One semester suspension
19	Admission racketeering	Helping someone to secure admission in return for a negotiated favour whether financial or otherwise	Expulsion
20	Unlawful conversion	Converting another person's property to your own without his express permission	One semester suspension / One session suspension

21	Fighting	Physical assault or causing bodily hurt on each other or one another	One semester suspension / Expulsion
22	Forgery or alteration of documents	A process of falsifying a document or attempting to make real and authentic document which is not, deceiving others to believe that such document is real	One semester suspension / expulsion
23	Issuance of dud instrument, cheques or legal tender	Issuance of financial instrument, knowing that such an instrument does not have monetary, probative or any kind of value for which it was issued and accepted	Expulsion
24	Robbery	Forcefully taking another person's property e.g by using bodily intimidation, weapon or firearm	Expulsion
25	Rape or attempted rape: sexual assault, exploitation, violence or abuse	<p><b>Rape:</b> Penetrating a woman sexually without her consent or permission or an attempt to do same.</p> <p><b>Attempted Rape:</b> An attempt to penetrate a woman sexually without her consent.</p> <p>Exploit a woman sexually or obtaining her sexual pleasure by force</p>	Expulsion

26	Harassment, Bullying, stalking, hacking and cyber offence	<b>Harassment:</b> Pressurizing someone aggressively. <b>Bullying:</b> Intimidating a vulnerable person <b>Stalking:</b> Keeping unwanted surveillance on someone; <b>Hacking:</b> an Unauthorized access to a computer or information or a device using a fraudulently obtained access code. Other information that are cyber related	One Semester Suspension / Expulsion
27	Violent protest or incitement	A destructive demonstration or protest whether authorized or not and or whether the damage is small or not	Expulsion
28	Political offences of thuggery, intimidation, obstructing peaceful process, interference with process of election	Political offences of thuggery, intimidation, obstructing peaceful process, interference with process of election	Expulsion
29	Destruction of electoral materials or infringing the process of election	Destruction of electoral materials or infringing the process of election.	Expulsion
30	Possession of fire arms	Being in possession or found with items under firearm categories, whether intending to use it or not or whether already used or not.	Expulsion

31	Cultism or membership of unlawful association	Any unholy association or gathering that is to promote anti-social activities and whose aims and objectives are shrouded in secrecy, not registered as an association in the University and mode of operations are not in consonance with common practice in Nigeria. It must also fall within every meaning of cultism	Expulsion
31	Kidnapping / Banditry	Forcefully taking someone hostage against his will in an unknown location and with an aims to make demand for ransom or other benefit before such a victim can regain freedom	Expulsion
32	Possession or use of dangerous weapon	Dangerous weapons in this regard can be anything especially with respect to its intended usage. But specifically ranges from jackknife, pocket knife, all kinds of knife, any kind of gun and other possible materials or device that can be used to inflict injury or bodily harm	Expulsion

33	Culpable homicide/ murder or attempt murder	<p><b>Culpable homicide</b> – to cause the death of another either by your conduct or failure to do certain thing but without the intention to actually kill the person.</p> <p><b>Murder</b> – to intentionally kill someone.</p> <p><b>Attempted Murder</b> – a failed attempt to knowingly kill someone.</p>	Expulsion
34	Terrorism	An unlawful use of force to violently intimidate, destroy or cause damage and havoc on another. Creating perpetual and continuous fear in them	Expulsion
35	Forgery of certificates or falsification of information or records	Obtaining a certificate without the approval or consent of the supposed authority. Making a document look real even though is infact fake	Expulsion
36	Fraud, corruption, embezzlement and other related offences	<p><b>Fraud:</b> obtaining something especially money by pretence or making someone to part away with his property through deceit.</p> <p><b>Embezzlement</b> – Misappropriation of</p>	Expulsion

		fund that are entrusted in ones care.	
37	Prostitution and encouraging of same within the university environment or trading or distribution of obscene materials	The act of selling ones body sexually in exchange for money or other benefits or trading / distribution of obscene materials	Expulsion
38	Food poisoning	Adding harmful substance to someone's food with the intent to harm or cause such person bodily harm	Expulsion
39	Trading and representation of the University without permission	Using the name of the University to make personal gains without the express permission of the University	Expulsion
40	Out sourcing project, thesis and other related academic works	Allowing another person to do an academic work for a student, where such academic work is expected to be conducted by the student himself. E.g. Project work, thesis, assignment etc and copying another person's academic research or work <b>(Plagiarism)</b>	One and half session suspension with counseling / expulsion
41	Non display of ID Card	Willfully refusing to display the ID Glaringly Visible. On Campus or in the Lecture halls	Booking and Warning for first offender / one semester suspension.

## CHAPTER 8

### STUDENTS' UNION

The Students Union membership to which all registered students are eligible is voluntary. The Union serves as the official mouth-piece of students in respect to their welfare, academic pursuit and to some extent their views on national issues. Students' unionism started in this University at the time of its inception. The activities of the Union are guided by the Students' Union Constitution.

The organs of the Union are as follows:

#### ***Congress:***

This constitutes the general body of the Union in which every member of the Students' Union is a member.

#### ***Parliament:***

The parliament otherwise known as the Students Representative Assembly (SRA) is the law making body of the Union, and is made up of Students' Representatives (2 each) from various Halls of Residence, Schools as well as those living off-campus. Among the functions of the SRA is to defend the constitution of the union and provide an effective liaison between the students and the Executive Council. Major decisions taken by the Executive Council of the Union must be ratified by the parliament.

#### ***Executive Council***

The activities of the Union are vested in the Council whose tenure of office shall be one academic session only. The Council represents the Union's views to the authorities. It consists of all elected executive officers of the Union. The 2023/2024 members of parliament and executive officers are listed in Appendix I.

### ***Eligibility to contest election***

For any student wishing to contest election into any of the specified posts/offices, he/she is required to satisfy the following conditions:

1. Record of good behaviour to be certified by the Head of Department or any senior staff of the University.
2. Minimum academic achievement that is not lower than CGPA of 3.00.
3. An undertaking to abide by an accepted code of behaviour.
4. Other conditions that may be specified by the University from time to time.

### **Finance**

The Union finances are derived from the Union fees paid directly by students. Other sources of income include social and fund raising activities as may be organized by the Union from time to time. The University authority is not under any obligation to provide fund for Union activities.

The Council is responsible for preparing the union's budget, which is subject to the approval of parliament. In order to ensure accountability and judicious use of fund, an independent office of the auditors is provided. Such officers usually come from the congress. Also, the Students' Union account is subject to annual auditing by external auditors appointed by the University.

### **Use of Students' Union Vehicles**

The Union's vehicles if any are maintained and run effectively by the Union officials in charge. However, the use of such Students Union vehicle to travel to locations outside Minna without the prior permission of the Dean of Students Affairs is strongly prohibited. Permission must be sought at least 48 hours before the intended journey.

### **Students' Union Constitution**

Each member of the union is entitled on first registration, to have a copy of the Union's Constitution.



# CHAPTER 9

## CLUBS/SOCIETIES AND ASSOCIATIONS

Students organize various clubs, societies and associations in the University. According to the particular emphasis of each organization, activities such as dances, film shows or even academic activities such as symposia, public lectures or debates are held. These activities help to promote social interaction among students.

### REGISTRATION

1. Registration of students' organization must not be construed as agreement with, support of or approval by the Institution, but only as recognition of the rights of the organization to exist in the University subject to the existing rules and regulations.
2. All students' clubs, societies and associations must register with the Students' Affairs Division at inception and to be renewed with the Students' Affairs at the beginning of each academic session.
3. Each organization has its own constitution. Before any club, society or association operates on the campus; its constitution must be approved by the Students' Welfare Committee.

**NOTE:** *Associations based on tribal/ethnic or regional groupings are illegal and will not be registered. Any association or group not registered shall not be allowed to function or use any of the University facilities.*

### GENERAL REGULATIONS

1. All students' organizations must have at least a staff adviser who shall write to indicate his/her willingness to serve, and in addition give an undertaking to be responsible for the activities of the organizations.
2. All students' organizations must be open or transparent in conduct and practice.
3. All students' organizations must keep proper records of their finances. All funds raised by whatever means are subject to

financial scrutiny.

4. All students' organizations must operate a bank account with FUT Minna Micro Finance Bank.
5. Any communication or requests emanating from any students organization must be duly endorsed by the Staff Adviser of the association.
6. Officers of Students' organizations are presumed to have accepted individual responsibilities for the planning and conduct of activities sponsored by their organizations.
7. No student organization is allowed to indicate or imply that it is acting on behalf of the Institution or with its approval without specific authorization by the appropriate University authority.
8. All students' organizations must comply with applicable University rules and regulations. Any breach of the University regulations by any organization may result in loss of privilege or registration.
9. Registered organizations must apply for renewal for subsequent sessions not later than the date specified in the academic calendar attaching their end of session audited statement of account, names and addresses of officers for the next session; and a statement of their contribution to the educational, cultural and social growth of the institution in the outgoing session.
10. All social activities organized by students and taking place in any approved area of the campus must stop by 12 midnight unless an extension of time had already been obtained from the Students' Affairs Division.
11. Application for use of University facilities for any function organized by students and students' organizations must be in writing addressed to the Dean, Students' Affairs Division at least 14 days before the scheduled date of the occasion. The request for such permission must state the nature of the activity, and must close at the approved time.

12. It is illegal for any student organization to hold its annual day or event on a week day. All such social or cultural outings particularly those involving “sensitization” (drumming, dancing, trumpeting within the campus), must be limited to weekends i.e. only Saturday/Sundays. The organization must make a formal request and approval obtained prior to starting the event. Failure to comply will be met with appropriate sanctions.
13. All outings in the form of “sensitization” must not be held during lecture hours in order to avoid any form of disturbance.
14. No student organization has the right to declare lecture free day(s).
15. Any student organization found to be operating against the interest of national security, public safety, and public morality unlawfully, shall be proscribed and members suspended or dismissed from the University as the case may be.
16. The University reserves the right to cancel permission to stage any activity when students' organizations fail to follow University guidelines for such activities.

## **COMMUNICATION WITH OUTSIDE BODIES**

1. Press releases or press conferences by students bodies, Students Union Executives or individuals must be cleared with the Dean of Students and the Vice-Chancellor.
2. Any form of communication from the Students Union or individuals to Government officials must pass through the Students' Affairs Division and the Registrar.
3. Approval must be obtained from the Dean of Students and the Registrar for the use of the broadcast media by Union Executive members or individual students.
4. To ensure the proper delivery of letters, students should indicate their Halls of residence or Departments/Schools.

## PUBLICATIONS BY REGISTERED ORGANIZATIONS

Freedom of expression is guaranteed by the Constitution of the Federal Republic of Nigeria. This should not be misinterpreted to mean liberty to infringe on the right of others. Each student or students organization will be held responsible for whatever the person or organization publishes.

1. Publications meant for distribution/sale must be authorized by the Students' Affairs Division and must be sponsored by registered organizations.
2. All students' publications must clearly indicate the name of the organization and the names of the members of the editorial board.
3. Copies of any publication from registered magazines must be deposited with the Dean of Students.
4. Any registered students organization that publishes, sells, or distributes printed materials shall be held responsible for such materials including any matter arising as libels, etc.
5. All students' publications must state explicitly on the editorial page that the opinions expressed are not those of the University but those of the students' body.

### The following types of publications are prohibited:

1. Publications which are not properly signed or which are in anyway anonymous
2. Publications which are libelous
3. Publications which are slanderous
4. Publications which are obscene
5. Publications which incite violence.
6. Publications containing fake news and hate messages.

**NOTE:** *Staff advisers of respective students' organizations should be aware that they have responsibility to ensure compliance with all University rules and regulations.*

## USE OF UNIVERSITY FACILITIES

Hall supervisors are responsible for the proper use of common rooms, notice boards, chairs and other items of furniture in the hostels.

1. If University property is lost or damaged while in a student's care, the student will be responsible for the cost of replacement or repair. The regulation applies to all University property including sports equipment.
2. University property may be used only on the campus. Proper clearance must be obtained from the Dean of Students for the removal of any University property to any place outside the campus. There will be a deposit to cover the cost of replacement and/or damage to property so affected.
3. Use of Lecture Theatres, Cafeteria, University Buses, Bitrus Sawa Square, Suleiman Komo Convocation Square, Gidan kwano and any other University facility requires submission of formal application through appropriate channels. All applications must be properly certified by the Patron/Staff Adviser or Head of Department of the applicants.
4. The use of academic facilities by religious organization for routine activities or programmes is strictly prohibited.
5. For any event that requires the use of University facilities, request must be made for such facilities at least 14 days before the event for it to receive adequate attention and approval

Recommended channels of applications for use of University facilities are as follows:

### **FACILITIES**

Bitrus Sawa Square  
Convocation square-Registrar University Auditorium  
Cafeteria (Bosso Campus)  
Sports Facilities in both campuses

### **CHANNELS**

-Registrar Suleimanu Komo  
-Registrar  
-Dean of Students  
-Chairman, Sports Comm.

Lecture Theatres/Halls	- Deans of respective Sch.
School Facilities	- Deans of respective Schools
Buses under the Director, Works Dept.	- Vice-Chancellor
University Buses under the Bus Services Unit	- Coordinator, Bus Services

**NOTE:** *All applications must be routed through the staff adviser and office of the Dean of Students.*

## DEMONSTRATION

Demonstration is a way of expressing people's displeasure on issues found to be detrimental to their welfare. Although, peaceful demonstration properly organized could be permitted by the University, the authority must be informed 48 hours before any demonstration takes place.

The following rules must be obeyed in respect to students' demonstration:

1. Demonstration outside the University campus will not attract the sympathy of the University in the event of clashes with law enforcement agencies. If the demonstrating students are arrested by the Police they may suffer disciplinary action in addition.
2. Demonstrating students must not endanger the life of any person. Property should not be destroyed or damaged.
3. Any violent demonstration resulting in molesting persons or damaging property will attract severe disciplinary action against those responsible.
4. Forcing other students to join in a demonstration is strictly prohibited.
5. Demonstrating students must not impede or obstruct the free movement of persons on the campuses.
6. If during students' demonstration there is a clash between the law enforcement agencies and the demonstrating students, the University cannot offer any protection to the students involved.
7. Demonstrating students must not deny the use of offices, classrooms

or other facilities to staff or other students.

8. Students' demonstration must not take place after 7:00pm or before 7:00am.

The organizers of a disorderly demonstration will be held responsible for failing to take adequate precautionary measures.

**NOTE:** *University employees are not subject to orders from any student or group of students.*

## RELIGIOUS ACTIVITIES ON CAMPUS

The University authority recognizes two (2) main religious bodies. These are:

- A. The Christian Community which comprises
- i. The Protestant Christian group which operates as the Chapel of Grace (staff and students), with the students' arm as Fellowship of Christian Students (FCS).
  - ii. The Catholic Christian group which operates as St. Malachy's Chaplaincy (Staff and Students), with the students' arm as Nigerian Federation of Catholic Students (NFCS).
  - iii. The Christian Community which comprises
- B. The Muslim group which operates as the Muslim Ummah (Staff and Students), with the students' arm as Muslim Students Society of Nigeria (MSSN).

The activities of the student's arms shall be overseen by the leadership of their respective recognized religious groups. Each of the students' arm shall have a patron who shall be appointed in conjunction with the leadership of the recognized religious groups. All communications to the University Management and the Dean of Students from the students' arm of the respective religious groups must be channeled through their respective Patrons and the leadership of their respective religious groups. Religious worships are restricted to designated areas. All students and

members of the University community are hereby informed that the recognized/designated places of worship on both campuses of the University are:

- i. The Chapel of Grace, for the Protestant Christian group
- ii. St. Malachy's Chaplaincy, for the Catholic Christian group
- iii. The Masjid for the Muslim Ummah

**NOTE:** *An external speaker/preacher can only be invited after due approval by the leadership of the respective recognized religious groups and the Dean of students Affairs.*

## **COMMITTEE ON ANTI-SOCIAL ACTIVITIES (CASA)**

The Committee on Anti-Social Activities on Campus (CASA) was constituted by Management on 20th June, 2007 to handle issues concerning cultism and other related matters. The major objective of the committee is to prevent and monitor the anti-social activities on campus. Other terms of reference of CASA include eradication of cultism, drug abuse, rape, alcoholism, admission racketeering, and other vices in the University.

The Committee is headed by the Deputy Vice-Chancellor (Admin) and comprises other members that include; Deputy Dean of Students' Affairs, Counselling Psychologists, Representatives of Deans of Schools, Representatives of Directors of University Health Services and Security Services. Members of the University Community are encouraged to collaborate with the Committee effectively to sensitize staff and students on the negative effects of anti-social activities.

## **CULTISM**

***CULTISM IN THE UNIVERSITY IS STRICTLY PROHIBITED, STUDENTS OF ANY ORGANISATION FOUND PRACTICING ACTIVITIES SIMILAR TO OR SAME AS THOSE PRACTICED BY CULTISTS WILL BE EXPELLED FROM THE UNIVERSITY***



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## **GENERAL RULES**

Uploading/Posting by an individual or group of students of any document (write up/audio/audio visual/visual images) that demean, ridicule, abuse or infringe on the right of an individual/group/institution shall attract serious sanction.

## **BREACH OF UNIVERSITY REGULATIONS**

Any breach of University regulations stated herein will be dealt with accordingly. Punishment ranging from immediate suspension or summarily dismissal from the University by the Vice Chancellor on the recommendations of the Students' Disciplinary Committee or other advisory bodies shall be enforced.

## APPENDIX I

### 2023/2024 SESSION EXECUTIVE OFFICERS AND MEMBERS OF THE STUDENT UNION PARLIAMENT

<b>OFFICERS OF THE STUDENT UNION EXECUTIVE</b>			
<b>NAME OF OFFICER</b>	<b>MATRIC NO.</b>	<b>DEPARTMENT</b>	<b>LEVEL</b>
<b>PRESIDENT</b>			
Eze Christian Nnabuike	2018/1/71190CM	Telecom Eng	400L
<b>VICE-PRESIDENT I</b>			
Adeleke Amira Lolade	2019/1/78063PH	Geophysics	300L
<b>VICE-PRESIDENT II</b>			
Osaghae Daniel Success	2019/1/77695TI	ITE	300L
<b>GENERAL SECRETARY</b>			
Akuh Emmanuel Kedonojo	2019/1/77437VB	Building	300L
<b>ASSISTANT GENERAL SECRETARY</b>			
Muhammed Fatima Zahara	2021/1/81450LM	Microbiology	200L
<b>FINANCIAL SECRETARY</b>			
Ogunwale Mofiyimfoluwa John	2021/1/80489AI	Agric Ext. & Rural Dev.	200L
<b>TREASURER</b>			
Naga Paul Aondohemba Currency	2018/1/70173EA	ABE	400L
<b>PUBLIC RELATIONS OFFICER (PRO)</b>			
Moshood Abdulwarris Olamide	2021/1/83651PH	Geo-physics	200L
<b>WELFARE OFFICER I</b>			
Okoli Emmanuel Nnaemeka	2019/1/78532PH	Applied Geophysics	300L



<b>WELFARE OFFICER II</b>			
Adamu Ibrahim Allawa	2021/3/79615BE	Sci Edu	400L
<b>DIRECTOR OF SOCIALS</b>			
Ayodele Toluwani Opeyemi	2019/1/75281VP	URP	300L
<b>DIRECTOR OF SPORTS</b>			
Alaka Ridwan Adewale	2019/1/76770PP	Physics	300L

<b>OFFICERS OF THE STUDENT UNION REPRESENTATIVE ASSEMBLY (SCHOOLS)</b>					
<b>S/N</b>	<b>NAME OF OFFICER</b>	<b>MATRIC. No.</b>	<b>CONSTITUENCY</b>	<b>DEPT.</b>	<b>LEVEL</b>
1	Adebisi Yaqub Adewale	2021/1/82940AH	SAAT	Hort.	200L
2	Yusuf Mutiat Temitope	2021/1/80891AN	SAAT	FST	200L
3	Abdulwaheed Abdullahi Olawale	2021/1/79572EE	SEET	EEE	200L
4	Amokun- Mosa Yaasir Abolore	2021/1/82065ET	SEET	MCE	200L
5	Emmanuel Miracle	2018/1/70505EC	SIPET	CIE	400L
6	Adaidu Ezekiel Machofu	2021/1/79605EH	SIPET	CHE	200L
7	Ogah Emmanuel	2019/1/76098VQ	SET	QS	300L
8	Ayo Adeiza Jose	2018/1/71757VL	SET	SVG	400L
9	Daniel Divine Prince	2019/1/79444CT	SICT	CPT	300L



10	Musa Muhammed Mujahid	2021/1/84122CF	SICT	ICT	200L
11	Ibrahim Yusuf Tunde	2018/1/72146BH	SLS	BCM	400L
12	Sherifdeen Fauziyat	2018/1/72301LB	SLS	PLB	300L
13	Joel Gloria	2018/1/72781PL	SPS	GEOL	400L
14	Mustapha Sulaimon Abiola	2018/1/73172PM	SPS	MATHS	400L
15	Oladiran Isaac	2021/1/84044MP	SIT	PMT	200L
16	Nwoko Sylvester Chinemerem	2019/1/78521TI	SSTE	ITE	300L
17	Obafemi Emmanuel	2019/1/76056BT	SSTE	EDT	300L

#### OFFICERS OF THE STUDENT UNION REPRESENTATIVE ASSEMBLY (RESIDENCIES)

S/N	NAME OF OFFICER	MATRIC. No.	CONSTITUENCY	CAMPUS	DEPT	LEVEL
1	Musa Ibrahim Hassan	2018/1/71667VQ	MA: BLOCK-A	GK	QS	400L
2	Victor Paul Uchechukwu	2019/1/76639VA	MA: BLOCK-A	GK	ARCH	300L
3	Mustapha Mohammed Mustapha	2018/1/71609VQ	MA: BLOCK-B	GK	QS	400L
4	Rabiu Fateemah Zahra	2018/1/71308VA	FE: BLOCK-C	GK	ARCH	400L
5	Abdulsalam Aisha Ohunene	2021/1/79559CM	FE: BLOCK-D	GK	Tel. Eng.	200L
6	Charles-Edino Paradise Achele	2021/1/83373EH	FE: BLOCK-D	GK	CHE	200L

7	Abdullahi Hawakulu Yakubu	2018/1/70438EH	FE: BLOCK-E	GK	CHE	400L
8	Suleiman Ummulkhuthum	2018/1/69724AA	FE: BLOCK-F	GK	APT	400L
9	Omosho Oluwadamilola Oluwaseyi	2019/1/76276EH	FE: BLOCK-G	GK	CHE	300L
10	Aligbo Precious Chineny	2021/1/82401AS	FE: BLOCK-G	GK	SLM	200L
11	Agwu Amarachi Njumobi	2019/1/79170EL	FE: BLOCK-H	GK	MME	300L
12	Abdulwahab Aminat Oluwabukola	2019/1/78371PC	FE: BLOCK-H	GK	CHM	300L
13	Ogunkunle Martha Ayomide	2019/1/76116EH	NEEDS-FE	GK	CHE M	300L
14	Ahiaba Wisdom Ugbede	2018/1/71589VQ	NEEDS-FE	GK	QS	400L
15	Suleiman Joshua Mshelia	2021/1/82240CT	NEEDS-MA	GK	CPT	200L
16	Echioda Mathias Oloche	2019/1/75443CP	NEEDS-MA	GK	CPE	300L
17	Afonrinwo Bukola	2018/1/73661BE	FE: BLOCK-L & M	Bosso	Sci Edu	400L
18	Onotu Deborah	2019/1/78286BE	FE: BLOCK-L & M	Bosso	Sci Edu	300L
19	Adewale Isaac Aderibigbe	2018/1/73615PS	MA: BLOCK-Q	Bosso	STA	400L
20	Raji Fahad Muhammad	2018/1/71963CI	OFF-CAMPUS	GK	URP	400L

21	Ujah Anthony Oche	2019/1/76597EE	OFF-CAMPUS	GK	EEE	300L
22	Omidiji Adeolu Michael	2018/1/70824EE	OFF-CAMPUS	GK	EEE	400L
23	Moses Terungwa Anongu	2019/1/77254TI	OFF-CAMPUS	Bosso	ITE	300L
24	Nyize Joseph Shekwoduza	2021/2/83668BT	OFF-CAMPUS	Bosso	EDT	300L

FE = FEMALE;

MA = MALE;

GK = GIDAN-KWANO;

## APPENDIX II

### CURRENT LIST OF APPROVED ANNUAL ACADEMIC PRIZE AWARDS ENDOWED PRIZES

**Professor Femi Odekunle's Prize** for the best graduating student in the Department of Cyber Security Science endowed by Professor Femi Odekunle.

**Professor Rufa'i Ahmed Alkali's Prize** for the overall best graduating B. Tech. student in the University endowed by Professor Rufa'i Ahmed Alkali.

**Professor Abdullahi Bala's prize** for the best graduating student in the Department of Soil Science and Land Management endowed by Professor Abdullahi Bala.

**Professor Musbau Adewumi Akanji's prize** for the overall best graduating student of the University Endowed by Prof. Musbau Adewumi Akanji.

**Mrs. Hadiza Goje's prize** for the best graduating female student in School of Innovative Technology Endowed by Mrs. Hadiza Goje.

**Pa Sadiku Fache Eku's prize** for the best graduating student in the Department of Water Resources, Aquaculture and Fisheries Technology endowed by Prof, S. O. E. Sadiku.

**Alhaji Iyaka Muhammad Ibrahim's prize** for the best graduating student in the Department of Chemistry endowed by Professor Yahaya Ahmed Iyaka.

**Mrs. Victoria Nnawo Kolo's prize** for the overall best graduating female student of the University endowed by Mrs. Victoria Nnawo Kolo.

**Amudat Asunke Blessed Ajala's prize** for the best graduating student in the Department of Animal Production endowed by Prof. Abdulmojeed Tunji Ijaiya.

**Professor K. R. Onifade's prize** for the best graduating student in the Department of Chemical Engineering endowed by the Old Students of Prof. K. R. Onifade.

**Professor K. R. Onifade's prize** for the best graduating student in the Schools of Engineering endowed by the Extended Family of Prof. K. R. Onifade.

**Professor K. R. Onifade's prize** for the best graduating female student in the Department of Chemical Engineering endowed by the Extended Family of Prof. K. R. Onifade.

**Professor S. A. Garba's prize** for the best graduating student in the Department of Microbiology endowed by Professor S. A. Garba.

**Prof. John Ndanusa Akanya's prize** for the best graduating student in Analytical

Chemistry endowed by Prof. John Ndanusa Akanya.

**Professor James Idemudia Ighalo's prize** for the best graduating student in the Department of Estate Management and Valuation endowed by Prof. Muhammad Bashar Nuhu.

**Madam Victoria Onwuka's prize** for the best graduating student in the Department of Telecommunication Engineering endowed by Professor Elizabeth Onwuka.

**Chief Charles Adebisi's prize** for the best graduating student in Valuation endowed by Chief Charles Adebisi.

**Chief Sanjo Alagbe's prize** for the best graduating student in Feasibility and Viability Studies endowed by Chief Sanjo Alagbe.

**Osita Okoli's prize** for the best graduating student in Advanced Housing Studies endowed by Osita Okoli.

**Sir Peter Ojongbade's Prize** for the best graduating student in the Department of Mathematics endowed by the family of Professor Husseni Makun.

**Professors Abiodun Musa Aibinu's Prize** for the best graduating student in the Department of Mechatronics Engineering endowed by Professor Abiodun Musa Aibinu.

**Professors Jacob Mundi Baba and Daniel Oladele Adefolalu's Prize** for the best graduating student in the Department of Geography endowed by the Department.

**Alhaji Mohammed Garba Gbakogi's Prize** for the best graduating student in the Department of Urban and Regional Planning endowed by Alhaji Maikudi Mohammed.

## SCHOOLS

### SCHOOL OF AGRICULTURE AND AGRICULTURAL TECHNOLOGY (SAAT)

**Vice-Chancellor's prize** for the best graduating student in the School of Agriculture and Agricultural Technology.

### SCHOOL OF ELECTRICAL ENGINEERING AND TECHNOLOGY (SEET)

**Vice-Chancellor's prize** for the best graduating student in the School of Electrical Engineering and Technology.

### SCHOOL OF ENVIRONMENTAL TECHNOLOGY (SET)

**Vice-Chancellor's prize** for the best graduating student in the School of Environmental Technology.



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## **SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGY (SICT)**

**Vice-Chancellor's prize** for the best graduating student in the School of Information and Communication Technology.

## **SCHOOL OF INFRASTRUCTURE, PROCESS ENGINEERING AND TECHNOLOGY (SIPET)**

**Vice-Chancellor's prize** for the best graduating student in the School of Infrastructure, Process Engineering and Technology.

## **SCHOOL OF INNOVATIVE TECHNOLOGY (SIT)**

**Vice-Chancellor's prize** for the best graduating student in the School of Innovative Technology.

## **SCHOOL OF LIFE SCIENCES (SLS)**

**Vice-Chancellor's prize** for the best graduating student in the School of Life Sciences.

## **SCHOOL OF PHYSICAL SCIENCES (SPS)**

**Vice-Chancellor's prize** for the best graduating student in the School of Physical Sciences.

## **SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION (SSTE)**

**Vice-Chancellor's prize** for the best graduating student in the School of Science and Technology Education.

## **OTHERS**

**National Identity Management Commission's prize** for the best graduating student in the Department of Project Management Technology endowed by National Identity Management Commission.

**Friesland CampinaWAMCO's prize** for the best graduating student in the Department of Food Science Technology endowed by Friesland Campina.

**BuyPower Inc. prize** for the best graduating student project in Clean and Renewable Energy endowed by Datapex Drifty Technologies Limited, Abuja.



**FEDERAL UNIVERSITY  
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