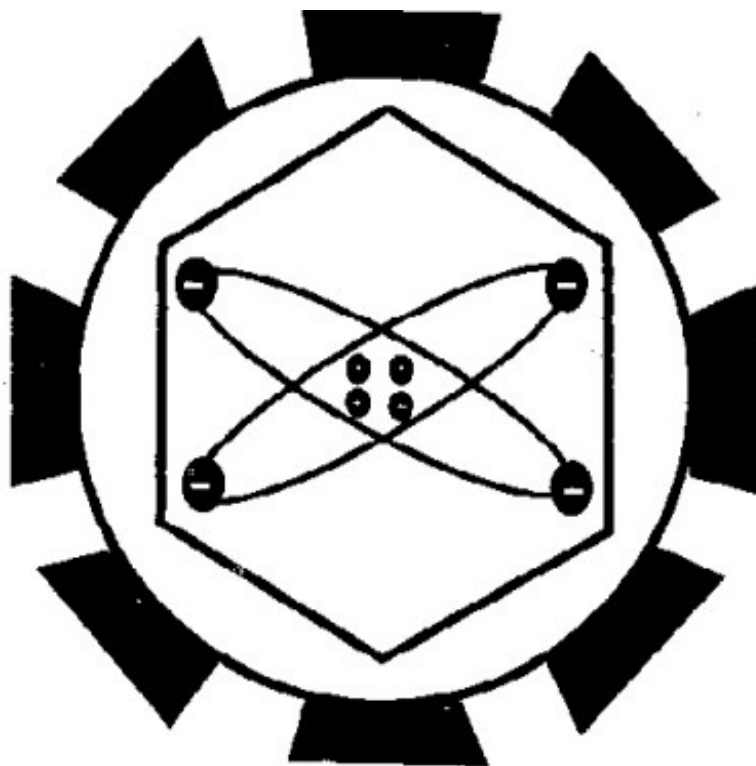


***SCIENCE AND TECHNICAL COLLEGES BOARD,
KANO STATE***



.....EDUCATE YOUR CHILD IN SCIENCE AND TECHNOLOGY

STUDENTS HAND BOOK 2020

VISION

To be at the forefront in moving Kano State to greater height with all the needed Scientific and Technological Capabilities

MISSION

To develop sufficient human resource by continues training of well-focused minded and disciplined students in Science, Technical and Vocational Education capable of fitting into professionally based courses in institutions of Higher Learning within and outside the country for socio-economic Development of the state and the country in general.

CORE VALUES

- **Integrity**
- **Commitment**
- **Hard work**
- **Teamwork**

PREFACE

The student handbook is intended to serve as a guide, for new and old students, teachers, parents as well as the general public.

The normal orientation period in the science and technical colleges may not answer all the questions of new students. This is because, some basic questions that new students may want to ask, cannot be answered by the orientation arrangement since students come at different times. Not only that, some may even be too shy to ask questions considering their being relatively new in the Science and Technical Schools Board System. The production of this book will therefore, satisfy the yearning of the shy as well as the extrovert students.

Old students will definitely treasure this book because it will remind them about their alma-mater. Similarly, it will serve as a reference material that they can use to advise prospective students into the fold of the Science and Technical Schools Board System.

The teachers of the Science and Technical Schools Board will equally benefit from the publication of this book. This is because it will reinforce what they have been emphasizing to their students. The students' hand book will also serve as a very useful material to new teachers of the Science and Technical Schools Board. The parents as well as the general public will find it very helpful because they will know what is expected of their children. When parents know what their children are supposed to be doing, they ensure that it is done. Then that will go a long way in providing the much needed atmosphere conducive for teaching and learning activities.

This book will set a stage for proper understanding of the Science and Technical Schools Board System and hopefully, achieve the desired objectives of academic excellence.

May Allah bless us all, Ameen

AHMAD TIJJANI ABDULLAHI
Executive Secretary
September, 2019

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INTRODUCTION

Now that you are lucky to have been offered an opportunity to study in our college, you must consider it a challenge and make the best use of such an opportunity; as there are many equally good candidates who sat for the same entrance examination with you, but due to some reasons they are not so lucky as you to secure admission.

This handbook is therefore, prepared purposely to guide you so as to know the rules and regulations operating in your new college, with a view to make you not only remain of good conduct but also became successful in your studies.

You are expected to adhere strictly to the daily college activities as stated herein the handbook. Thus, hostel activities, classroom activities, prayers in congregation, meals, prep, games/sports, outings/roll-calls, bed check, clubs and societies etc should be observed by every student. These activities will go a long way to help you improve your moral, spiritual and intellectual up-bringing.

1. MORNING ACTIVITIES

i. Boarding Institutions:

(a) Waking-up and Prayers:

Students wake-up to say the Subh prayers daily.

(b) Morning Chores:

Between 6.00 and 7.00 am Students perform their chores, cleaning the surroundings. House-masters/mistresses and master/mistress on duty for the day ensure that surroundings are properly cleaned and hostels tidied.

(b) Getting Ready for Classes:

Students have their bath and dress up in proper college uniform to classroom by 7: 15am.

iiDay Institutions:

(a) Students are expected to arrive between 7.00 am and 7.40 am to tidy up their classes. At 7.40 am they moved to assembly ground.

(b) ROLL-CALL

In boarding institutions, morning roll-call is conducted in classrooms at 7.15 a.m. by class master/mistress while in day institutions it is conducted at 7.40 a.m. After roll-call has been conducted, students move in line quietly to assembly ground/hall with form masters/mistress bridging up the rear.

(c) MORNING ASSEMBLY

Students should come to assembly ground in line followed by their form masters/mistress.

Morning assembly is conducted at 7.25 a.m. Mondays – Thursdays in boarding institutions; and at 7.45 a.m. in day institutions. Assembly programme includes recitation of the Holly Qur'an, prayers, National Anthem, moral guidance, teachers talk, students talk, news casting, hygiene inspection (on Mondays) Announcements and National Pledge and prayers.

Students shall remain orderly and quietly on the assembly ground.

Students shall leave the assembly ground in line and in orderly manner.

(d) STUDENTS GUIDANCE

No assembly is held on Fridays but students and form masters or mistresses talk or discuss issues of concern to the whole class or individual students. This takes place immediately after the morning roll call, before the normal lesson starts.

(e) NORMAL LESSONS

- (a) On each day from Mondays to Thursdays, lessons start at 7.45 a.m. in boarding institutions while in day institutions it starts at 8.05 a.m. and ends at 1.50 p.m. Four periods are taught before break and another four periods after break.
- (b) On Fridays four periods are taught before break and two periods after break.

(f) MEALS (BREAKFAST, LUNCH, DINNER)

In boarding institutions students take their meals together in dining hall. Meal times are as follows:

- (a) Breakfast: This is taken immediately after the first four periods (at break-time).
- (b) Lunch: This is taken after the Zuhr prayers
- (c) Dinner: This is taken after the Magrib prayers.

(g) PREPS:

Prep is done in classrooms and supervised by the master/mistress as well as prefects on duty. Students shall only read relevant materials (non-fictions) not newspapers, magazines or novels. There should be absolute silence and any unusual movements or noise, should be noted and control by the master/mistress on duty and prep supervisors. Students can be allowed to use library during prep hours. However, they should be closely monitored by the master/mistress on duty as well as prep supervisors.

In boarding institutions, prep times are as follows:

a. *Monday – Thursday*

- i. Afternoon prep is done between 4.15 p.m. and 5.15 p.m. with the exception of Wednesdays,
- ii. Wednesdays are set aside for compound cleaning from 4.15 p.m. to 5.30 p.m.
- iii. Evening prep is done from 8:00 p.m. to 9.30 p.m.
- iv. On Fridays no afternoon prep is conducted instead students are allowed to attend Friday prayers (boys only)
- v. Ta'alim is conducted between Magarib and Isha'i prayers, under the supervision of a duty master or any other staff that may be assigned to do so.
- vi. Evening prep is done from 8:00 .p.m. to 9.30p.m.

b. *Saturdays:*

- i. Saturdays are set aside for Islamiyya sessions conducted at a stipulated time. While the rest of the day may be spent doing some recreational activities or prep from 8:00 p.m.- 9.30 p.m.

c. Sundays:

- i. In the morning Islamiyya sessions as well as some recreational activities may be conducted at a stipulated time.
- ii. Afternoon prep is done between 4.15 p.m. and 5.15 p.m.
- iii. Evening prep is done from 8:00 p.m. to 9.30 p.m.

a. Monday – Thursday

In day colleges preps are conducted four times (Mondays to Thursdays only from 2:30 pm to 4:00pm)

(h) GAMES, CLUBS AND SOCIETIES

Hours of games/sports and clubs/society meetings are conducted immediately after the afternoon prep(5:30 – 6:30p.m.) All students are to take part in games. The games master oversees the organization of games. Other teachers interested in games are encouraged to participate. Games must end by 6.30p.m. or thereabout depending on the time changing.

(i) LIGHTS-OUT/BED-CHECK:

Lights are put out in hostels at 10:00 p.m. and bed check conducted by master/mistress and prefects on duty after light-out. After bed-check, no further activity is allowed.

(j) SATURDAY INSPECTION

In boarding colleges Saturday inspection is conducted on Saturdays in the morning. Other inspections such as class, laboratories, students, etc can be conducted on any of the working days as may be determined by the college authority.

- (i) This exercise comes up every Saturday before breakfast, all students must participate.
- (ii) Dormitory area must be neat. Students must trim their finger nails, hair, brush teeth, put on complete uniform (neat) prior to the inspection.
- (iii) House meetings may be held with house-masters/mistresses in attendance after inspection.
- (iv) Personal hygiene inspection is conducted on Mondays or any other day that may be stipulated by the college authority.

(k) EVENING ROLL-CALL

- (i) Evening roll-call is conducted in boarding institutions on Fridays after outing hours (boys only) at 5.00 pm.

(l) EXIT

- (i) Permission to leave college is obtained from Vice-Principal; on ground of ill health, on the recommendation of the Health master or the school nurse.
- (ii) Students are not allowed to leave college compound without permission except on outing day (boys only)

- (iii) Exit paper must be presented to the college authority on return.

(m) **HEALTH CARE**

The college has a health prefect in the dormitory. Any ill health case is reported to him/her through the house captain. Some colleges have sickbays managed by college nurse under the supervision of the health master/mistress assisted by health prefects. All ill-health cases are to be reported to college nurse or health master/mistress through the health prefects for first aid treatment. Sick students may be given treatment form or card to go to the Health Centre for further medical attention; and where prescription is not obtainable in the health center; the college health master must be seen immediately for further action. Those students with peculiar illness are to come with enough drugs at least for a term.

(n) **RULES & REGULATIONS**

All students are expected to be of good behavior; and must shun away from bad habits such as:

- (i) Disrespect to the constituted authority;
- (ii) Defacing or destruction of college properties;
- (iii) Smoking, drug abuse, alcoholism and consumption of harmful or habit forming substances
- (iv) Perpetrating immoral acts such as **SODOMY, LESBIANISM** and other related social vices,
- (v) Truancy, sneaking out or leaving the college premises without permission,

- (vi) Bringing in dangerous weapons to the college.
- (vii) Stealing,
- (viii) Examination malpractice,
- (ix) Use of cellphones.
- (x) Fighting, Inciting students, rioting and other forms of disturbances of the college peace and the community,
- (xi) Bullying

(o) **DISCIPLINARY MEASURES**

Now that you are aware of some of the rules and regulations of the college, you have to know that going against any of them you would be punished in any of the following ways.

- (i) Warning
- (ii) Fatigue
- (iii) Lashes or strokes of the cane
- (iv) Suspension
- (v) de-boarding
- (vi) dismissal
- (vii) Confiscation of unauthorized items
- (viii) The case of jumping over the fence to sneak out of the college attract outright dismissal from the college
- (ix) smoking Indian hemp, committing sodomy or lesbianism attract outright dismissal from the college
- (x) bullying of mates or junior students attract outright dismissal from the college

(p) PROHIBITED ITEMS AND CONTRABAND

No student is allowed to bring to the college any of the following items:

- (i) All electrical appliances
- (ii) Cellphones (Hand-set)
- (iii) Stoves
- (iv) Mufti dresses
- (v) Jewelries
- (vi) Make up materials
- (vii) Raw food items
- (viii) Any other item that can be determined by the college authority

(X) INTER-RELATIONSHIP

(a) STAFF/STUDENTS RELATIONSHIP

The relationship between staff and students should be sound and cordial. Students must know that teachers are not only to teach them how to read and write but also guide and help them in all possible ways for their betterment. Thus, students must:

- (i) Respect their teachers
- (ii) Feel free to ask questions and discuss problems with them
- (iii) Not to visit staff quarters uninvited except only on emergency cases e.g. illness, fire out-break, shortage of water etc.

(b) RELATIONSHIP BETWEEN STUDENTS

Students must see themselves as brothers/sisters pursuing a common goal. They should show consideration and understanding on all issues:

- (i) Senior students must show sympathy and concern for junior ones
- (ii) Junior students must obey and respect their seniors
- (iii) Molesting/bullying is not allowed on either side

(c) STUDENT/COMMUNITY RELATIONSHIP

Students must consider themselves as part of the community where their College is situated. Therefore, mutual understanding is expected to exist between the students and community. **HENCE:**

- (i) Student must protect and promote the good image of the college.
- (ii) They should respect the customs and traditions of the host community and contribute to its well-being through self-help projects.
- (iii) They should not tamper with the farm produce of the inhabitants.

(ix) EXAMINATIONS

TERMINAL

(a) FirstTerm

All students write common terminal examination prepared centrally by the examinations unit of the

Monitoring & Evaluation Department of the Board. However, the result would be reserved and carry forward to the end of the session for use in the weighted average result; the 1st term result will constitute 15% of the weighted average.

(b) Second Term

The second term examination is conducted as the first term examination stated in (a) above. The 2nd term result would constitute 25% of the weighted average result.

(c) Third Term

At the end of third term all SS/NTC 1, JSS 1 and JSS 2 write promotional examinations. While SS /NTC2 write qualifying examinations; as in 1st and 2nd terms, the result would be carried forward for use in the compilation of the weighted average result. The third term would constitute 60% of the weighted average result.

(d) Weighted Average

The weighted average determine the fate of each and every student at the end of a session SS/NTC1, JSS1 and JSS2 students will either be promoted, repeated or even withdrawn from the college, depending on their individual performance. While SS/NTC2 will either be governments sponsored, self-sponsored or repeata class.

Note: the newly introduced computation of result system by the Science and Technical Schools Board, the report of the weighted average result serves as report No. 4, a

holder to that of 1st, 2nd and 3rd terms that were earlier issued.

(x) PARKING OF VEHICLES

All day students using motor cycles/bicycles are to ensure that they park them within the areas reserved for parking. All rules and regulations concerning the use of vehicles as may be further stipulated by the college must be fully observed by all. For example students are to disembark from their vehicles at the gate and push them to the parking area.

(xi) ELIGIBILITY FOR FINAL EXAMINATIONS

You must behave well and work very hard in order to complete and pass your Science/Technical/JSS education examinations very well at the end. On the other hand, if you do not behave well, attend your lessons regularly, do your assignments and classwork in your first year, you will end up being asked to repeat a class or even be withdrawn from the college. However, certificates, statement of result, testimonial and all other classified documents can only be issued to students who wrote their final examinations (WAEC, NECO, NABTEBB and others) in the college. These documents can only be issued to owners in person not by proxy.

(xii) SIWES

Students Industrial Work Experience Scheme (SIWES) is compulsory to all NTC 2 technical students during third term holiday. It is part of the assessment of the

students' practical experience in their respective trades. Hence any student with unsatisfactory performance may be asked to repeat the programme in order for him or her to have required pass marks.

(xiii) IDENTITY CARD

Each student is entitled to be issued with ID card after he/she is fully registered as a student of the college. The ID card if issued is expected to last for the period of a student stay in a college. For security and safety, students are strongly advised to promptly report loss of ID card to any nearest police station and obtain written report.

(xiv) CHANGE OF NAME

Request for change of name will not be entertained from any student after been registered in any of the colleges. Any name a student is registered with will be maintained throughout.

(xv) LIBRARY FACILITIES

The college library has reasonable collection of textbooks, journals and other reading materials covering all the disciplines taught in the college. You are therefore, strongly advised to make good use of these facilities to do your assignments and other private readings. You would be fully oriented on how to use the library. All rules and regulations are to be strictly observed by all students using the library.

(xvi) SAFETY PRECAUTIONS

(a) Laboratory

The college you find yourself has laboratories well equipped to provide you with tools and apparatus for the required practical skills. You are therefore, expected to make good use of these facilities and also obey all the safety rules and regulations:

- i. Do not eat or drink while in the laboratory
- ii. Do not taste or sniff any chemical without the consent of your teacher/instructor.
- iii. Do not play mad scientist in the laboratory
- iv. Never use or touch any material, equipment or chemical without the consent of your teacher/instructor.
- v. Never perform any experiment without the permission or supervision of your teacher/instructor.
- vi. Chemicals are quite dangerous, you are therefore, expected to handle them with extra care.
- vii. Report any accident immediately to your teacher/instructor or laboratory assistant.
- viii. In case of fire accident use the fire extinguishers provided in the laboratory instead of water.

(b) Workshop

Technical students conduct their practical lessons in the workshops. These workshops are equipped with tools and equipment that may easily inflict injuries on your body if not properly handled. Thus for safety it is mandatory for all students using workshops to comply with all the safety precautions:

- (i) Always use overall or apron while in the workshops.

- (ii) Always use your safety boot
- (iii) Use correct tools for the right job
- (iv) Do not carry many tools at ones
- (v) Always keep the workshops clean, tidy and well ventilated.
- (vi) Do not run in the workshops
- (vii) Do not operate or touch any machine without the supervision of your teacher/instructor
- (viii) Make sure you know the fire escape exit
- (ix) Do not split liquids on the floor if it happens accidentally make sure to clean it immediately.
- (x) Remember machines have no brain, so use yours
- (xi) Be informed that accident does not happen it is caused; there is a safe way to do everything if you don't know ask.

(xvii) VACATIONS

Students are expected to leave college premises with their parents on days earmarked as holidays. All students are strictly advised to resume to their respective colleges on days earmarked as resumption days, failure to do so disciplinary action may be applied where necessary. For further details, refer to “**guide to parents/guardians**” on rules and procedures on receiving new students, holidays and visitations.

(xviii) GENERAL REMARKS

The college recognizes you as a member of the institution immediately you are registered and assigned to a class, house or department as the case may be. It is

also believed that you are acquainted with dos and don'ts of the college, hence you must behave well.

In addition to what you have read in this book, there are guidance and counseling services in the college. The officer in charge will among other things:

- (i) Help you in career choice.
- (ii) Conduct orientation for new students.
- (iii) Always help you by giving advice on academics and other social as well as personal problems

A notice board is also provided in the college where students are fed with important information from the college authority about clubs and societies in the college. Hence students are advised to read from this board at all times.