



Calvary Polytechnic Owa-Oyibu.

Students Handbook

2022/2023

Revision 3 (2022)

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1.0 Welcome to Calvary

Calvary Polytechnic is a private and God ordained endeavour assisting in the development of human capital for the immediate Community, State and the Country.

It was established in 2015 and approved by the Federal Government in July 2016 and has since continued to admit students from all over Delta State and the Country.

We have a Philosophy of passion to train the Nigerian youth for proficiency and civic responsibilities and to meet the needs of the Nigerian economy.

Our motto is “Knowledge for Practice”.

At Calvary Polytechnic, we ensure that our students acquire the appropriate skills, abilities and competences both mental and physical as equipment for the individual to live and contribute to the development of the society.

We are primarily concerned with teaching and research for the achievement of excellence particularly in the knowledge of technology, science and management.

1.1 Vision

Train students to become responsible and change-enhancing members of the society in various fields of human endeavour.

Preparing the students to be articulate, critical and creative thinkers.

1.2 Mission

Commitment to excellence in teaching and learning.

Be a centre for study and excellence in the fields of Engineering, related Applied Arts and Sciences, Information and Communications Technology (ICT) and in Business and Enterprise.

1.3 Philosophy

Training the Nigerian Youths for proficiency and civic responsibilities to meet the needs of the Nigerian economy.

The philosophy is carefully articulated to fall in line with the Nation's Philosophy of Education.

1.4 The Visitor

The Visitor to Calvary Polytechnic is HRM Obi (Dr) E. O. Efeizomor II (JP, OON)

1.5 Governing Council

- ❖ Chairman Chief (Engr) Okwuokenye Nkenchor (JP)
- ❖ Member (Rector) Prof Nwajei Samuel
- ❖ Member Prof Ayo Charles
- ❖ Member Chief Ignatius S. Agidi
- ❖ Member Barr Isitor Raymond
- ❖ Member (Registrar) Barr Nwajei Chioma (Secretary)
- ❖ Member (Rep of NBTE)
- ❖ Member (Min of Higher Education, Delta State)
- ❖ Member (Rep of Professional body)

1.6 Principal Officers/Management

- ❖ The Rector: Prof Nwajei Samuel
- ❖ The Registrar: Barr Nwajei Chioma
- ❖ The Bursar: Mr. Josaih Ijabor
- ❖ The Librarian: Mr. Oniovosa B. Awana

1.7 Academic Board

- ❖ Rector: Chairman
- ❖ Deputy Rector Member
- ❖ Registrar: Secretary
- ❖ Polytechnic Librarian: Member
- ❖ All senior Lecturers and above: Member
- ❖ All Deans of School: Member
- ❖ All Heads of Academic Department: In attendance

2.0 PROSPECTS AND OBJECTIVES

- To enable our young men and women have an intelligent understanding of the increasing complexity of technology.
- To give an introduction to professional studies in engineering and other technologies.
- To provide manpower in applied science, technology and particularly at sub-professional grades.
- To provide people who can apply scientific knowledge to the improvement of solutions of environmental problems for the use and convenience of man.
- Carry out diverse studies to help facilitate effective and efficient use of society's resources for its general benefit.
- Enhance ethical standards among students and youths in general.
- To produce middle and high-level manpower for the nation's economic and industrial growth.
- To provide an avenue for discussions among members of the society towards solving the most basic social problems.
- To provide education and training for all members of society without regard to race, colour, ideology, religion or political affiliation in areas of Engineering, Computing and Information Technology, Business and enterprise, Social and the Applied Sciences.
- To provide opportunities to young people with the aim of enhancing their personal and professional outlook.

3.0 LIFE AT CALVARY

Fully functional upstream facilities which include Classroom blocks, Administration, Library, Laboratory, Workshop, Multipurpose Hall, Auditorium, Restaurant, Electric power & Water distribution, Sport complex, Security post, Hostels, Lecture theatre, Computer centre, Health Clinic, Bookshop & Printing press, etc.

Calvary Polytechnic is sited in Owa-Oyibu, the headquarters of Ika North- East Local Government Area (LGA) in Delta State, South-South Nigeria.

The School is about 3 km away from the town with minimal distracting noise.

Owa-Oyibu has an area of about 463km² and a population of 183,657 at the 2006 census.

Delta State presently covers a land mass of about 18,050km², which more than 60% is land.

Delta State is generally low-lying without remarkable hills. The State has wide coastal belt inter-lace with rivulets and streams, which form part of the Niger-Delta.

4.0 ACADEMIC PROGRAMMES

The three regular polytechnic programmes run include – National Diploma, Higher National Diploma and Certificate Courses.

The Schools and departments are:

4.1 School of Engineering Technology

- ❖ ND & HND in Computer Engineering.
- ❖ ND & HND in Electrical/Electronic Engineering.
- ❖ ND & HND in Civil Engineering.
- ❖ ND & HND in Mechanical Engineering.

4.2. School of Environmental Studies

- ❖ ND & HND in Architecture.
- ❖ ND & HND in Estate Management.
- ❖ ND & HND in Quantity Surveying.
- ❖ ND & HND in Urban & Regional Planning.
- ❖ ND & HND in Land Surveying.

4.3. School of Management Studies

- ❖ ND & HND in Accountancy.
- ❖ ND & HND in Business Administration.
- ❖ ND & HND in Banking & Finance.
- ❖ ND & HND in Public Administration.

4.4. School of Applied Science

- ❖ ND & HND in Computer Science.
- ❖ ND & HND in Statistics.
- ❖ ND & HND in Science Lab Technology (SLT).

5.0 PHYSICAL STRUCTURES

The planned Physical structure include:

- ◆ Eight 3-Floors Classroom Buildings each consisting of 33 classrooms including offices.
- ◆ Three 3-Floors Female Hostel Buildings each consisting 54 bedrooms with 10 occupants per room.
- ◆ Three of 3-Floors Male Hostel Buildings each consisting of 54 bed rooms with 10 occupants per room.
- ◆ A 3-Floors Administrative Office Complex.
- ◆ A 2-floors Library Building
- ◆ A Multipurpose Hall with shops.
- ◆ A Restaurant.
- ◆ A Sports complex hosting football field, lawn tennis court, basket ball court, etc.
- ◆ Two Workshop and Maintenance buildings.
- ◆ Three Water Distribution Reservoirs.
- ◆ 2 Security Post
- ◆ A Fire Service Station.
- ◆ A Power Station.
- ◆ A Lecture Theatre.
- ◆ An Audio-Visual Centre.
- ◆ A Central Computer Centre.
- ◆ One Auditorium.
- ◆ A Health Clinic.
- ◆ A Physical Planning Centre.
- ◆ One Central Store.
- ◆ One Rector's Guest House.
- ◆ One Bookshop and Printing Press.
- ◆ One Shopping Centre.

6.0 RESOURCE & ACCADEMIC PLAN

6.1 Admission

Admissions into Calvary Polytechnic is governed by the conditions set out by the Joint Admissions and Matriculation Board (JAMB) guidelines, which form the bases for admission into all National Diploma programmes in Calvary Polytechnic.

Candidates seeking admissions into this Polytechnic are expected to sit for the qualifying examination conducted by JAMB. All admissions shall be provisional in the first place subject to the confirmation that the candidate meets general conditions for admission as well as departmental requirements.

6.2 Registration

Every new student admitted into Calvary Polytechnic is to register appropriately within the stipulated period at the beginning of the semester. Any student who fails to complete the registration process shall not be allowed into any class.

6.3 Academic Calendar

The Academic Calendar of Calvary Polytechnic is based on the Semester System. There are two (2) Semesters in any Academic Year viz: First Semester and Second Semester.

The 1st Semester shall normally commence in September/October of each year and end in February/March of the subsequent year.

The 2nd Semester shall start in April and end in August of the same year. Duration of each Semester shall be approximately 18weeks, the examination week inclusive.

6.4 The Curricular

The Curricular for all ND & HND Programmes consist of four main components namely: General Studies, Foundation Courses, Professional Courses and Student Industrial Work Experience Scheme (SIWES).

The National minimum guide curriculum and course specifications developed by NBTE shall be adopted for the curriculum of all ND and HND programmes.

6.4.1 General Studies:

The General Studies component of the curriculum shall include courses in:

Arts, Business Communication, Citizenship, English Language, Entrepreneurship, History, Arts, Humanities, Mathematics, Philosophy of Science, Physical and Health Education, Science, Social Studies and Sociology.

6.4.2 Foundation Courses:

The relevant Foundation Courses shall be in the following areas:

Economics, Law, etc; Quantitative Techniques, Statistics.

The number of hours for the foundation courses shall be between 10% and 15% of the total contact hours for the programme.

6.4.3 Professional Courses:

This range of courses shall be core and relevant to the specific programme of study.

6.4.4 Student Industrial Work Experience Scheme (SIWES):

The SIWES is a relevant requirement as contained in the National Board for Technical Education (NBTE) guidelines for all ND students in Science based courses. Every student shall compulsorily undergo three months SIWES training at the end of the Second Semester of the first year.

A SIWES Coordinator under the students' affairs department shall handle the SIWES placement in concert with the NBTE.

6.5 Requirements for Training

Calvary Polytechnic shall provide all the relevant equipment and other training materials in accordance with the specifications and minimum recommended requirements enshrined in the NBTE guideline for each programme. The Institution shall ensure that these requirements are adequate and that up to date training equipment as are necessary for skilled work force production are in place.

6.6 Attendance Requirement

Every student of Calvary Polytechnic shall be expected to attain a minimum of 70% of the total possible attendance. The institution shall enforce regular attendance in all theoretical, workshop practice and laboratory activity classes. A student may be withdrawn from the course if his/her attendance falls below the minimum requirement. Absence from class on grounds of ill health must be supported by a medical report.

6.7 The Course Unit System

Calvary Polytechnic operates the course unit system. The course unit system shall ensure efficient continuous assessment practise and enable the individual student to progress at their personal rate and ability. This practice will also prevent the repetition of a whole Semester or Session where only a small number of course(s) are failed and Grade Point Average is high enough, in such a situation, the students will only be required to have a Carry Over/ or Carry Overs.

The Course Unit System shall entail the following:

6.7.1 The Credit Hour:

1 Credit Hour is equivalent to 1 hour of lecture per week. 3 hours of any practical work per week per Semester is equivalent to 1 Credit Hour. Final year projects would normally carry a minimum of 2 credit hours and a maximum of 4 credit hours.

6.7.2 Students' Course Workload:

Full-time student shall register for all relevant courses that may not exceed a maximum of 40 Credit Hours per Semester. Students on Part-time admission would be expected to register for lesser Credit Hours as may be determined by the Academic Board of the Institution. After the first semester, a student shall normally be allowed to register for a course in which he/she has successfully taken and completed the pre-requisite of that course.

6.7.3 Pre-requisite Courses:

A student shall be expected to take and successfully complete a lower level course before taking the next higher course in the sequence.

6.8 Assessment of Students' Work

The evaluation of students' work shall comprise two main components namely: continuous assessment and examination.

6.8.1 Continuous Assessment:

The students work shall be evaluated on continuous basis. These shall comprise Tests, Assignments and Practical projects with relative weight ranging between 30% and 40% depending on the programme.

6.8.2 Examination:

The main examination shall be the semester examination. This component shall be weighted between 60% and 70% of the overall assessment. The examination questions and the marks awarded shall be subjected to internal and external moderation by lecturers not below the rank of a Senior Lecturer.

6.9 The Grading System

The acceptable pass mark for all National Diploma and Higher National Diploma programmes shall be a minimum score of 40%.

The grading system shall be as follows: -

Grading of ND/HND: Calvary Polytechnic shall apply the grading pattern below in grading all ND and HND programmes:

Table 1: Calvary Polytechnic Grading System

% SCORE RANGE	LETTER GRADE	GRADE POINT	COURSE GRADE CLASSIFICATION
80 – 100	A	4.0	EXCELLENT
70 – 79	AB	3.50	VERY GOOD
60 - 69	B	3.00	GOOD
55 – 59	BC	2.75	SATISFACTORY
50 – 54	C	2.50	AVERAGE
45 – 49	CD	2.25	FAIR
40 – 44	D	2.0	PASS
0 – 39	F	0.0	FAIL

6.9.1 Grade Point Average (GPA):

The overall performance a student or points obtained in each course shall be determined by a *mean average* called the Grade Point Average.

This GPA is calculated by multiplying the credit hours by the numerical equivalent of the Grade Points.

For example;

$$\text{'A' grade in a 4 credit hour course} = 4 \times 4 = 16$$

$$\text{'B' grade in a 3 credit hour course} = 3 \times 3 = 9$$

$$\text{'C' grade in a 2 credit hour course} = 2 \times 2.5 = 5$$

$$\text{'D' grade in a 3 credit hour course} = 3 \times 2 = 6$$

GPA is calculated by dividing the total grade points by the total number of credit hours:

$$= \frac{\text{Total grade points}}{\text{Total credit hours}} = \frac{36}{12} = 3.00$$

6.9.2 Cumulative Credit Hours: This is the total sum of all credits hours carried from **the** time of entry into the Polytechnic to the time of computing the credit hours. **Cumulative Grade Points:** This is the sum of the grade points earned by a student over a period of time from when he/she enrolled in the institution to date of computation.

6.9.3 Cumulative Grade Point Average (CGPA):

It should be noted that all courses passed or failed shall be reflected on the transcript for each semester and these shall form part of the CGPA computation. This is calculated by dividing the total cumulative grade points by the cumulative credit hours.

6.9.4 Repeat Courses: In the case where a student fails to attain the minimum score of 40% in any course, he/she shall be required to re-register for the course. When a student retakes a failed course, the credit hours and the grade point of all the attempts shall reflect in the computation of the cumulative credit hours and the cumulative grade points.

6.10 Academic Conditions

A student who has not completed his/her project and indeed any course work shall not be eligible for the award of a Diploma since this is a pre-condition for graduation. In such a situation, the student shall be awarded an “I” grade meaning Incomplete, until the project is satisfactorily completed by the student.

6.10.1 Withdrawal from Course:

A student who chooses to withdraw from a course for which he/she duly registered for may be permitted to do so on the condition that he/she obtains approval from the Head of Department and the period does not exceed four weeks from the time of registration. In the absence of such an official procedure, an “absence” grade shall be recorded for that course.

Where a student is unable to sit for examination in a course he/she registered for due to an illness or other exigencies, an “S” grade shall be awarded. The grade shall not count toward

the computation of the GPA. The affected student shall be allowed to register for the course when the course is available.

6.10.2 Inter-Departmental Transfer: If a student, for any cogent reason seeks to change his/her course of study and transfer to another department, at the end of the first year; he/she must first meet the basic requirements for the intending programme. He shall then apply on a prescribed form through his current HOD to the HOD of the intending programme for necessary processing.

6.11 Academic Performance

a) Probation Period: At the end of any semester, those students with CGPA of 1.0 or less shall be placed on probationary period of one semester and be advised to improve or be compulsorily withdrawn. Any student with a Cumulative Grade Point Average of 1.75 or below at the end of any semester shall be served written warning.

b) Voluntary Withdrawal: If a student fails to register for two consecutive semesters or absents him/her self from classes for two consecutive semesters shall be considered as having voluntarily withdrawn from the programme/polytechnic.

6.11.1 Examinations and Results

a) Regulations

An attendance register shall be kept by the Polytechnic, which must be signed by every student admitted into the examination hall for the purpose of sitting for the examination.

Current student identity card must be brought into the examination hall and must be produced on demand.

No form of communication between students shall be allowed once the examination has commenced.

Once the examination has commenced, no student shall be allowed to leave the examination hall with the intention of returning to the hall.

Only students who have fully registered for the course shall be allowed to sit for the examination.

Students are expected to come into the examination hall only with approved materials.

Calvary Polytechnic shall provide answer scripts for any examination and these shall remain the property of the polytechnic. It shall be an offence for a student to be found with the script either before or after the examination.

b) Honour Roll: For the purpose of encouragement of scholarship and academic excellence, students who earn a Cumulative Grade Point Average (CGPA) of 3.50 and above at close of any semester shall be entered in the honour roll and commended in writing accordingly.

c) Scripts and Marks: All examination materials such as answer scripts, mark/grade sheets, marking scheme, etc, shall be treated as confidential. All marked scripts and the scores thereof shall be forwarded to the Head of Department (HOD) by the examiner who shall compile and forward the scores to the Director of School. All marked scripts for the preceding Academic Year shall remain in the HOD's office before disposal.

d) Approval of Result: All departmental results shall be forwarded to the Academic Board after due consideration and approval at a meeting between the Director of respective School and the Head of Departments. After the results have been approved by the Academic Board, the final results shall be released by the Academic Affairs office.

6.12 Petitions and Complaints

If there are justifiable reasons or prove of claims, a student who feels his/her academic performance has been wrongly assessed and the result(s) wrongly computed may petition. The student shall state the case in detail attaching all available facts and figures and forward it the Polytechnic Registrar through the Head of Department. The Registrar shall bring the complaint to the notice of the Academic Board.

The result of any petition shall be communicated to the petitioner in writing within four weeks of the receipt of the petition.

Petitions must be sent not later than three months from the date of release of the result of the given examination.

6.13 Classification of Diploma:

Classification of Diploma certificates shall be based on the cumulative grade point average in the following categories:

3.5 and above	= Distinction
3.0 – 3.49	= Upper Credit
2.5 – 2.99	= Lower Credit
2.0 – 2.49	= Pass
1.99 and below	= Fail

6.14 Award of Diploma Certificate:

A student may qualify for the award of diploma when he/she passes all courses; the award of diploma shall be based on the cumulative GPA obtained by the student. More so, the award shall be graded on the basis of overall performance. Meanwhile, the minimum CGPA necessary for the award of diploma shall be 2.0.

7.0 ACCADEMIC PROGRAMMES

7.1 Programmes to be mounted in Calvary Polytechnic

Calvary Polytechnic shall run the three regular Polytechnic programmes ascribed to the Polytechnic system.

These programmes are: **National Diploma** and **Higher National Diploma** programmes as well as some **Certificate** courses and programmes that would prepare individuals for professional registration like COREN, etc.

7.2 National Diploma (ND)

The National Diploma programmes are designed to provide introductory studies in engineering, business and other technologies, thereby producing Diplomats with the basic knowledge and skills, which will serve as a foundation for further skill acquisition/development of the student in the various professional disciplines. The National Diploma programmes shall run for two academic calendar years (i.e. four semesters) for full time students. For part time students, a maximum of four academic calendar years (i.e. eight semesters) is required.

7.3 Higher National Diploma (HND)

The programme is open to students who must have successfully completed the National Diploma programme in an NBTE accredited course and have had the compulsory one-year post National Diploma work experience. It is designed to produce graduates with adequate professional competence and skills to enable the individual to perform supervisory and managerial roles in his/her work environment. The Higher National Diploma (HND) is a follow-up programme for the National Diploma.

The duration of the Higher National Diploma programme shall be a minimum of two academic calendar years, (i.e. four semesters).

7.4 Certificate Programme

Calvary Polytechnic shall mount Certificate programmes in specific courses based on industry demand and popularity. The objective of the programme shall be to meet the specific needs of candidates who for some reasons may not have the opportunity of benefiting from a National Diploma programme.

The certificate programmes, depending on the course contents and its scope, shall run for a minimum of three months. Credit hours earned may provide advanced placement for the candidate in the relevant National Diploma programme.

7.5 Structure of the Proposed Academic Programmes

Academic programmes in Calvary Polytechnic are structured in distinct schools. Each school shall consist of related academic departments/courses. Sharing of common facilities by related schools shall be allowed as this shall strengthen the individual programmes and ensure inter-dependence of the academic departments.

7.6 Proposed Schools/Departments and their Administrative Structuring.

Calvary Polytechnic shall operate four Schools viz.:

- School of Science Technology,
- School of Engineering,
- School of Environmental Studies and
- School of Management Studies.

Each School shall be made up of a cluster of closely related programmes of study designated as Departments. A qualified academic staff not below the rank of Senior Lecturer shall head every Department. Every School shall be under the administration of a Dean who must be a duly qualified professional in one of the courses offered in the respective School.

8.0 ORGANISATIONAL STRUCTURE

8.1 THE GOVERNING COUNCIL OF CALVARY POLYTECHNIC

8.1.1 The Council

Calvary Polytechnic have a Governing Council which is made up of respectable members of the society as appointed by the Proprietor. They carry out the overall superintendence of the general administration and affairs of the Polytechnic,

The making of policies and control of property and finances of the Calvary Polytechnic,

8.1.2 Membership of the Council

Membership of the Council include the following persons or officers:

- 1) The Chairman, who is the Proprietor of the Institution or an appointee of the Proprietor.
- 2) The Rector of the Polytechnic
- 3) Two representatives of the Academic Board of the Polytechnic elected by the Board.
- 4) Representatives of areas of special interest as determined by the Proprietor.
- 5) A representative of the Federal Ministry of Education
- 6) A representative of the National Board for Technical Education
- 7) A representative of the professional bodies
- 8) A representative of the professional bodies
- 9) One member of the society with interest in the development of Technical Education.
- 10) The Registrar (non-member) is the secretary to the Board.

8.2 Academic Board

8.2.1 The Academic Board shall be the highest authority on academic matters.

The following members shall constitute this Board:

- The Rector - - - - - - - - -Chairman
- Deputy Rector - - - - - - - - -Vice Chairman
- Deans of School - - - - - - - - -Members
- Head of Academic Departments - - - - - - - - -Members
- The Polytechnic Librarian - - - - - - - - -Member
- The Registrar - - - - - - - - -Secretary

8.2.2 Functions of the Academic Board

The functions of the Academic Board shall be to:

- Formulate and establish academic policies for the polytechnic.
- Review academic policies and regulations in line with industrial / economic demands of the Nation.
- Direct and regulate all matters associated with instruction, training, research, admissions and graduation.
- Advise on any academic matter as may be referred to it by the Governing Board.
- Regularly evaluate academic policies, programmes and facilities of the polytechnic, compare with the minimum requirements as laid down by NBTE and forward the findings to the Governing Board for necessary action

8.3 The Rectory

The Rectory shall be the main academic and administrative organ of the institution. The Rector who shall be the chief executive officer of the Polytechnic shall head this department.

Sections and units that shall constitute the rectory include:

- Academic Planning Unit
- Consultancy Unit
- Internal Audit Unit
- Management Information System (MIS)
- Physical Planning Unit
- Public Relations
- Security

8.4 The Registry

The registry shall provide academic, administrative and advisory services to the Polytechnic through the following offices:

- ◆ Central Administration
- ◆ Academic Matters {Admissions, Exams & Records}
- ◆ Student Affairs
- ◆ Board Affairs
- ◆ Personnel Matters
- ◆ Council Matters

8.5 Bursary Department

The finances of Calvary Polytechnic shall be directly managed and supervised by the bursary department. This department shall be charged with the responsibility for budget preparation, expenditure control as well as the provision of financial advice to the Polytechnic management. The head of the department shall be the Bursar.

The Bursary department shall also provide support services for the management of assets and other resources as well as the liabilities of the polytechnic. The department shall perform its functions through the following offices:

- Student Account
- Salaries and Wages
- Recurrent Expenditure
- Projects
- Procurement
- Loans and Advances

8.6 Works and Services

The Director of Physical Planning/Works shall head the Works and Services department. Functions of the department shall include the development, maintenance and control of the polytechnic's estates and infrastructures and the provision of other essential services.

It shall have the following service units:

- General Maintenance
- Motor Transport
- Physical Planning
- Utilities

8.7 The Library

The main resource centre for teaching, learning and research functions of the polytechnic shall be the Library. The Polytechnic Librarian shall be the Head of the Library. The Library shall perform its functions through the following units:

- Acquisition
- Audio Visual
- Bindery/Reprographics
- Cataloguing
- Serialization
- Virtual library/Computer Centre

8.8 Medical Services Department

The Medical Services Department shall be responsible for providing Curative, Preventive and Primary Health Care Services to members of Calvary Polytechnic community. The Medical Director shall be the head of the Medical Services Department. The Department shall consist of the following units:

- Out Patients,
- Admission,
- Maternity and
- Pharmacy

9.0 COMMITTEES OF THE POLYTECHNIC

9.1 Appointment and Promotion Committee

Senior Staff: The Committee shall handle all matters related to appointment, promotion, transfer and confirmation of Senior staff. The Rector shall be the Chairperson of this committee. Other members shall include the Directors of Schools, the Registrar and one representative of the senior staff.

Junior Staff: This Committee shall consist of a Chairperson and four other members and shall handle all matters related to appointment, confirmation, promotion and transfer of staff in the junior cadre. The Board on the recommendation of the Rector shall appoint the Committee.

Note:

All appointments and promotions shall be presented to the Governing Board for ratification.

9.2 Finance and General-Purpose Committee

Finance and General-Purpose Committee shall be responsible for the formulating of policies, regulating and advising on income and expenditure of the Calvary Polytechnic with regards to capital development, annual budget, conditions of service, etc. The Rector, Bursar, Registrar and three other members of the Academic community shall constitute membership of the committee while the Proprietor shall serve as the Chairperson of the finance committee.

9.3 Disciplinary Committee

All cases of indiscipline/misconduct shall be examined by this committee and shall make appropriate recommendations to the Board for necessary disciplinary measures. Recommendations of this committee shall spell out appropriate / adequate punishment(s) for every offence. The Rector, as Chairperson of the disciplinary committee shall appoint four other senior staff of proven integrity as members one of whom shall be the Chief Security officer of the Polytechnic.

9.4 Tenders Committee (Board)

The Chairman of Council shall appoint the Chairman of the Tenders Committee. Other members shall include the Rector, Bursar, Registrar, two members of the Academic Board and four other Board members. The functions of this committee shall be the consideration of tenders submitted by contractors wishing to execute major projects in the polytechnic.

The terms of reference of the tenders committee shall include:

- Consider and recommend to Board on projects, particularly the siting of buildings in line with the provisions of the Master plan as well as prioritization of projects.
- Deliberate on and recommend to the Board all matters connected with invitation to and acceptance of tenders from contractors in respect of buildings and supply of goods and services.
- Advise the Board on all other matters relating to the development of the Institution's site as Board may refer to the committee.

10.0 COURSES AND COURSE CODES FOR EACH PROGRAMME

10.1 ND Electrical/Electronic Engineering

Table 2: ND Electrical/Electronic Engineering Programme Courses

ND1, Semester 1

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 101	Use of English	2	0	0	2	2	General
2	GNS 103	Use of Library	2	0	0	2	2	General
3	GNS 113	Work Ethics and Moral Education/Standard 1	2	0	0	2	2	General
4	MTH 112	Algebra and Elementary Trigonometry	1	1	0	2	2	Special Elective
5	GNS 119	Skills Acquisition 1	2	0	3	2	5	General
6	MEC 111	Technical Drawing	0	0	4	4	4	Special Elective
7	MEC 112	Basic Workshop Technology and Practice	1	0	2	3	3	Special Elective
8	EEC 114	Report Writing	1	0	3	4	4	Core
9	EEC 112	Introduction to Computer Software	1	0	2	3	3	General
10	EEC 117	Computer Hardware 1	1	0	2	3	4	Core
11	EEC 111	Electrical Graphics	1	0	3	4	3	Core
12	EEC 115	Electrical Engineering Science 1	1	0	2	3	3	Core
13	EEC 119	Electrical Installation of Building I	1	0	2	3	3	Core
	TOTAL		16	1	23	37	40	

ND1, Semester 2

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 102	Communication Skills 1	2	0	0	2	2	General
2	MTH 211	Calculus	1	1	0	2	2	Special Elective
3	SDV 201	Business Entrepreneurship	2	0	0	2	2	General
4	GNS 123	Work Ethics and Moral Education/Standard 2	2	0	0	2	2	General
5	GNS 129	Skills Acquisition II	2	0	3	2	5	General
6	MEC 124	Machine Tools Technology & Practice	1	0	2	3	3	Core
7	EEC 122	Electrical Power 1	1	0	2	3	3	Core
8	EEC 123	Electrical Machine I	1	0	2	3	3	Core
9	EEC 124	Electronics 1	1	0	2	3	3	Core
10	EEC 125	Electrical Engineering Science II	1	0	2	3	3	Core
11	EEC 126	Electrical and Electronic Instrument I	1	0	3	4	4	Core
12	EEC 128	Telecommunications I	1	0	2	3	3	Core
13	EEC 129	Electrical Installation of Building II	1	0	2	3	3	Core
	TOTAL		17	1	20	35	38	

ND2, Semester 3

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 111	Communication Skills 1	2	0	0	2	2	General
2	GNS 111	Citizenship Education	2	0	0	2	2	General
3	GNS 219	Skills Acquisition III	2	0	3	2	5	General
4	MTH 202	Logic and Linear Algebra	1	1	0	2	2	Special Elective
5	EEC 232	Electrical Power II	1	0	2	3	3	Core
6	EEC 233	Electrical Machine II	1	0	2	3	3	Core
7	EEC 234	Electronics II	1	0	3	4	4	Core
8	EEC 236	Electrical and Electronic Instrument II	1	0	2	3	3	Core
9	EEC 237	Electrical/Electronic Maintenance and Repair	1	0	3	2	4	Core
10	EEC 238	Telecommunications II	1	0	2	3	3	Core
11	EEC 239	Electrical Circuit Theory I	1	0	2	3	3	Core
12	SIW 100	Students Industrial Work Experience Scheme	0	2	2	4	0	Core
	TOTAL		14	3	21	33	34	

ND2, Semester 4

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 202	Communication Skills II	2	0	0	2	2	General
2	GNS 229	Skills Acquisition IV	2	0	3	2	5	General
3	MTH 122	Trig. And Analytical Geometry	1	1	0	2	2	Special Elective
4	EEC 247	Computer Hardware II	1	0	2	3	3	Core
5	EEC 242	Electrical Power III	1	0	2	3	3	Core
6	EEC 244	Electronics III	1	0	3	4	4	Core
7	EEC 249	Electrical Circuit Theory II	1	0	2	3	3	Core
8	EEC 280	Final Year Project	0	0	4	4	4	Core
	TOTAL		9	1	16	23	26	

10.2 ND Computer Engineering

Table 3: ND Computer Engineering Programme Courses

ND 1, Semester 1

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 101	Use of English I	2	0	0	2	2	General
2	GNS 103	Use of Library	2	0	0	2	2	General
3	GNS 113	Work Ethics and Moral Education/Standard 1	2	0	0	2	2	General
4	GNS 119	Skills Acquisition 1	2	0	3	2	5	General
5	MTH 112	Algebra and Elementary Trigonometry	2	0	0	2	2	General
6	STA 111	Introduction to Statistics	2	0	0	2	2	Special Elective
7	COM 111	Introduction to Computer	2	0	3	2	2	General
8	MEC 112	Technical Drawing	1	0	3	4	4	Special Elective
9	MEC 111	Mechanical Engineering Science	2	0	3	3	5	Special Elective
10	MEC 113	Mechanical Workshop Tech. and Practice	1	0	3	4	4	Special Elective
11	EEC 112	Electrical Engineering Science I	2	0	3	3	5	Special Elective
12	EEC 114	Report Writing	1	0	3	4	4	Special Elective
13	EEC 116	Electrical Workshop Practice	1	0	3	2	4	Special Elective
14	EEC 117	Computer Hardware 1	1	0	2	3	4	Special Elective
	TOTAL		23	0	26	37	47	

ND 1, Semester 2

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 102	Communication in English I	2	0	0	2	2	General
2	GNS 123	Work Ethics and Moral Education/Standard 2	2	0	0	2	2	General
3	GNS 125	Economics	2	0	0	2	2	Special Elective
4	SDV 201	Business Entrepreneurship	2	0	0	2	2	General
5	GNS 129	Skills Acquisition II	2	0	3	2	5	General
6	MTH 211	Calculus	2	0	0	2	2	Special Elective
7	MEC 102	Descriptive Geometry	1	0	3	2	4	Special Elective
8	MEC 108	Introduction to Thermodynamics	2	0	0	2	2	Special Elective
9	EEC 124	Electronics I	2	0	3	3	5	Special Elective
10	EEC 125	Electrical Engineering Science II	1	0	2	3	3	Special Elective
11	EEC 126	Electrical Workshop Practices II	0	0	3	1	3	Special Elective
12	EEC 128	Electrical Measurement and Instrumentation I	2	0	3	3	5	Special Elective
13	COM 122	Computer Operations	2	0	0	2	2	Special Elective
14	COM 221	Computer Programming (FORTRAN)	2	0	3	3	5	Special Elective
15	CTE 121	Digital Computer Fundamentals I	2	0	0	2	2	Core
	TOTAL		26	0	20	33	46	

ND 2, Semester 3

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 201	Use of English II	2	0	0	2	2	General
2	GNS 219	Skills Acquisition III	2	0	3	2	5	General
3	GNS 127	Citizenship Education	2	0	0	2	2	General
4	MTH 201	Logic and Linear Algebra	2	0	0	2	2	Special Elective
5	EEC 232	Electrical Circuit Theory I	1	0	2	3	3	Special Elective
6	EEC 234	Electronics II	2	0	3	3	5	Special Elective
7	EEC 235	Electrical Measurement and Instrumentation II	1	0	3	3	4	Special Elective
8	EEC237	Electrical/Electronic maintenance and Repair	1	0	3	2	4	Special Elective
9	CTE 211	Microcomputer Fundamentals	2	0	3	3	5	Core
10	CTE 212	Computer Workshop Practice I	0	0	3	1	3	Core
11	CTE 213	Digital Computer Fundamentals	3	0	3	4	6	Core
12	CTE 214	Computer Architecture	1	0	0	1	1	Core
14	SIW 100	Students Industrial Work Experience Scheme	0	2	2	4	0	Core
	TOTAL		19	2	25	32	42	

ND 2, Semester 4

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 202	Communication in English II	2	0	0	2	2	General
2	GNS 229	Skills Acquisition IV	2	0	3	2	5	General
3	MTH 122	Trigonometry and Analytical Geometry	2	0	0	2	2	Special Elective
4	EEC 242	Electrical Circuit Theory II	2	0	0	2	2	Special Elective
5	EEC 243	Electronics III	1	0	3	4	4	Special Elective
6	EEC 244	Telecommunication Engineering	2	0	3	3	5	Special Elective
7	EEC 247	Computer Hardware II	1	0	2	3	3	Special Elective
8	EEC 249	Electrical Circuit Theory II	1	0	2	3	3	Special Elective
9	CTE 221	Computer Programming (Assembly language)	1	0	3	2	4	Core
10	CTE 222	Computer Workshop Practice II	0	0	3	1	3	Core
11	CTE 223	Operating Systems	3	0	0	3	3	Core
12	CTE 224	Computer Power Systems	2	0	0	2	2	Core
13	CTE 225	Final Year Project	0	0	4	4	6	Core
	TOTAL		19	0	23	33	44	

10.3 ND Computer Science

Table 4: ND Computer Science Programme Courses

ND 1, Semester 1

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	OTM 112	Technical English I	2	0	0	2	2	General
2	GNS 103	Use of Library	2	0	0	2	2	General
3	GNS 113	Work Ethics and Moral Education/Standard 1	2	0	0	2	2	General
4	GNS 127	Citizenship Education I	2	0	0	2	2	General
5	GNS 119	Skills Acquisition 1	2	0	3	2	5	General
6	STA 111	Descriptive Statistics I	2	0	0	2	2	Special Elective
7	STA 112	Elementary probability Theory	2	1	0	3	3	Special Elective
8	MTH 111	Logic and Linear Algebra	1	1	0	2	2	Special Elective
9	MTH 112	Functions and Geometry	2	0	0	2	2	Special Elective
10	COM 101	Introduction to Computing	1	0	2	3	3	Core
11	COM 112	Introduction to digital Electronics	1	0	2	3	3	Core
12	COM 113	Introduction to Programming	1	0	2	3	3	Core
	TOTAL		20	2	9	28	31	

ND 1, Semester 2

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 102	Communication Skills 1	2	0	0	2	2	General
2	GNS 123	Work Ethics and Moral Education/Standard 2	2	0	0	2	2	General
3	GNS 128	Citizenship Education II	2	0	0	2	2	General
4	BAM 126	Introduction to Entrepreneurship	2	0	0	2	2	General
5	GNS 129	Skills Acquisition II	0	0	2	2	2	General
6	COM 121	Scientific Programming Language using OO Java	2	0	2	3	4	Core
7	COM 122	Introduction to internet	2	0	2	3	4	Core
8	COM 123	Computer application packages I	2	0	2	3	4	Core
9	COM 124	Data Structure and Algorithms	2	0	2	3	4	Core
10	COM 125	Introduction to System Analysis	2	0	2	2	4	Core
11	COM 126	PC Upgrade & Maintenance	1	0	2	2	3	Core
	TOTAL		19	0	14	26	33	

ND 2, Semester 3

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	COM 217	Technical English II	2	0	0	2	2	General
2	GNS 219	Skills Acquisition III	0	0	2	2	2	General
3	COM 211	Computer Programming OO Basic	2	0	2	3	4	Core
4	COM 212	Introduction to System Programming	2	0	2	3	4	Core
5	COM 213	Commercial Programming	2	0	2	3	4	Core
6	COM 214	File Organisation and Management	2	0	2	2	4	Core
7	COM 215	Computer Packages II	2	0	2	3	4	Core
8	COM 216	Computer systems Troubleshooting I	1	0	2	3	3	Core
9	SIW 100	Students Industrial Work Experience Scheme	0	2	2	4	0	Core
	TOTAL		13	2	16	25	27	

ND 2, Semester 4

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 202	Communication in English II	2	0	0	2	2	General
2	GNS 229	Skills Acquisition IV	2	0	3	2	5	General
3	STA 226	Small Business Start up	2	0	0	2	2	Special Elective
4	COM 221	Computer Programming using OO FORTRAN	2	0	2	3	4	Core
5	COM 222	Seminar on computer and Society	2	0	2	2	4	Core
6	COM 223	Basic hardware Maintenance	2	0	2	3	4	Core
7	COM 224	Management information System	2	0	2	3	4	Core
8	COM 225	Web Technology	2	0	2	3	4	Core
9	COM 226	Computer Systems Troubleshooting II	1	0	2	3	3	Core
10	COM 229	Project	0	2	2	4	4	Core
	TOTAL		17	2	17	27	36	

10.4 ND Accountancy

Table 5: ND Accountancy Programme Courses

ND 1, Semester 1

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	OTM 101	Technical English 1	2	0	0	2	2	General
2	GNS 103	Use of Library	2	0	0	2	2	General
3	GNS 113	Work Ethics and Moral Education/Standard 1	2	0	0	2	2	General
4	GNS 127	Citizenship Education I	2	0	0	2	2	General
5	GNS 119	Skills Acquisition 1	2	0	3	2	5	General
6	OTM 121	Information Communications technology 1	1	0	3	4	4	Special Elective
7	BFN 111	Elements of Banking	1	0	1	2	2	Special Elective
8	BFN 112	Principles of Economics 1	2	0	1	3	3	Special Elective
9	BAM 112	Business Mathematics 1	1	0	2	3	3	Special Elective
10	BAM 113	Principles of Law	2	0	0	2	2	Special Elective
11	BAM 211	Principles of Management	1	0	1	2	2	Special Elective
12	ACC 111	Principles of Accounts 1	1	0	3	4	4	Core
	TOTAL		19	0	14	30	33	

ND 1, Semester 2

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	OTM 102	Technical English 2	2	0	0	2	2	General
2	GNS 123	Work Ethics and Moral Education/Standard 2	2	0	0	2	2	General
3	GNS 128	Citizenship Education II	2	0	0	2	2	General
4	GNS 129	Skills Acquisition II	2	0	3	2	5	General
5	OTM 214	Information Communication Technology	1	0	3	4	4	Special Elective
6	BAM 126	Introduction to Entrepreneurship	1	0	1	2	2	Special Elective
7	BFN 122	Principles of Economics 2	2	0	1	3	3	Special Elective
8	BAM 122	Business Mathematics 2	1	0	2	3	3	Special Elective
9	BFN 121	Elements of Banking	1	0	1	2	2	Special Elective
10	BAM 214	Business law	2	0	0	2	2	Special Elective
11	BAM 221	Principles of Management 2	2	0	0	2	2	Special Elective
12	ACC 121	Principles of Accounts	1	0	3	4	4	Core
	TOTAL		19	0	14	30	33	

ND 2, Semester 3

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 201	Use of English II	2	0	0	2	2	General
2	GNS 219	Skills Acquisition III	2	0	3	2	5	General
3	BFN 213	Business Research Methods	1	0	1	2	2	Special Elective
4	BAM 212	Business Statistics 1	1	0	2	3	3	Special Elective
5	BAM 216	Practice of Entrepreneurship	1	0	1	2	2	Special Elective
6	BAM 424	Company law	2	0	0	2	2	Special Elective
7	ACC 211	financial Accounting 1	1	0	3	4	4	Core
8	ACC 212	Cost Accounting 1	1	0	3	4	4	Core
9	ACC 213	Auditing 1	2	0	1	3	3	Core
10	ACC 214	Taxation 1	1	0	2	3	3	Core
11	SIW 100	Students Industrial Work Experience Scheme	0	2	2	4	0	Core
	TOTAL		14	2	18	31	30	

ND 2, Semester 4

S/N	Course Code	Course Title	L	T	P	CU	CH	Course Type
1	GNS 202	Communication in English II	2	0	0	2	2	General
2	GNS 229	Skills Acquisition IV	2	0	3	2	5	General
3	BFN 211	Business Finance	1	0	2	3	3	Special Elective
4	BAM 222	Business Statistics II	1	0	2	3	3	Special Elective
5	ACC 223	Auditing 2	2	0	1	3	3	Core
6	ACC 222	Cost Accounting 2	2	0	2	4	4	Core
7	ACC 224	taxation 2	1	0	2	3	3	Core
8	ACC 221	Financial Accounting	1	0	3	4	4	Core
9	ACC 225	Public Sector Accounting	1	0	1	2	2	Core
10	ACC 229	Project	0	2	2	4	4	Core
	TOTAL		13	2	18	30	33	

Note:

MINIMUM COURSE UNITS (MinCU) FOR COURSE REGISTRATION = 23

MAXIMUM COURSE UNITS (MaxCU) FOR COURSE REGISTRATION = 40

11.0 REQUIREMENTS FOR ADMISSION OF STUDENTS

The following Admission requirements into Calvary Polytechnic shall be adopted as the minimum acceptable standards into the various programmes offered by the institution.

11.1 Admission Requirements into National Diploma (ND)

To qualify for admission into any ND programme, every candidate must have five credits including English and Mathematics and three other relevant subjects. Admission requirements details for National Diploma programmes are as stated below.

11.1.1 GENERAL ENTRY REQUIREMENTS FOR NATIONAL DIPLOMA (ND) PROGRAMMES

The minimum entry requirements for the ND programmes are as follows:

SSSC/GCE Ordinary Level or equivalent with credit in five subjects relevant to the programme at not more than two sittings.

The National Technical Certificates (NTC), National Business Certificate (NBC) with credit passes in all the trade modules, five academic subjects relevant to the proposed of study programme and at least a pass in English Language.

Five credit passes in relevant subjects obtained at the final examination of an NBTE recognized preliminary ND programme offered in a Polytechnic or similar post-secondary technical institution.

Holders of the Advanced National Technical Certificate (ANTC) may be given advanced placement in the ND programme provided the candidate has also met the minimum entry requirements into the ND programme and obtained good grades in the ANTC examinations.

A pass in the JAMB-PCE examination conducted annually.

Candidates should have a credit level pass in Mathematics and in English Language (not Literature in English) to qualify for admission into Technology based Courses.

Similarly application for admission into Management based Courses, a candidate should have credit passes in English Language and Mathematics.

For Office Technology Management (Secretarial Studies), a credit pass in English Language (not Literature in English) is a requirement.

11.1.2 SPECIFIC ADMISSION REQUIREMENTS FOR EACH NATIONAL DIPLOMA (ND) PROGRAMME

The programmes offered in Calvary Polytechnic and their specific requirements for admission are on each heading below. The five (SSSC/GCE 'O' Level) subjects relevant to the programme in which candidates should obtain credit passes are also listed:-

Table 6: ENGINEERING TECHNOLOGY PROGRAMMES

PROGRAMME	5 SSSC/GCE 'O' LEVEL SUBJECTS RELEVANT TO THE PROGRAMME
*Electrical/Electronic Engineering *Civil Engineering *Computer Engineering	English Language, Mathematics and Physics Two Science subject from: Chemistry, Biology/Agricultural Science and one other subject.
*Mechanical Engineering	At least a pass in English Language is required. In addition, credit pass grade in any one of the following subjects will be an advantage: - Technical Drawing - Basic Electronics/Basic Electricity - Auto Mechanics - Metal Work - Wood Work (for Civil Engineering Technology) - Fine Art.

Table 7: SCIENCE AND COMPUTING PROGRAMMES

PROGRAMME	5 SSSC/GCE 'O' LEVEL SUBJECTS RELEVANT TO THE PROGRAMME										
Science Laboratory Technology	<p>Mathematics, five subjects from:</p> <ol style="list-style-type: none"> 1. Physics 2. Biology/Agricultural Science/Chemistry and one other subject from Technical Drawing, Metal and Wood works, Geography, Further Mathematics, Art, Physics, Biology, Agricultural Science, Chemistry and English Language. <p>At least a pass in each of the three basic sciences – Biology, Chemistry, Physics and English Language is compulsory.</p>										
Computer Studies Maths and Statistics	<p>Mathematics, a Social Science and three other subjects chosen from the following:</p> <table border="0"> <tr> <td>1. Mathematics</td> <td>6. Further Maths</td> </tr> <tr> <td>2. Economics</td> <td>7. Physics</td> </tr> <tr> <td>3. Statistics</td> <td>8. Chemistry</td> </tr> <tr> <td>4. Geography</td> <td>9. Biology/Agricultural Science</td> </tr> <tr> <td>5. Govt./History</td> <td>10. English Language</td> </tr> </table> <p>At least one of the two subjects should be a basic science subject. At least a pass in English Language is compulsory.</p>	1. Mathematics	6. Further Maths	2. Economics	7. Physics	3. Statistics	8. Chemistry	4. Geography	9. Biology/Agricultural Science	5. Govt./History	10. English Language
1. Mathematics	6. Further Maths										
2. Economics	7. Physics										
3. Statistics	8. Chemistry										
4. Geography	9. Biology/Agricultural Science										
5. Govt./History	10. English Language										

Table 8: ENVIRONMENTAL DESIGN PROGRAMMES

PROGRAMME	5 SSSC/GCE 'O' LEVEL SUBJECTS RELEVANT TO THE PROGRAMME								
a) Architectural Technology	<p>Mathematics and Physics/Chemistry and any three subjects from the following:</p> <table border="0"> <tr> <td>1. Biology</td> <td>5. Geography</td> </tr> <tr> <td>2. Physics</td> <td>6. Economics</td> </tr> <tr> <td>3. Chemistry</td> <td>7. Religious Knowledge</td> </tr> <tr> <td>4. English Language</td> <td>8. Technical Drawing/Art</td> </tr> </table> <p>And at least a Credit pass in English Language (not Literature in English). A pass in Art or Technical Drawing will be an advantage.</p>	1. Biology	5. Geography	2. Physics	6. Economics	3. Chemistry	7. Religious Knowledge	4. English Language	8. Technical Drawing/Art
1. Biology	5. Geography								
2. Physics	6. Economics								
3. Chemistry	7. Religious Knowledge								
4. English Language	8. Technical Drawing/Art								
b) Quantity Surveying	<p>Mathematics and Physics or Chemistry and any three of the following:</p> <table border="0"> <tr> <td>1. Economics</td> <td>5. Wood Work</td> </tr> <tr> <td>2. Technical Drawing/Art</td> <td>6. Biology</td> </tr> <tr> <td>3. Chemistry</td> <td>7. English Language</td> </tr> <tr> <td>4. Geography</td> <td>8. Building Construction</td> </tr> </table> <p>At least a pass in English Language is compulsory. A pass in Art or Technical Drawing will be an advantage.</p>	1. Economics	5. Wood Work	2. Technical Drawing/Art	6. Biology	3. Chemistry	7. English Language	4. Geography	8. Building Construction
1. Economics	5. Wood Work								
2. Technical Drawing/Art	6. Biology								
3. Chemistry	7. English Language								
4. Geography	8. Building Construction								

PROGRAMME	5 SSSC/GCE 'O' LEVEL SUBJECTS RELEVANT TO THE PROGRAMME										
c) Estate Management	<p>Mathematics and English Language and any three of the following:</p> <table border="0"> <tr> <td>1. Economics</td> <td>5. Wood Work</td> </tr> <tr> <td>2. Technical Drawing/Art</td> <td>6. Biology</td> </tr> <tr> <td>3. Chemistry</td> <td>7. Building Construction</td> </tr> <tr> <td>4. Geography</td> <td></td> </tr> </table> <p>At least a pass in English Language is compulsory. A pass in Art or Technical Drawing will be an advantage.</p>	1. Economics	5. Wood Work	2. Technical Drawing/Art	6. Biology	3. Chemistry	7. Building Construction	4. Geography			
1. Economics	5. Wood Work										
2. Technical Drawing/Art	6. Biology										
3. Chemistry	7. Building Construction										
4. Geography											
d) Urban and Regional Planning	<p>Mathematics and four other subjects from:</p> <table border="0"> <tr> <td>1. English Language</td> <td>6. Chemistry</td> </tr> <tr> <td>2. Economics</td> <td>7. Physics</td> </tr> <tr> <td>3. Geography</td> <td>8. Biology/Agricultural Science</td> </tr> <tr> <td>4. Art/Technical Drawing</td> <td></td> </tr> <tr> <td>5. Statistics</td> <td></td> </tr> </table> <p>One of the three subjects must be a basic Science Subject. At least a pass in English Language is compulsory.</p>	1. English Language	6. Chemistry	2. Economics	7. Physics	3. Geography	8. Biology/Agricultural Science	4. Art/Technical Drawing		5. Statistics	
1. English Language	6. Chemistry										
2. Economics	7. Physics										
3. Geography	8. Biology/Agricultural Science										
4. Art/Technical Drawing											
5. Statistics											

Table 9: Business Studies Programmes

PROGRAMME	5 SSSC/GCE 'O' LEVEL SUBJECTS RELEVANT TO THE PROGRAMME
*Accountancy *Banking & Finance *Business Studies *Library Science	<p>English Language (not Literature in English) and Mathematics and any three subjects from the following:</p> <ol style="list-style-type: none"> 1. Economics 2. Business Studies 3. Principles of Accounts 4. Commerce 5. Statistics 6. Geography 7. Government 8. Agricultural Science/Biology <p>A pass in Mathematics and a Science subject is desirable although not compulsory requirements.</p>

11.2 Higher National Diploma (HND)

Every candidate seeking admission into HND programme must meet all the requirements for admission into the appropriate ND programme in addition to the following: -

A minimum of Lower Credit pass in the ND programme; and,

A minimum of one-year post ND work experience.

Note: Any candidate with ordinary pass in the relevant ND programme must show evidence of a minimum of two years work experience.

11.2.1 ENTRY REQUIREMENTS FOR HIGHER NATIONAL DIPLOMA (HND)

Applicants with the following qualifications may be considered for direct entry into the Higher National Diploma Programmes:

The minimum entry requirements for the ND programme in the specific field or their equivalents;

The National Diploma with a minimum lower credit pass in the discipline obtained from an NBTE accredited programme: A limited number of candidates with pass ND certificate and a minimum of two years post ND work experience may also be considered.

A minimum of one year post National Diploma cognate work experience in the field of specialization.

For the HND Bilingual Secretarial Programme, a pass in French Language at the SSCE/GCE or equivalent qualifications will be an advantage. This is in addition to 1 –3 above. All candidates will be expected to pass an intensive 16 weeks French Language course prior to the commencement of the programme.

11.3 Certificate Programmes

Admissions into certificate courses offered by Calvary Polytechnic shall attract a minimum of three credit passes in SSCE or its equivalent. The relevant credits shall include English Language and Mathematics.

11.4 Course and Course Contents

Calvary Polytechnic shall adopt the NBTE minimum guide curricular and module specifications for all the courses to be offered in the institution. The course contents of the ND and HND programmes shall not fall below the minimum requirements specified by NBTE.

12.0 CORE VALUES

Our core values are:

◆ Excellence,

Excellence is a talent or quality, which is unusually good and so, surpasses ordinary standards. It is also used as a standard of performance.

Excellence is a continuously moving target that can be pursued through actions of integrity, being frontrunner in terms of products / services provided that are reliable and safe for the intended users, meeting all obligations and continuously learning and improving in all spheres to pursue the moving target.

Studies have shown that the most important way to achieve excellent performance in fields such as sport, music, professions and scholarship is to practice.

◆ Personal Integrity,

Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards. In ethics, integrity is regarded by many people as the honesty and truthfulness or accuracy of one's actions.

◆ Respect,

Respect is a positive feeling of esteem or deference for a person or other entity (such as a nation or a religion), and also specific actions and conduct representative of that esteem. Respect can be a specific feeling of regard for the actual qualities of the one respected.

Respect can be both given and/or received. Depending on an individual's cultural reference frame, respect can be something that is earned. Respect is often thought of as earned or built over time. Often, continued caring interactions are required to maintain or increase feelings of respect among individuals. Chivalry, by some definitions, contains the outward display of respect.

◆ Cleanliness,

Cleanliness is both the abstract state of being clean and free from dirt, and the process of achieving and maintaining that state.

Cleanliness may be wed with a moral quality, as indicated by the aphorism "cleanliness is next to godliness,".

Cleanliness also would be a characteristic of the people who maintain cleanness or prevent dirtying.

On a practical level, cleanliness is thus related to hygiene and disease prevention. Washing is one way of achieving physical cleanliness, usually with water and often some kind of soap or detergent.

As an assertion of moral superiority or respectability, cleanliness has played a role in establishing cultural values in relation to social class, humanitarianism, and cultural imperialism.

◆ Caring,

Caring is displaying kindness and concern for others. Someone is caring when he/she shows kindness and concern for others. They also look after persons who are unable to care for themselves especially the less privileged and the sick people.

◆ Responsibility,

Moral responsibility is the status of morally deserving praise, blame, reward, or punishment for an act or omission, in accordance with one's moral obligations. Deciding what (if anything) counts as "morally obligatory" is a principal concern of ethics.

People who have moral responsibility for an action are moral agents. Agents have the capability to reflect on their situation, to form intentions about how they will act, and then to carry out that action.

◆ Diligence.

Diligence is steadfast application, assiduousness and industry; the virtue of hard work. It is one of the seven heavenly virtues.

Diligent behavior is indicative of a work ethic; a belief that work is good in itself.

Diligence in a student is defined as an effort he or she puts towards balanced and holistic development in mental, physical, social and spiritual dimensions. Diligence in students is correlated with academic performance. The support of parents and educators encourages students to be diligent. Other factors which encourage diligence in students include motivation, discipline, concentration, responsibility and devotedness.

13.0 REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE

A high standard of personal discipline and integrity is expected of every student of Calvary Polytechnic. Each student is expected to conduct himself/herself peaceably in espousing any charges he/she may consider necessary. Calvary Polytechnic regards all acts of un-ethical, immoral, dishonest or destructive behaviour, as well as violations of the Institution's regulations, as serious offences. It is the responsibility of each student to know these regulations. [SEP]

All members of the Calvary Polytechnic Community are to obey the laws of the nation and to embrace the demands of mutual co-existence with their neighbours. Each member should recognise that, as he/she values the rights and freedom for himself/herself, so also is he/she expected to respect the rights and freedom of others.

13.1 List of Offences:

The following are misconducts for which the Student Disciplinary Committee (SDC) can investigate and try students:

Unruly Behaviours

Indecent Behaviours

Vandalism

Disorderly Assembly

Stealing

Insubordination

Membership of Secret Cults

Double Matriculation

Damage of Polytechnic property

Giving false identity/Information

Overt Sexual Behaviour

Disregard for spiritual value and institution

Sexual Harassment

Violation of hall of residence/students' accommodation regulations.

Violation of Dress code

Examination misconduct/malpractice

Any other offence that is, in the opinion of the SDC considered to be contrary to what the Polytechnic's vision stands for.

Disregard for Cultural ethics and ethos

Unauthorized displacement of Polytechnic property

Pilfering

Driving and keeping vehicle on campus without permission:

No student is expected to drive or keep any vehicle, personal or commercial within the Polytechnic premises without due authorisation from the Dean of Student Affairs/Management.

Crossing of Lawns.

Urinating outside designated areas.

Demonstration;

Use of threat of violence of any kind on anybody

Fighting

Use of fireworks and possession of firearms and other dangerous weapons

14.0 Sporting activities.

Calvary Polytechnic maintains a well-rounded programme of sporting and athletic activities on the Campus under the supervision of experienced coaches.

Sports for which facilities are available include Athletics (Track and Field), Basketball, Handball, Tennis, Soccer, Table Tennis, and Volleyball, Hockey and Board Games i.e. Chess, Scrabble and Monopoly, Cricket.

Competition among the halls of Residence and Departments for the possession of the Championship cups will be encouraged. [L]
[SEP]

15.0 National Anthem

Arise O' compatriots
Nigeria call obey
To serve our fatherland
With love and strength and faith

The labour of our heroes past
Shall never be in vain,
to serve with heart and might
One nation bound in freedom,
peace and unity

Oh God of creation
Direct our noble cause
Guide our leaders right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where
peace and justice shall reign.

The National Pledge

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

