

COLLEGE OF NURSING SCIENCES SOKOTO

STUDENT HANDBOOK

PROVOST PICTURE

MEMBERS OF THE MANAGEMENT PICTURES

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MEMBERS OF THE COLLEGE MANAGEMENT

The Provost	Chairman
Deputy Provost Academics	Member
Deputy Provost Administration	Member
Director Library Services	Member
Bursar	Member
Registrar	Member
Director School of Nursing	Member
Director School of Midwifery	Member
Director School of Post-Basics	Member
Director Administration	Secretary

MEMBERS OF THE COLLEGE ACADEMIC BOARD

The Provost	Chairman
Deputy Provost Academics	Member
Deputy Provost Administration	Member
Director Library Services	Member
Registrar	Member
Director School of Nursing	Member
Director School of Midwifery	Member
Director School of Post-Basics	Member
Academic Secretary.	Secretary

PROVOST'S MESSAGE

It is my pleasure to welcome you to this great and historic institution. The institution is well known across the country and the world at large, for its discipline, standard and quality teaching.

College of Nursing Sciences Sokoto appreciates students that are academically sound and morally good. Examination Malpractice, Stealing, Violence and all sorts of vices are strictly forbidden. Any student found guilty of any of such offences will be withdrawn from the training.

The College is ever ready to provide all necessities to students and staff so as to ensure your stay is a happy and memorable one. Students on your part, you should know that you are here for a purpose; that is to pursue and attain an academic qualification. Therefore, you must work hard and conduct yourself maturely so as to be able to reach your desired objective.

This handbook intends to give information on the history of the College, Administrative/Academic structure, rules guiding examinations, rules guiding academic activities and other Miscellaneous, issues and regulations in the hostel and the clinical areas that are expected to make your stay in the College very easy.

I wish to therefore, call on all students to read this document, understand it and make use of it in their day to day activities in the College.

Finally, I wish you a happy and prosperous stay with us. Once again, congratulations for gaining admission and welcome to the College of Nursing Sciences.

AbubakarAlhaji Tambuwal

(Provost).

PREFACE

The policies and procedures outlined are designed students in understanding rules and policies on matter relating toAcademic andGeneral Administrationof the College, it is therefore, the Student's responsibility to become aware of all policies and procedures herein.

VISION AND MISSION OF THE COLLEGE

Maintaining professional excellence in Nursing Education and Practice

MISSION

To produce graduates that are competent and employable anywhere.

To provide avenues for continuing education in Nursing and Midwifery.

To provide courses of study, training and research in general Nursing and Midwifery, leading to the award of Registered Nurse/Midwife Certificate.

HISTORY OF THE COLLEGE

The school came into being in 1971 with Mrs. Harts field as the first Principal of the School of Nursing (1971-1979) while Hajiya Balaraba Budah became the first Principal School of Midwifery (1972 -1988). The school was first situated within the premises of the present Specialist Hospital. Sokoto it moved to its present beautiful site in 1981. The College covers an area of approximately 16.972 Square Meters. The School was granted provisional approval for the training of Nurses and Midwives in 1979. by the Nursing and Midwifery Council of Nigerian January 1993, the Executive Governor of Sokoto State Malam Yahaya Abdulkarim wrote his name in gold in the annuals of the history of Nursing in Nigeria, when he signed into law. Bill No 12 of the Sokoto State House of Assembly the Law elevated the School above every other School of Nursing and Midwifery, as the first autonomous School in the country with Alhaji Bello Balarabe as the first Executive Director of School (1993 - 1994) . As the law states that there shall be in the State, two Schools to be known as the School of Nursing and School of Midwifery which shall be a corporate body having perpetual succession and common seal with power to sue and to be sued in its corporate name.

Bill No 12 of 1993 was repealed by Bill No 7 of 2010 of Sokoto State House of Assembly which further uplifts the status of the School to a degree awarding institution to known as "**College of Nursing Sciences**" The Bill was signed into law on 07th November 2010. by His Excellency the Executive Governor of Sokoto State **Alhaji Aliyu Magatakarda Wamakko** (Sarkin Yamman Sokoto) in which Malam Abdullahi Muhammed Sokoto was appointed as the first provost of the College.

The governing council is the highest auditory of the college the chief executive officer is the provost who is in charge of the day to day running of the College.

The Provost is assisted by two deputies in charge of Academic and Administration.

A. GOVERNING COUNCIL

The law has conferred power of governance of the College to the governing Council, usually, appointed by the State Government and in its absence, to the 1 Honourable Commissioner of Health.

B. MANAGEMENT

The Management team of the College comprises the following: -

- A. The Provost who serves as the Chief Executive of the College.
- B. The Deputy Provost Academic who is responsible to the Provost and oversees matters relating to academic activities of the College.
- C. The Deputy Provost Administration who is responsible to the Provost and assists administrative matters generally.
- D. Bursar, responsible to the Provost and sees to the day to day administration of the financial affairs of the College as well as coordinating financial services.
- E. Registrar serves as the Administrative officer of the college, responsible to the Provost and keeps in safe custody all academic records, coordinates examinations and admissions in the College.
- F. Director School of Nursing serves as the administrative head of the School and supervises all matters relating to basic nursing education.
- G. Director School of Midwifery serves as the administrative head of the School and supervises all matters relating to basic midwifery education.
- H. Director School of Post-basic Nursing Studies, serves as the administrative head of the school and supervises all matters relating to post-basic nursing education.

- I. Director Undergraduate Studies serves as the administrative head of the School and supervises all matters relating to graduate nursing programs in his school,
- J. College Librarian is responsible for coordinating library & ICT services in the College.

C. ACADEMIC BOARD

The Academic Board comprises the following members:

- A. The Provost (Chairman)
- B. Deputy Provost Academic
- C. Deputy Provost Administration
- D. The Director of the following Schools in the College.
- E. School of General Studies
- F. School of Midwifery
- G. School of Nursing
- H. School of Undergraduate Studies and such other Schools that may be created in the future as Decided by the Academic Board and approved by Governor.
- I. Registrar
- J. College Librarian
- K. The Academic Secretary, as the Secretary.....

Subject to the overall control by the Governing Council the Academic Board shall perform the following functions:

- a) Management of all Academic matters of the College, including the regulation of admission, organization of examinations and all formalities related to registration and/or licensing with appropriate bodies.
- b) To assess from time to time, Courses offered by the College and make recommendations to the Council on the establishment of academic programmes and units of learning and research in the College.

- c) To make regulations for the purpose of exercising any of the functions conferred on it under the provisions of this sub-section.
- d) Any other function that may be delegated to it by the Council.
- e) The Academic Board may appoint committees to advise it on its programmes to which it may delegate any of the functions conferred on it.

COLLEGE STANDING COMMITTEES

A. EXAMINATION COMMITTEE

Director School of Nursing	Chairman
Director School of Midwifery	Member
Examination Officer SON	Member
Examination Officer SOM	Secretary
Director Post Basics Studies	Member
Coordinator Refresher Programme	Member
Coordinator Community Midwifery Programme	Member

FUNCTIONS OF EXAMINATION COMMITTEE

The examination committee is responsible for preparation and conduct of all internal examinations. All questions for any examination are to be submitted to Examination Committee for approval. The Examination Committee will sit on the day of the examination to decide which questions are to be used for the examination at hand. The Examination Committee in collaboration with the examination offices should have an examination pool for the institution, which can be referred to when the need arises. The Committee shall ensure a which-free conduct of examination. Ensuring prevention of irregularities and leakages of examination is also part of theirresponsibility.

Ensuring that examination malpractice will be handled by the examination committee

B.CURRICULUM DEVELOPMENT COMMITTEE

1. Directors School of Nursing	Chairman
2. Director School of Post Basic	Member
3. Director School of Midwifery	Member
4. Academic Officer Nursing	Member
5. Academy Officer Midwifery	Member
6. Coordinator Refresher Programme	Secretary
7. Coordinator Community Midwifery Programme	Member

Function

- The Committee is responsible for reviewing and updating the curriculum based on the Nursing and Midwifery Council Guidelines.
- It also improves the Nursing and Midwifery Council Curriculum for Domestication in the College and society in general.
- It also supervises all Schools for proper implementation of School curriculum

C. DISCIPLINARY COMMITTEE

Deputy Director School of Nursing	- Chairman
Academic Officer School of Nursing	- Member
Academic Officer School of Midwifery	- Member
Student Affairs Officer	- Member
Discipline Officer	- Secretary

FUNCTIONS OF DISCIPLINARY COMMITTEE

The Disciplinary Committee is responsible for carrying out any disciplinary action within the College. All matters that require disciplinary action shall be channeled to the Disciplinary Committee. The Committee investigates any alleged malpractice or misconduct by any student.

- Any established case of malpractice or misconduct shall be punished according to the rules and regulations of the College.
- The Disciplinary Committee after sitting, will forward its suggestion to the Academic Board of the College. The Committee and the School where the said student belongs shall ensure compliance to the punishment given to the student.

D. EDUCATION RESEARCH AND PUBLICATION COMMITTEE

Deputy Director School of Nursing	- Chairman
Deputy Director School of Midwifery	- Member
Deputy Director School of post basic	- Member
Academic Officer School of Nursing	- Member
Academic Officer School of Midwifery	-Member
Coordinator Continuing Education	-Secretary

FUNCTIONS OF EDUCATION RESEARCH AND PUBLICATION COMMITTEE

- To ensure that the College curriculum reflects the Nursing Council's Pre-requests for all examinations.
- To organize and Supervise Seminars. Paper Production and Presentation by the Staff of the College.
- To encourage and motivate the staff and students in the conduct of research.
- To initiate and publish a College Magazine that will serve as a research Material for Nursing and other allied professions.

COLLEGE ADMISSION POLICY ADMISSION REQUIREMENTS

Candidates who seek **admission into General Nursing and Basic Midwifery Education programmes** must possess the following;

- i. Senior Secondary School Certificate or its equivalent with five credits which must include English Language, Mathematics, Biology, Chemistry and Physics. The credits must be acquired in not more than two sittings in either WAEC/WAEC or NECO/NECO or WAEC/NECO or NABTEB only.
- ii. **Admission into refresher programme** candidate must have:
 - a) Met the requirement item one above
 - b) Been eliminated by the Nursing and Midwifery Council of Nigeria after failing three attempt of professional examination.
 - c) Had not more than 10 years since elimination
 - d) Brought with him introductory letter and transcript from the head of his/her previous School of Nursing/Midwifery.
- iii. **Candidate for admission into Community Midwifery Programme:** must possess senior secondary school certificate or NABTEB with at least four (4) credits which must include Biology and English language at not more than two sittings.

Applicants are allowed to combine WAEC, GCE, or NECO result.

NABTEB cannot be combining with any other certificate.

PROGRAMME DESCRIPTION

1. GENERAL NURSING PROGRAMME

The General Nursing Education Programme shall be a Six-Semester programme of study. The Courses in the first year of the Programme shall be designated as GN. 001 level with a prefix of (General Nursing) The Courses in the second year of student shall be designated as GN. 002 levels with the same prefix etc.

FIRST YEAR - FIRST SEMESTER COURSES

GNP 110	Anatomy and Physiology 1
GNP111	Foundation of Nursing 1
GNP 112	Use of English
GNP 113	Applied Physics
GNP 114	Applied Chemistry
GNP 115	Sociology
GNP 116	Introduction to Information Communication Technology (ICT)
GNP 117	Nutrition

FIRST YEAR - SECOND SEMESTER COURSES

GNP 120	Anatomy and physiology II
GNP 121	Foundation of Nursing II
GNP 122	Medical Surgical Nursing II
GNP 123	Primary Health Care I
GNP 124	Psychology
GNP 125	Microbiology
GNP 126	Pharmacology

SECOND YEAR – FIRST SEMESTER COURSES

GNP 210	Anatomy and physiology III
GNP 211	Foundation of Nursing III

- GNP 212 Medical Surgical Nursing II
- GNP 213 Primary Health Care II
- GNP 214 Pharmacology II
- GNP 215 Reproductive Health I
- GNP 216 Bio-Statistics
- GNP 217 Research Methodology I

SECOND YEAR –SECOND EMESTER COURSES

- GNP 220 Anatomy and Physiology IV
- GNP 221 Foundation of Nursing IV
- GNP 222 Medical Surgical Nursing III
- GNP 223 Pharmacology III
- GNP 224 Research Methodology II
- GNP 225 Community Health Nursing I
- GNP 226 Reproductive Health II
- GNP 227 Dietetics
- GNP 228 Introductions to Medical Sociology
- GNP 229 Introduction to Seminar Presentation/writing of term paper

THIRD YEAR FIRST SEMESTER COURSES

- GNP 310 Medical Surgical Nursing IV
- GNP 311 Research Project
- GNP 312 Reproductive Health III
- GNP 313 Community Health Nursing II
- GNP 314 Mental Health Nursing
- GNP 315 Emergency and Disaster Nursing
- GNP 316 Principles of Management and Teaching
- GNP 317 Seminar in Nursing

THIRD YEAR - SECOND SEMESTER COURSES

GNP 320	Medical Surgical Nursing V
GNP 321	Reproductive Health IV
GNP 322	Research Project
GNP 323	Health Economics
GNP 324	Entrepreneurship

DURATION OF HOSPITAL/COMMUNITY BASED CLINICAL EXPERIENCE

1. Medical wards	8 weeks
2. Surgical wards	8 weeks
3. Pediatric wards	4 weeks
4. Theater	2 weeks
5. Intensive Care	2 weeks
6. Ophthalmic	4 weeks
7. Obstetrics and gynaecology	6 weeks
8. HIV/Aids Units	2 weeks
9. Family Planning	1 week
10. Outpatient Department	4 weeks
11. Dental Clinic	1 week
12. Infectious disease centre	2 weeks
13. Orthopedic	2 weeks
14. Mental/Psychiatric	6 weeks
15. Special Senses	2 weeks
16. Critical Care	1 week
17. Accident and Emergency	2 weeks
18. Community Experience	4 weeks

2. BASIC MIDWIFERY PROGRAMME

The Basic Midwifery Programme shall be a Six-Semester programme of study.

The Courses in the first year of the Programme shall be designated as BMP. 001 level with a prefix of (Basic Midwifery) The Courses in the second year of student shall be designated as BMP. 002 levels with the same prefix etc.

LIST OF COURSES

FIRST YEAR FIRST SEMESTER

- BMP 110 Foundation of Nursing I
- BMP 111 Anatomy and Physiology I
- BMP 112 Applied Physics
- BMP 113 Applied Chemistry
- BMP 114 Behavioural Science I
- BMP 115 Use of English
- BMP 116 Microbiology
- BMP 117 Primary Health Care I
- BMP 11S Nutrition
- BMP 119 Hospital Based Clinical Practice I

FIRST YEAR SECOND SEMESTER

- BMP 120 Foundation of Nursing II
- BMP 121 Anatomy and Physiology II
- BMP 122 Behavioural Science II
- BMP 123 Introduction to Information Communication Technology (ICT)
- BMP 124 Pharmacology I
- BMP 125 Medical-Surgical Nursing I
- BMP 126 Primary Health **Care II**
- BMP 127 Seminar in Clinical Practice I**
- BMP 128 Community Based Practice I

SECOND YEAR FIRST SEMESTER

- BMP 210 Applied Anatomy and Physiology
- BMP 211 Fundamentals of Midwifery Practice
- BMP 212 Normal Midwifery
- BMP 213 Pharmacology II
- BMP 214 Infant I
- BMP 215 Community Midwifery
- BMP 216 Medical / Surgical Nursing II
- BMP 217 Seminar in Midwifery Practice I
- BMP 218 Hospital Based Midwifery Practice II

SECOND YEAR SECOND SEMESTER

- BMP 220 Infant II
- BMP 221 Complicated Midwifery !
- BMP 222 Child Health
- BMP223 Mental Health Nursing
- BM.P 224 Family Planning
- BMP 225 Research Methods /Statistics
- BMP 226 Seminar in Midwifery- Practice II
- BMP 227 **Community Based Midwifery Practice**

THIRD YEAR FIRST SEMESTER

- BMP 310 Reproductive Health I
- BMP 311 Complicated Midwifery II
- BMP 312 Principles of Management and Teaching
- BMP 313 Seminar in Midwifery Practice III
- BMP 314 Research Project
- BMP 315 Hospital Based Midwifery Practice *III*
- BMP 316 Community Based Midwifery Practice III

THIRD YEAR SECOND SEMESTER

BMP 320 Reproductive Health II

BMP 321 Expectant Family Care-Project

BMP 322 Seminar in Midwifery Practice IV

BMP 323 Community Based Midwifery Practice IV

BMP 324 Hospital Based Midwifery Practice IV

3. COMMUNITY MIDWIFERY PROGRAMME

PROGRAMME DESCRIPTION

The Community Midwifery Programme shall be a 2-year programme

STUDENT'S INTAKE

Intake of students shall be in March of every year with a maximum of 50 students. This number will be adjusted in compliance with approved Tutor / Student ratio. Intake of students should cover all Local- Government Areas of the State in which the school is sited..

Only students with evidence of sponsorship and retention by their [local government areas](#) will be indexed by Nursing and Midwifery [Council of Nigeria](#).

COMMUNITY MIDWIFERY COURSES

FIRST YEAR FIRST SEMESTER

CMP 110-Use of English 1

CMP 111 - Foundations of Nursing

CMP 112 -Anatomy and Physiology I

CMP 113-First Aid/Emergency Care

CMP 114-Primary Health Care 1

CMP 115-Microbiology

CMP 116 - Community Based [Clinical Practice](#)

FIRST YEAR SECOND SEMESTER

CMP 120-Use of English II

CMP 121 -Anatomy and Physiology II

CMP 122 - Behavioural Sciences

CMP 123-Nutrition

CMP 124--Normal Midwifery

CMP125 –Care of health infant

CMP126-Community Based Midwifery Practice

SECOND YEAR FIRST SEMESTER

CMP 210 -Complicated Midwifery

CMP211 -Primary Health Care II

CMP 212 -Reproductive Health

CMP 213-Pbarmacology in Community Midwifery

CMP 214- Community Midwifery

CMP 215 -Seminar in Community Midwifery Practice I

CMP 216 - Domiciliary Midwifery Practice 1

SECOND YEAR SECOND SEMESTER

CMP220- Reproductive Health II

CMP221-Child Health

CMP222 - Family Planning

CMP 223 - Introduction to Information Communication Technology

CMP 224 Seminar II

CMP 225 - Domiciliary Midwifery Practice 11

CMP226-Client Care Study

ORIENTATION OF STUDENTS

Newly admitted students are oriented to the College environment and taken to other places such as the clinical areas. These include the Specialist and NomaHospitals WCWC, Maryam Abacha and UDUTH. Others are the industrial firms

such as Cement Company, Vita foam, water works and Abattoir. They also visit School for the, handicapped, Orphanage etc.

INDEXING OF STUDENTS

At the end of the first semester examination (introductory) credential of successful candidates are screened, verified and send to Nursing and Midwifery Council of Nigeria (N&MCN) for indexing.

Indexing is designed to give a number to a student admitted into a programme. (Nursing/Midwifery by N&MCN of Nigeria As a professional requirement Students must provide the following:-

- i. Verified statement of O' Level result of 5 credits in English Language. Mathematics. Biology, Chemistry and Physics obtained in not more than two sittings of the same examination board.
- ii. Two recent coloured white background passport pictures
- iii. Testimonials of last secondary school attended
- iv. Birth certificate/Declaration of age
- v. Marriage certificate where applicable

POLICY ON STUDENTS UNIFORMS

Students should be properly dressed in the appropriate school uniform, whether in the College or at clinical areas

- a. Nurses:-white short-sleeved shirt and trousers with black necktie for male students; white jacket, trousers and head ties for females. A green hijab is also compulsory. All sexes must wear well-polished brown black cover
- b. Midwives: - white jacket, trousers and head ties, with a ash colouredHijab. To complement the uniform, only brown or black cover shoes should be worn.
- c. Community Midwives: White jacket, trousers, and Head ties with the sky blue coloured Hijab and brown or black cover shoes.

DRESS CODE

- a. Students shall not wear feature-exposing transparent dresses and sleeveless short blouses, Heavy make-ups and excessive use of jewellery is prohibited, within the College and in the clinical areas.
- b. Wearing of shirts half-bottomed up, earrings, bracelets and necklaces by males is prohibited.
- c. Tight trousers. T-shirts with messages by all sexes is not condoned.
- d. Perming and weaving of hair by males is also not allowed
- e. Hair Attachment and use of high heeled shoes is not allowed.
- f. Student should not wear school uniform to markets, public places like restaurants or social gatherings

STUDENTS BEHAVIOUR IN THE COLLEGE PREMISES

- Students must be dressed in a neat and clean attire at all times within the College.
- Indecent dressing is not allowed in the college premises
- Smoking, abuse or possession of psychoactive substances/drugs is strictly prohibited in the College.
- Fighting is not allowed within the College premises; students caught fighting will be expelled from the College.
- Any student caught causing damage to College property shall be liable for the consequences.
- Forging or fabricating any academic result or document of the College is deemed an act of gross misconduct.
- Forging any signature on any official letter is a criminal offence-
- A student who seeks in any way to gain an unfair advantage in assessment is deemed guilty of an academic offence.
- Plagiarism; (a situation where a student submits a work of which or she is not the author) is strictly prohibited.

MISCONDUCT

Misconduct in the College includes:-

- Disobeying any of the rules and regulations of the College.
- Withholding any relevant information or giving false and misleading information for purposes connected with academic progression or admission.
- Disrupting any teaching, assessment or activities of the College.
- Obstructing any staff in the performance of his/her duty intentionally, defaming or discrediting the College, staff or students, to the press or the public on matters concerning the college.
- Unauthorized disclosure or disseminating of official college information on social media or otherwise.
- Unlawfully organizing or participating in any assembly, talk or seminar.
- Making an unauthorized disclosure or using of or having an unauthorized access to official College documents.
- Being involved in any form of gambling, alcohol consumption, and smoking.
- And any other misconduct that the College will establish from time to time written or otherwise.

TYPES OF PENALTIES IN THE COLLEGE

There are variations on the penalties imposed on students depending on the seriousness of the misconduct or offence. A student who is found guilty of an offence may be liable to any or combination of two or more of the following: -

- a. A written reprimand from the College, in form of admonition.
- b. Warning:- a subsequent offence may attract a warning letter to the student.

c. Disciplinary action: -

In a situation where there is repetitive offence or the offence is gross misconduct. Disciplinary action is usually required. Examples of some disciplinary actions are:

- i. withholding of results: This means withholding official grades, transcripts, certificates or even denial of certificates.
- ii. Barring from final examination or any examination ahead.
- iii. Revocation of certificates
- iv. Suspension
- v. Expulsion
- vi. Demotion
- vii. And any other penalties that the College may deem appropriate

MISCELLANEOUS RULES AND REGULATIONS

1. Rules on pregnancy

Nursing and Midwifery Council rules and regulations on pregnancy state that if a married student gets pregnant during the following period of training:

- a. Before passing the introductory course examination (i.e. Six months for General Nurses Trainings/Midwifery) she withdraws and reappplies as fresh student through the appropriate sponsor.
- b. A married student who becomes pregnant after passing the above examination shall re-apply through the Director to resume training at the point where she stopped. The condition for such re-admission will however, is based on the student's past academic performance and general conduct.
- c. Any male student who impregnates a female student will be dismissed along with the female student from the School except if they are married.
- d. Change of name or submission of marriage certificate while pregnant will not

be accepted. Any student who has any type of abortion will be expelled from the school as soon as the case is confirmed.

- e. An unmarried student who becomes pregnant shall be dismissed from training.

PROCEDURE FOR SETTLING STUDENT

DISPUTES/GRIEVANCES

- a. When a dispute occurs between two or more students, the matter shall be reported to the class coordinator, Hostel administrator or student affairs officer.
- b. Settlement of disputes or grievances can be effected by any of the three above, depending on the size of the offence.
- c. Otherwise, the matter should be tabled before the Disciplinary Committee.
- d. No student is allowed to report any dispute or case within the college premises without the consent and permission from the college.

SEXUAL HARASSMENT

The College considers all allegations of sexual harassment to be extremely serious and will not be tolerated under any circumstance. Every allegation received will be reviewed and investigated. Any established case of sexual harassment will lead to disciplinary action up to and including outright withdrawal from training.

On the other hand, any false or frivolous claims of sexual harassment will lead to immediate consideration of disciplinary action up to and including suspension or expulsion.

Sexual harassment is any visual, psychological or physical unwelcome conduct of a sexual nature against an individual which may affect his/her dignity.

The following are examples of sexual harassment:

Unwelcome flirtation, advances and proposition of asexual nature, jokes and insults that demean an individual's sexuality or gender.

Unwelcome sexual-oriented gestures, verbal expression or any comment of sexual nature on an individual's clothing, body or sexual experience.

Inappropriate display of sexually seductive objects/pictures.

Unnecessary and inappropriate touching, hugging or banishing against an individual's body.

REGULATIONS IN THE CLINICAL AREAS

(Hospital and allied health institutions)

1. Students must report punctually on duty as

Morning 8:00am

Afternoon 3:00pm

Night Duty - 9:00pm

They (students) shall also remain in .the hospital until the specified closing time.

2. Students are to be properly dressed inappropriate uniform, no jewelleryes or nail vanish shall be worn in the clinicalareas likewise, large or dangling earnings shall not beworn.

3. Instruments and other valuable things must be properly handled and taken over in each shift. Care should be taken while handling them to avoid loss or breakage.
4. Students shall not be allowed to leave the ward without permission: students shall go for their meals at the appropriate time and return Punctually.
5. Students shall not form the habit of sitting idle while on duty.
6. Visiting friends etc. in other wards while on duty is not allowed.
7. Unnecessary chatting must be avoided in the ward.
8. Students must respect all senior members of the health team in the Hospital.
9. If a student has to go to the College for any reason while on duty he/she must obtain permission from the staff in-charge of the ward/unit.
10. On no account must a student fail to do his/her work while on duty.
11. Students are not allowed to change hours of duty with others without the knowledge and permission of the ward leader.
12. Sick students on duty shall report to the ward Nursing Officer in-charge who will direct the PNO or PNS, who will then send the designated

PNO or PNS, who will then send the designated medical officer with the sick report book. Only excuse duty certificate signed by the designated medical officer for student treatment is considered valid, however, all the above exclude emergency care and treatment.

NB: Report should be made to the Director of the School regarding the sick student in respect of where that student is.

13. Any proven unethical behaviour to the patient or his relatives will be viewed as a very serious offence. Penalties will range from denial of annual leave to suspension from clinical areas for two weeks or more for first offenders. A habitual offender will be sent back for six months or be withdrawn from the College.
14. No student shall be granted permission to travel without the consent of the School.

PENALTIES FOR CLINICAL OFFENCES

The penalties for offences in the clinical areas will vary depending on the degree of the offence for instance, painting of nails or lips, wearing of jewellery and such other offences will be dealt with by denial -to forfeiting of the student's days off or annual leave.

NB: Suspension from the clinical areas for 28 days means 6 months demotion (N&MCN) or dismissal for habitual offenders and

- a. Lateness to duty attracts extension of duty.
- b. 1-5 days absent, the student shall forfeit their off duty equivalent to number of days absent from clinical
- c. 6-10 days absent from clinical, the students should report to the same number of days absent while 11 days and above should be reported to college management action

- d. 28 days absence on cumulative basis within six months, such student shall be demoted for six months.

RULES AND REGULATIONS GUIDING EXAMINATION

The Standing Committee for examination is in charge of all examinations in the College In liaison with all Schools, for the purpose of each examination the Committee will receive questions from various Schools of the College and shall sit to determine the type and number of examination question to set from time to time. The composition of the examination committee is as spelt out in page five

Students are required to sit for examinations toward the end of each semester. The examination question papers set by examiners are moderated for quality assurance by respective Schools before submission to the Examination Committee. The duration of the examinations may vary between 1.5hrs to (normally) 3 hours depend depending on the Programme and Course. The venue of the examination is usually at the examination hall but could be relocated elsewhere depending on the capacity and circumstance-, of the examination.

Students are required to check the examination time

table at the notice board or at the examination office. Incorrect information recorded by students will not be entertained and absenteeism on such grounds will lead to the re-undertaking of the said paper in future semester.

ATTENDANCE

In order to meet the eligibility to sit for an examination students are required to meet the 75% attendance requirement in each semester. In a situation where a student fails to meet the requirement stated above, such student shall be barred from the examination. The examination office of each School shall publish the names of students for each examination and make copies available for invigilators on the day preceding the examination date. Only a student who fulfill his/her financial obligations will be allowed to sit for examinations.

EXAMINATION CARD

Every student will be issued with an examination card on the day preceding the examination. No student shall be allowed to enter the Examination hall without the card. Candidates who lost their Examination cards should contact the examination officer immediately before the start of the examination.

The examination card will outline all the subjects' that the student is undertaking for the particular semester. It also carries rules and regulations regarding the examination. A Student is responsible for all the rules and regulations of examinations.

PROHIBITED ITEMS IN THE EXAMINATION HALL

Certain items and materials are strictly prohibited from being taken into examination hall a student caught with these items in the examination hall is liable for the appropriate punishment as may be decided by the examination Committee, notwithstanding the circumstances.

Prohibited items include: **Mobile phone, Books, Electronic Devices, Bags,** and any other item beside regular writing materials. Prohibited items found in the examination hall will be confiscated. Students are advised to seek alternative avenues to safeguard their **mobile phones** and other valuable belongings if they bring them to examination hall.

RULES IN THE EXAMINATION HALL

personal convenience

- A student who wishes to leave the examination hall for personal convenience may seek for permission to go. But such student should be escorted
- Students are not allowed to go to washroom immediately after entering the examination or within the first 30 minutes of the examination.
- Students are advised to visit the washroom before examination period.

Examination Materials

All materials distributed to candidates at any examination session are to be returned to the examiner used or unused, except essay questions papers. Multiple choice,

questions (MCQ) papers are to be submitted back except where allowed according to the circumstances of the examination.

Time Keeping During Examination

Students are encouraged to adhere to the following: -

- Student must arrive 30 minutes before the commencement of the examination.
- Candidates are not allowed to enter the Examination hall 30 minutes after commencement of the examination.
- Candidate will not be allowed to leave the hall until 30 minutes have lapsed after the commencement and 30 minutes prior to the end of the examination.
- Student interaction in the examination hall is prohibited.
- Students must not leave the examination hall without permission.
- Food and drink are not allowed in the examination hall.

Absenteeism

Absenteeism here means not being physically present in the examination hall during the stipulated time and day of the paper in question, under whatever reason, condition or circumstances without appropriate documentation.

Cheating

The College views cheating seriously and considers both intentional action of cheating and failure to report cheating as offences. Invigilators have the right to conduct a body search if candidates are suspected of cheating.

Cheating occurs in many forms and ways and it is difficult to provide a comprehensive list of action that denotes the occurrences of the offence. Examples of cheating include but not limited to:-

- a. Copying in part or whole from an examination paper, Mathematical analysis, formulae or equivalent HOI in that belong to another person.
- b. Use of notes, sources material from Item and electronic device not authorized in examination.
- c. Making arrangement with another student cheat, including employing a surrogate to sit for an examination or any form of academic assessment made or agreeing to be that surrogate aiding and abetting the dishonest act.
- d. Any student caught in examination malpractice shall be sent out of examination hall immediately and matter be reported to the Examination Committee.
- e. Students caught in possession of any unauthorized items into the examination hall, whether relevant or not whether used or not and irrespective of the ownership.
- f. Any established Examination malpractice dismissal (one year demotion from the training)
- g. Any student dismissed for examination malpractice may only be readmitted after 3 years.

Misconduct in Examination

Misconduct includes a broader definition. it Involves the act of cheating or attempting to cheat. Examination misconduct includes and is not limited to the under listed:

- a. incessant talking in the examination hall.
- h. Disobedience of examination instructions.
- c. Unruly and rowdy behavior shown towards an invigilator.
- d. Inability in adhering to examination procedures.

The nature of each misconduct is determined by the Academic Board after receiving a report from the Disciplinary Committee.

RELEASE AND ISSUEANCE OF EXAMINATION RESULTS

Release of result is an important event. Result will normally be pasted on the notice board or be given to students individually, Students who are not satisfied with examination result have the right to appeal within two weeks of the release of the result through the appropriate channel.

TYPES OF EXAMINATIONS IN THE COLLEGE

1. Weeding Examination

2. Semester Examination

3. Hospital Final Examination

NB: There **MUST** be space interval of one or two days between course or subject papers in all the examinations.

The pass mark for all the courses in the examinations shall be 50%.

WEEDING EXAMINATION

The objective of the weeding examination is to select students with potential readiness, ability and requisite to get into the full pledged training.

The examination shall be after three months of the training. The examination is made up of three courses i.e.

NB:Community Midwifery Programme and Refresher Programmes are excluded from weeding examination.

i. Human Biology/anatomy and physiology

ii. Foundation of Nursing and

iii English/Behavioural science/Physics and Chemistry

- ✓ A Student must pass two papers before he/she is allowed to proceed to the next level.
- ✓ A Student who fails two or more papers will be withdrawn.

SEMESTER EXAMINATION

1st YEAR 1st SEMESTER (INTRODUCTORY)

- Each subject/course shall be assessed on the -basis of 30%Continuous Assessment (CA) and 70% Examination.
- The examination shall be conducted based oncourse/subjects of the 1styear 1stsemesterin accordance with the curriculum.
- A student is expected to pass 50% of thecourse before he/she proceeds to the next level.
- A student who fails more than 50% of the Coursewill be asked to withdraw from the training.
- A student who fails 50%, of the Courses offered will resit within 30 days from the date of the release of the result.
- Astudent who fails any of the resit Course will be asked to withdraw from the t raining.

1stYEAR 2nd SEMESTER

- Each subject / course shall be assessed onthe basis of30% (CA)and 70% Examination.
- Examination shall be based on the courses of the 1st Year 2nd Semester in accordance with the curriculum

- A student must pass 50% of the courses before he/she can proceed to the next level,
- Any student who fails more than 50% of the courses offered will be asked to withdraw from the training.
- A student who fails 50% of the courses offered will be asked to resit within 30 days of the release of the result.
- Any student who fails more than two papers out of the resit courses will be asked to withdraw.
- Students who fail two papers or less after resit will repeat the semester. Such students will be sent for clinical posting and to join the next group at 2nd semester.

NB: Withdrawal at this level is not applicable to Community Midwifery Programme

2nd YEAR 1st SEMESTER

- Each subject/course shall be assessed on the basis of 30% CA, 70% Exams
- The examination shall be based on the courses of the 2nd year 1st semester in accordance with curriculum.
- A Student is expected to pass 50% of the courses offered
- Any Student who fails in any courses offered will be asked to resit within 30 days of the release of the result.
- Any student who fails any of the resit courses will repeat the semester.

2nd YEAR 2nd SEMESTER

Each subject/course shall be the basis of 30% (CA) 70% Exams.

- Examinations shall be conducted on the basis of the courses of the 2nd Semester in accordance with the curriculum
- A Students are expected to pass all the courses offered before he/she is to be allowed to proceed to the next level
- Student who fails any of the courses will be asked to resit within 30 days of the release of the result.
- Students who fail in any of the resit paper will be asked to repeat the semester.

3rd YEAR 1^s' SEMESTER

- Examination shall be conducted on the basis of the courses of the 3rd year 1st semester in accordance curriculum
- Any Student who fails any of the courses will be asked to resit the failed courses within 30 days of the release of the result.
- No student will proceed to the next semester with any carry over.

HOSPITAL FINAL EXAMINATION

The examination shall be within 3rd year 2nd semester for Schools of Nursing and Midwifery. The Examination shall be conducted as paper I, II, III and OSCE/ Practical for Basic Midwifery programme in accordance with the format of the Nursing and Midwifery Council Examination. While the examination for General Nursing shall be conducted as paper I, II and OSCE/Practical respectively.

- Each student-Nurse must submit their first 2 chapters of their research project before the examination.
- Each student Midwife must submit the first 2 chapters of her research project and complete EFCP before the examination.
- A Student must pass all parts of the examination before being eligible to register for the final licencing examination for Nurses/Midwives.
- Students who fails any paper will resit after 6 months

- Students are expected to submit their experience book duly signed to the venue of oral/practical examination and OSCE in the case of Basic Midwifery programme.
- Failure to do so disqualifies a student from the oral/practical examination.

EXAMINATION GUIDELINES FOR REFRESHER PROGRAMME

1. There shall be end of semester examination at the end of each semester.
2. A student shall only be allowed to sit for the examination on the condition that he/she has attended at least 90% of classes and clinical experience and completed all patient care assignment.

POLICY ON TRANSFER, WITHDRAWAL, DEFERMENT AND RE-ENGAGEMENT

TRANSFER

- The transfer must be within the first year level of training
- and candidates must meet the following requirements:
- Must bring four completed change of School forms, duly signed by the Director of the former School.
- Must present Admission letter of the former School.
- Continuous Assessment of the first year of training.
- Evidence of being indexed by the Nursing and Midwifery Council of Nigeria.
- Two recent passport photographs.
- Letter of undertaking from parent/guardian.
- Payment of transfer fees to the Council.
- School Academic Board will make recommendation to nursing and Midwifery Council for approval before any candidate is accepted.

WITHDRAWAL

A student may voluntarily withdraw from his/her studies. The reason(s) for withdrawal varies from going to another institution to financial difficulties.

DEFERMENT OF ADMISSION;

Deferment shall be for a maximum period of one year. A student may defer his/her admission only after having undergone all the necessary registration procedures. Application for deferment must be in writing and must state reasons for the deferment. It should be accompanied by a copy of letter of offer of admission and receipt of payment of fees. A student should fill the necessary deferment forms at the office of the Registrar.

Students may only defer admission before the middle of the semester at the beginning of the year. Students who defer their admission after this period lose their registration fees and shall pay another fee after the period of registration.

HEALTH CARE SERVICES

The College maintains a working environment where the health and safety of its staff and students are assured.

Staff and students are entrusted to comply with health and safety measures in laboratories, workshops and practical rooms, to ensure that a student's health is not endangered while on training.

All students should take care, make sure that their own health and safety is monitored and that of others who may be affected by their actions.

- Report any accident and incident immediately
- Report any failing in health and safety procedures or any situation they consider dangerous.
- Refrain from intentionally interfering with or willfully
- damaging anything that can cause harm.

HEALTH INSURANCE

The College has a well-designed system of health service to the Students. Each and every student is expected to register to the Health Maintenance Organization (HMO), which will provide each student with identity Cards that they can use in hospital to obtain free treatment whenever they are sick. A clinic or sick-bay is also available in the College to attend to health emergency issues of the students. Students are expected to see the health officer in-charge for proper observation and treatment. In situations where the case is serious, the student is referred to the hospital, using the Health Maintenance organization referral form for better treatment.

SPORTS/RECREATIONAL ACTIVITIES

To promote healthy living, the College encourages sports and other recreational activities. The College has provided a soccer field and a badminton pitch at the female hostel. A Volleyball pitch has also been provided. Inter-school sporting competitions are also organized to foster cordiality with other Schools

STUDENT UNIONISM

Students are allowed to take part in some student unions they feel they should belong to. Such student unions include:

I. STUDENT UNION GOVERNMENT (S.U.G)

This is the mother union. Students contest each year for different positions. It involves all students, irrespective of where they come from

2. SOSSA

Sokoto State Students Association. It is mainly for Sokoto State indigenes.

3. KESSA

Kebbi State Students Association, Its membership is limited to indigenes of Kebbi state.

4. ZAMSSA

Zamfara State Student Association. Members are usually from Zamfara State.

5. MUSLIM STUDENT SOCIETY (MSS)

It is an association for Muslim students in the College.

All the associations liaise with the student affairs officer who in turn, liaise with the Dean Student affairs on issues before reaching the Deputy Provost (Administration) who is in-charge of student matters.

No other student organization is allowed. Cultism is strictly prohibited in the College premises. Any student caught engaging in any form of unauthorized unionism or cultism will be out rightly expelled from the College. Likewise, no strike or go slow action will be allowed. Any grievances shall be channeled through the student union leaders.

- The student unions leaders will then submit the said grievances in writing to the student affairs office.
- Under no circumstance shall the student union leaders or any student lodge an appeal with any official of the Ministry of Health.
- Students should maximally, tap the advantages of the meetings of the union to resolve normal student disputes or grievances.
- Violation of the cause above may result in suspension from the classes or College.
- Any College property damaged during student parties or any activity shall be paid for in full, through deduction from student allowances or union dues.
- In event of any theft or such related behaviour the students shall be handed over to the police or any law enforcement agency for necessary action.

- A student so affected will be deemed to have been suspended from the College right from the day police stepped in. pending the determination of the case.
- Even when the student has been discharged and acquitted by a court of law, the College has the right to refuse re-admission.
- No association or union shall be formed or hold any meetings without prior approval of the College.
- Failure to abide by this will result in the immediate proscription of such association/union pending further disciplinary action.

POLICY ON LIBRARY SERVICES

The College has a functional library that houses a collection of books. It also has a modern digital library which provides internet and information and communication services. The Library is open from 8.00am to 9.00pm on weekdays. Then 8:00am to 4.00pm Saturdays and Sunday

GUIDELINES FOR USE OF LIBRARY SERVICES

- a. Students must be members of this academic community.
- b. The user must register with the library and must obtain a library I.D. card.
- c. A borrower must forfeit their College I.D. card.
- d. Materials are only issued out for a period of a week.
- e. damage to a library material is liable to a penalty of repayment of such material.

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. The following officers constitute the Hostel Management:
 - a) Dean Student Affairs - Chairman
 - b) Student Affairs officer, SON - Member
 - c) Student Affairs officer, SOM - Member
 - d) Hostel Matron - Member
 - e) Hostel Manager/Administrator - Secretary

NB: Hostel Administrator for female hostel must be females, Hostel Administrator for male hostel must be males, henceforth, all activities in the female hostel involving student's cleaners, and labourers, securities guard shall be coordinated by the female hostel administrator and matron and vice versa for the male hostel.

- The students can approach any of the above officers for help, guidance and Grievance redresses. Representations to higher officers must be forwarded through the proper channel.

2. ALLOTMENT OF HOSTEL ACCOMMODATION

- 2.1. Admission in the hostel cannot be claimed by any Student as a matter of right.
- 2.2. Students shall have to apply for accommodation at the beginning of the academic session.
- 2.3. Allotment shall be made keeping in view:

- a) The distance of the actual place of the residence of the students from the College.
- b) In case the number of applicants for the hostel accommodation is more than the vacancy in the hostel, the College shall maintain a waiting list and when there is a vacancy in the hostel, it shall be filled from the waiting list.

3. BEHAVIOUR AND DISCIPLINE

- 3.1 Hostel residents are expected to display acceptable form of behaviour, maintain discipline and decorum in the hostel complex.
- 3.2 Possession, distribution and consumption of alcoholic beverages, prohibited drugs, tobacco in the hostel complex is not allowed.
- 3.3 Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the Management.
- 3.4 Hostel residents must return to the hostel by 10.00 pm every day and are not allowed to leave the hostel before 6.00am except for valid reasons with prior permission.
- 3.5. Vandalism is a very serious offence. Students found guilty of committing offence would be ejected from the hostel
- 3.6. In case of any unacceptable behaviour by the roommate, the other room-mate must report it to the College authorities.
- 3.7. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such, due consideration must be accorded to other residents at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television, Radio etc. provided in the Common room must be switched off or the volume tuned down after 10:00 pm. These rules are intended to ensure a conducive environment for all residents.

- 3.8. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room.
- 3.9. In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Management.
- 3.10. The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 3.11. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
- 3.12. For your understanding, ragging which is a **CRIMINAL & NON-BAILABLE** offence is defined in legal parlance, as "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in academic Institution and includes:- Teasing, abusing, or playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course, be willing to do.

4. UPKEEP OF THE HOSTEL

- 4.1. Students are responsible for keeping their rooms and the common areas in the hostel such as bathrooms, toilets clean and tidy at all times.
- 4.2. All fans, lights and electrical appliances must be switched off when not in use.
- 4.3. Common hostel furniture must not be moved without the permission of the concerned authority.
- 4.4. Any damage to the hostel property must be reported immediately to the Hostel manager or the committee. Students will be charged for all damages except damages caused by normal wear and tear.

- 4.5. Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the Management. However, every effort will be made to respect the privacy and dignity of the residents.
- 4.6. The hostel management reserves the right to move students to other hostel units if there is a necessity.
- 4.7. Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- 4.8. The hostel management reserves the right to make spot checks in the hostel.

5. VISITORS

- 5.1. Visitors including parents are allowed only into the visitor's area during the visiting hours as follows:
Weekdays: (Monday-Friday) - 5:00 pm to 6:30pm & 10:30am to 5:00pm
Weekend:(Saturday/Sunday) and on holidays-10:30am to 5:00 pm
- 5.2. All visitors must register at the hostel gate and provide all details and documents as requested by the Security officer before entering the hostel complex.
- 5.3. Students are not permitted to allow visitors (including Close relatives) of the opposite sex into rooms all any time for whatever reason. Any students found violating this rule will be ejected from the hostel.
- 5.4. Non-Hostel students are prohibited in the hostel without the permission of the officer concerned.
- 5.5. Possession, distribution and use of fire-arms, lethal weapons etc are not allowed in the Hostel.

6. TERMINATION OF TENANCY

- 6.1 Students can terminate the hostel tenancy by giving at least one month's written notice.

- 6.2. The hostel management can end this tenancy at any time if:
- (a) The student fails to pay any sums due to the hostel.
 - (b) If the student fails to comply with the terms of this tenancy

7. SECURITY

- 7.1. Students are required to carry their identity card at all times in the compound of the hostel complex and produce it on demand by the host
- 7.2. Students are advised to lock all doors at all times for security reasons,
- 7.3. The Hostel management is responsible for any loss of private property. Students are strongly advised to keep their valuables e.g. mobile phones, laptops, watches, money etc under lock and key, at all times.
- 7.4. Students are not permitted to change rooms or sleep anywhere other than in their own rooms.
- 7.5. Any Student who finds his/her room-mate missing for more than 24 hours, must report to the officer concerned/warden immediately. This is to enable the hostel authorities to take immediate action.
- Guns, contraband Drugs, alcohol, toxic and hazardous materials are strictly prohibited in the hostel. Keeping electric appliances such as T.V. VCD, heater, iron, oven etc in the rooms is also prohibited. Pets are not allowed in the hostel complex.

8. LATE NIGHT PASSES

- 8.1. Students should return to the hostel by the stipulated time. Occasionally, if the students expects to be late (not beyond 10:30 pm), he/she should obtain a late night pass from the officer concerned/warden in advance and this pass must be produced to the security guard on returning to the hostel concerned.