

**BEREKUM COLLEGE OF EDUCATION**

**BEREKUM, GHANA**



**STUDENT'S HANDBOOK**

**REVISED 2024**

## **1.0 INTRODUCTION**

### **1.1 Brief History of the College**

Berekum College of Education is located on the South-East of Berekum, a few metres away from Berekum Senior High School off the Sunyani-Berekum Highway. The College which was established as a Men's Training College in February 1953, took off with a Two-Year Post Middle Certificate 'B' programme till 1961 at the time the Four-Year Post Middle Certificate 'A' programme was introduced.

In 1958, students pursuing Certificate 'B' programme at Winneba were transferred to Berekum Training College, when the Winneba Training College was turned into a Specialist Training College. The last batch of the Two-Year Post Middle Certificate 'B' students finally completed in 1963 after which the programme was phased out.

A Two-Year Specialist programme in Mathematics was introduced in 1964. The College became a co-educational institution when women were admitted in 1965. The Two-Year Specialist programme in Mathematics was however relocated to the Winneba Specialist Training College in 1966. In 1968, a Two-Year Post-Secondary Certificate 'A' programme was introduced to run alongside the Four-Year Post Middle Certificate 'A' programme. The Four-Year programme was phased out in 1971.

Meanwhile, a Girls Secondary School was established in 1972, and this was attached to the Training College, which had been turned into a female Training College by then. Male students were re-admitted into the college in 1974. The Girls Secondary School was therefore discontinued in 1975. A Three Year Post-secondary programme was also introduced in that same year. Again the Four-year Post Middle course was re-introduced to run alongside the Post-Secondary Course. In 1984, a Modular Programme for Untrained Teachers was introduced to upgrade untrained teachers in Primary Schools to Certificate 'A'. The Four-Year Post-Middle Certificate 'A' programme was finally phased out in 1992.

Consistent with the policy of government to make Diploma in Basic Education the minimum qualification for teaching in Basic Schools, the College began a Diploma in Basic Education (DBE) programme in October 2005. However, the National Accreditation Board granted the college accreditation to run the diploma programme in October, 2007. The first batch of the Diploma Students graduated in July, 2007.

The Education Act, (Act 778) of 2008 and the Colleges of Education Act, (Act 847) of 2012, gave legal backing to the conversion of all Teacher Training Colleges to Colleges of Education under the control of the National Council of Tertiary Education and under the mentorship of University of Cape Coast in 2012. The College continued to run the Diploma in Basic Education, General programme until 2020 when the last batch completed.

In 2018, through the implementation of Educational Reforms, all the 46 Colleges of Education were placed under the mentorship of the some selected public universities (University of Cape Coast, University of Education, University of Ghana, Kwame Nkrumah University of Science and Technology and University of Development Studies) for mentorship for the purpose running a Four-Year Bachelor of Education Degree programme. The College was again placed under the mentorship of University of Cape Coast to run, B.Ed. Primary Education, B.Ed. Junior High School Education and B.Ed. Early Childhood Education. The First Batch of these B.Ed. programme have been scheduled to pass out in December, 2022.

## **1.2 Vision, Mission and Core Values**

### **1.2.1 Vision**

An icon of excellence in Teacher Education.

### **1.2.2 Mission Statement**

To train competent, dedicated, creative and innovative teachers who would inspire, motivate and bring out the best in their learners in the basic school, through pre-service and in-service training.

### **1.2.3 Core Values**

- i. Upholding Integrity and honesty
- ii. Achievement of academic excellence through diversity
- iii. Commitment to duty and people-centeredness
- iv. Transparency and Accountability
- v. Cleanliness and Environmental Sustainability
- vi. Achievement of gender responsiveness
- vii. Ensuring discipline among staff and students

## **2.0 DEFINITION OF TERMS**

### **2.1 Programme**

A programme is a curriculum package that consists of courses and leads to the award of a specific degree, diploma or certificate.

### **2.2 Course**

A course is an approved self-contained instructional package with a title, code number, stipulated contact hours and credit weighting.

### **2.3 Core (Compulsory) Course**

A core or compulsory course is a course that a student is required to take and pass in order to graduate. The compulsory courses are: College-wide compulsory courses, departmental compulsory courses and programme specific compulsory courses. A student who fails a compulsory course must repeat the course and pass before he/she can graduate.

### **2.4 Types of Core (Compulsory) Courses**

Currently, they are the following:

1. English Language Studies 1
2. English Language Studies 2
3. Information Literacy Skills
4. Information Technology Skills
5. Principles and Practice of Education
6. Guidance and Counselling
7. Inservice in Education
8. Ghanaian Language and Culture: Cultural Studies
9. HIV
10. Field Experience

11. Micro Teaching

12. Reflection

### **a. Departmental Compulsory Courses**

The departmental compulsory courses are courses that are declared core by the department for students at various levels.

### **b. Programme Specific Compulsory courses**

These are **compulsory** courses specific to certain programmes.

### **2.5 Elective Course**

An elective course is a course which is freely chosen by the student within the context of the programme being pursued. The purpose of the elective course is to give the student the opportunity to construct a personal curriculum to meet personal, career or individual academic interests.

### **2.6 Cognate Course**

**A cognate course is a course in a related field that facilitates, reinforces, or enriches learning within a chosen area of specialization.**

### **2.7 Pre-Requisite Course**

A pre-requisite course is a course which the student must pass before he/she can be allowed to take a higher-level or related course.

### **2.8 Audited Course**

An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student's transcript but will not count towards the computation of GPA.

## **2.9 Elective Subject**

An elective subject is a subject, e.g. Social Studies, Science, Mathematics, Information Technology, Ghanaian Language (Twi), Vocational Skills, Technical Skills, Music and Dance or Religious and Moral Education, which a student is offered to read as per his/her admission letter (by virtue of his/her choice or entry background).

## **3.0 Vision, Mission, and Core Values**

### **3.1 Vision**

An Icon of Excellence in Teacher Education.

### **3.2 Mission Statement**

To educate students to become competent, dedicated, creative and innovative teachers who would inspire and motivate learners in the basic schools, through pre-service and in-service training.

### **3.3 Core Values**

- i Integrity
- ii. Diversity
- iii. Transparency
- iv. Accountability
- v. Discipline
- vi. Commitment

## **3.4 Objectives of the Undergraduate Programmes**

The objectives of the Bachelor of Education programme, as structured, are consistent with the basic aims of the College under the mentorship of the University of Cape Coast. The objectives are:

- a. To help give the student a liberal educational foundation that should enable him/her to have a feeling and an understanding of different modes of intellectual thought and as they relate to various processes of living to enable the student to acquire a meaningful appreciation of major national development problems and their possible implications for international relations within Africa and the rest of the world with the aim of making them well-rounded teachers.
- b. To help the student develop self-confidence, ability to innovate habits of honest scholarship and constructive and development-oriented approach to problem solving and teaching.
- c. To equip the student with specialized knowledge and skills needed *for* the pursuit of careers in teaching.

#### **4.0 UNDERGRADUATE PROGRAMMES**

There are three (3) main academic programmes in the College under which the various department in the College are categorised. They are Bachelor of Education, Primary Education, Bachelor of Education- Junior High School Education, Early Childhood Education.

##### **Bachelor of Education, Primary Education**

General programme with major courses in the following areas Social Studies, Science, Mathematics, Information Technology, Ghanaian Language (Twi), English Language, Vocational Skills, Technical Skills, Music and Dance or Religious and Moral Education.

##### **Early Childhood Education**

General programme without any specialisation.

### **Bachelor of Education- Junior High School Education,**

The following major or minor courses in Social Studies, Science, Mathematics, Information Technology, Ghanaian Language (Twi), English Language, Vocational Skills, Technical Skills, Music and Dance or Religious and Moral Education.

#### **4.2 Duration of Study**

The College operates a standard four-year undergraduate degree programme based on the successful completion of Senior High School Education in line with the University of Cape Coast curriculum. In effect, the duration of the programmes is four years with 120 – 141 credits.

#### **4.3 Admission Requirements**

##### **4.3.1 Entry Routes**

The College has four entry routes:

- (a) Senior Secondary School Certificate Examination (SSSCE), Ghana
- (b) West African Senior School Certificate Examination (WASSCE)

##### **4.4.2 The general admission requirements for the various entry routes are as follows:**

- (a) Senior Secondary School Certificate Examination (SSSCE)

The candidate must have credit passes (A – D) in six (6) subjects with an overall aggregate of 24 or better. Three of the six subjects must be core subjects (including English Language, Mathematics and either Integrated Science or Social Studies), and three must be in electives



relevant to the candidate's proposed programme of study. In addition, candidates must satisfy the specific requirements of the relevant programme.

(b) West African Senior School Certificate Examination (WASSCE)

The candidate must have credit passes (A1 – C6) in six (6) subjects with an overall aggregate of 36 or better. Three of the six subjects must be core subjects (including English Language, Mathematics and either Integrated Science or Social Studies), and three must be in electives relevant to the candidate's proposed programme of study. In addition, candidates must satisfy the specific requirements of the relevant programme.

## **5.0 DELIVERY MODES**

The College offers its programmes through the traditional campus-based learning mode (regular), where students are offered accommodation, unless semesters where their programmes requires them to go for their compulsory field experience.

## **6.0 CREDIT WEIGHTINGS**

In line with the UCC, undergraduate taught courses may be assigned 0, 1, 2 or 3 credit(s) weightings. Credits are assigned to courses on the basis of contact hours (theory and laboratory/practical/ field work) as follows:

(a) A zero-credit course is a course which does not attract any credit.

(b) A one-credit course is a course which has either one contact hour theory class per week for one semester, or two or three contact hours laboratory/ practical/field work per week for one semester

(c) A two-credit course is a course which has either two contact hour theory classes per week for one semester, or one hour of theory and two or three hours of laboratory/practical/field work per week for one semester

(d) A three-credit course (a full course) is a course which has either three contact hour theory classes per week for one semester, or two contact hour theory classes and two or three hours of laboratory/practical/field work per week for one semester.

## **7.0 REGISTRATION**

### **7.1 Registration Procedure**

(a) Before registration, students should have:

(i) paid their fees in full

(ii) obtained information from their respective Departments in respect of the courses on offer for the particular semester.

(b) Continuing students will proceed to do registration of their courses online. Fresh students, on the other hand, will, upon payment of fees, have their registration numbers and passwords sent to them electronically after which they will proceed to create student portal accounts with which they will book for accommodation and register courses online.

(c) Students **MUST** obtain print Outs of the registered courses which should be kept as evidence of registration.

Students who fail to register by the close of the registration period will not receive any grades even if they attend lectures and take examinations.

### **7.2 Penalties for Late Registration**

There is a penalty for late registration. Students who fail to register within the period of registration of re-opening but register later will be charged a late registration fee. No student will be allowed to register after the third week of re-opening.

### **7.3 Auditing Courses**

To audit a course, the student must obtain the consent of the lecturer and the approval of his/her Head of Department.

A student auditing a course must register and attend all classes in the course. The student is required to submit assignments and take quizzes but not end-of-semester examinations unless it is mutually agreed between him/her and the lecturer.

Where there is no evidence of a student having properly audited a course (i.e. no continuous assessment marks), the course will not appear on the student's transcript.

Only one course may be audited per semester. A student who is carrying the maximum workload (18 credits) cannot audit a course in the same semester.

### **7.5 Minimum and Maximum Workload**

The minimum workload for a student is 15 credits for a semester.

The maximum allowable is 18 credits. This may exceed depending on the workload of the programme being pursued. These do not include credits for repeated courses on account of failure.

## **8.0 COURSE NUMBER SYSTEM**

The course numbering system at the College consistent with the UCC number system, consists of a three- letter code (such as EBS) and a three-digit number (such as 101). The letter codes reflect the Department of the course, while the number reflects level and sequence. The system of digits

used is as follows:

LEVE 100 COURSES	**	100 – 199
LEVEL200 COURSES	**	200–299
LEVEL 300 COURSES	**	300 – 399
LEVEL 400 COURSES	**	400–499

## **9.0 CLASSIFICATION OF ACADEMIC STATUS**

An undergraduate student's academic status is classified according to the following criteria:

**Level 100:** Is a student who is required to accumulate not less than 30 credits at the end of the academic year.

**Level 200:** Is a student who is required to accumulate not less than 60 credits (including Advance Credits) at the end of the academic year.

**Level 300:** Is a student who is required to accumulate not less than 90 credits (including Advance Credits) at the end of the academic year.

**Level 400:** Is a student who is required to accumulate not less than 120 credits (including Advance Credits) at the end of the academic year.

## **10.0 PROGRESSION FROM ONE LEVEL TO ANOTHER**

### **10.1 Progression from Level 100 to Level 200**

The student:

- (a) Is expected to pass all courses taken (Obtain Grade A – D)
- (b) Must attain a minimum C.G.P.A. of 1.0

Students with GPA below 1.0 at the end of the first semester shall be cautioned by the Dean of Academic Affairs and counselled by the Departmental Academic Counselor and/or College Counselling Unit.

#### **10.1.1 Outright Withdrawal (Dismissal)**

A Level 100 student who loses a total of thirteen (13) credits or more registered for the academic year (either in the first, second or in both semesters) shall be withdrawn (dismissed) outright for poor academic performance. Such a student may, however, re-apply for admission into a different programme the following academic year in line with the UCC criteria.

#### **10.1.2 Supplementary End-of-Semester Examinations for Level 100 Students**

A Level 100 student who fails up to 12 credits in either the first, second or both semester(s) shall be given an opportunity to write a supplementary end-of-semester examination. The supplementary end-of-semester examination for Level 100 students shall be marked over 60 and shall be added to the continuous assessment score which the student would have obtained during the course of the semester. A Level 100 student who fails a course or courses in the supplementary examinations shall have a second re-sit opportunity to redeem himself/herself. The second re-sit shall be taken within two weeks after release of the results of the first re-sit examination.

#### **10.1.3 Progression/Withdrawal After Second Re-Sit Examination**

If, after the second re-sit examination, a student fails any of the courses core to his/her programme of study, such a student shall be withdrawn for poor academic performance. However, a student who fails a university-wide course at the second re-sit (supplementary) examination shall be allowed to progress to Level 200 (probation). He / She shall repeat the failed university-wide course(s) and have two (2) additional chances to pass the failed course(s). A level 100 student who fails any of the courses core to his/her programme of study at the second

re-sit examination and is withdrawn may re-apply for admission the following academic year into the same or a different programme.

## **10.2 Progression from Level 200 Upwards**

To progress from Level 200 to 300 or from Level 300 to 400, the student must:

- (a) Attain a minimum C.G.P.A. of 1.0
- (b) Accumulate at least 30 credits for the current year
- (c) Not lose more than a total of 9 credits in the courses registered at the end of the academic year.

A student who fails to satisfy conditions (a), (b) or (c) or all of the above shall be placed on probation or asked to be an external candidate depending on the gravity of failure as detailed below:

### **10.2.1 Probation**

If a student fails up to 9 credits (cumulatively), he/she will progress to the next level but will be required to repeat those failed courses. Such a student will have to drop some of the current level courses and substitute them with the failed courses.

- (a) A student on probation is not allowed to do more than 18 credits in a semester
- (b) A student who is repeating a course will be required to take quizzes, assignments and end-of-semester examination for the repeated course(s)
- (c) A student on probation has two (2) chances to pass the failed course(s).
- (d) In consultation with his/her academic counselor and with the approval by the Department, a student on probation may be allowed to take another course in place of the failed one if the failed course is not a core course or a pre-requisite course
- (e) A student on probation must avail himself/herself of and benefit from Academic Advisory and Counselling Services provided by the University.

### **10.2.2 Repeating/External Candidate**

If a student fails a total of 10 to 12 credits, he/she will be allowed to repeat the failed courses as an “external candidate”. An external candidate is one not taking the full complement of courses and is therefore reading only repeated courses. He/she will register for the repeated courses only and must pass them within one academic year before progressing to the next level.

**10.2.3** A continuing student who fails 13 credits or more shall be withdrawn outright.

**10.2.4** Students with the barest minimum C.G.P.A. (1.0 - 1.5) at the end of the academic year shall be cautioned by the Director (Academic Affairs) and counseled by their Departmental Academic Advisor.

**10.2.5** Special Supplementary End-of Semester Examinations for Level 400 Students -

(a) There shall be a special supplementary end-of- semester examinations to be held for students who have completed Level 400 but are still trailing level 400 courses. The special supplementary examinations shall be marked over 60 and shall be added to the Continuous assessment which the student would have obtained

(b) Students who fail the special supplementary end-of- semester examination or do not avail themselves of same shall repeat the failed courses the following academic year keeping in mind the maximum number of years required for completion of undergraduate programmes. Such, students will be required to attend lectures and practicals, fulfill continuous assessment requirements and pay 60% of the approved fees for the year.

**10.2.6** Computation of Results for Probation and Repeating/External Candidates

If a student passes a repeated course, both the failed grade(s) and new grade(s) will appear on the student’s transcript and will be used in the computation of his/her C.G.P.A. Where there is a

replacement, the grade-in the course originally failed will be used in addition to the grade obtained in the replaced course for the computation of the final C.G.P.A.

### **11.0. CHANGE OF NAME AND OTHER PERSONAL PARTICULARS**

As an institutional policy, the College does not accept requests to change or amend names or other records/particulars of students.

For College record purposes, students shall be known only by the names used in completing their application for admission and in the sequence in which they are written. Once a student has, on admission into the College, been registered with a name which should be the same as the one on his/her results slip or certificate, he/she goes through the programme of study with that name. Female students who contract marriages while in the College may however apply to have their names changed to include the surname acquired by the marriage. The application for change of name under such circumstance shall be supported by a marriage certificate or requisite documentary evidence.

Students should note that all applications for change of name, which shall be addressed to the Principal, would take a few weeks to process and that the new name(s) cannot be used until approval has been given and notification to that effect has been received from the Office of the College Secretary.

### **12.0 CLASS ATTENDANCE POLICY**

The University attaches great importance to adequate exposure of students to course content and the benefits of lecture hall/classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures and laboratory/field practical sessions.



Students should note that lectures and examinations would normally be held during the working week (i.e., Monday - Friday). However, being a secular institution, it may become necessary for the College to hold lectures and have examinations over the week-end (Saturdays and Sundays) and on public holidays.

To obtain a grade for a course, the student shall not absent himself / herself for more than the equivalent of three weeks contact hours for the Course. This should be cumulative and not necessarily consecutive.

This implies that:

- (a) For a one-credit course, the number of classes missed by the student shall not exceed three (3) hours
- (b) For a two-credit course, the number of classes missed by the student shall not exceed six (6) hours
- (c) For a three credit course, the number of classes missed shall not exceed nine (9) hours.

If for medical or other justifiable reason, a student cannot meet the class attendance requirement he/she is advised to defer the programme through the due process as outlined under the Deferment of Programme. To get approval for deferment on medical grounds, the student must submit a medical report certified by the College Clinic.

### **13.0 ACADEMIC COUNSELLING**

Every registered student shall be assigned an academic counselor who shall be the first person to be consulted in case the student has a problem of academic nature. It is the responsibility of the student to seek advice from his/her academic counselor before registering for courses. Also, it is the responsibility of the student to seek advice when there is a problem, though the counselor may invite the student whenever the need arises.

In addition, the College has a Counselor who addresses both academic and non-academic needs of students.

#### **14.0 DEFERMENT OF PROGRAMME**

Deferment of programme shall normally be allowed for students at Levels 200 and above only. Students who, due to various reasons, wish to defer their programmes should first consult their Academic Counselors for advice.

A student may apply for deferment of study provided that the student completes the entire academic programme within the stipulated time limit.

Deferment may be granted for one academic year only (and two years in special cases) within the time-limit allowed for the completion of the programme of study.

With the exception of severe and sudden medical conditions, an application for the deferment of study must be made and approved two (2) months before the beginning of the academic year the student wishes to defer. Emergency cases shall be dealt with on their own merit.

All applications for deferment of programme shall be addressed to the Director, Institute of Education through the Principal who shall forward the application to the Director, Institute of Education with his/her comments.

Where an application for deferment is on medical grounds, the application must be supported by a medical report certified by the College Clinic.

Where an application for deferment is granted, deferment shall be for one academic year, i.e. deferment shall not be allowed for one semester. Students must of necessity receive a copy of the approval from the Director, Institute of Education, UCC before proceeding on deferment.

Students must notify the College before resumption of academic work.

#### **15.0 WITHDRAWAL / DISMISSAL FROM THE COLLEGE**

A student may voluntarily withdraw from the College or may be officially dismissed/withdrawn from the College for academic and non-academic reasons.

**Voluntary Withdrawal:** A student who withdraws voluntarily from a programme may re-apply for admission at a later date.

A student may be dismissed or rusticated for academic and non-academic reasons. A student who is dismissed on disciplinary grounds will not be considered for readmission at a later date.

A student who is withdrawn on academic grounds may reapply for admission.

## **16.0 TIME LIMITS FOR THE COMPLETION OF DEGREE PROGRAMMES**

The time limits for the completion of Bachelor of Education programme is minimum of 4 years and a maximum of 6 years.

A student who is unable to complete the degree programme within the stipulated time limit shall be withdrawn by the College.

The College reserves the right to make curriculum changes (add and/or delete courses) and require the student to meet the new course requirements by the University of Cape Coast, but as a rule, the student will 'be required to follow the curriculum in force at the time he/she was admitted to the University.

## **17.0 GRADING SYSTEM**

### **17.1 Student Assessment**

The College operates a combination of Continuous Assessment and End-of-Semester Examination with the following weightings in line with the University of Cape Coast assessment system.

CONTINUOUS ASSESSMENT	**	40%
END-OF-SEMESTER EXAMINATION	**	60%

The Continuous Assessment component consists of take home assignments, class quizzes and tests, term papers, and practical work. This component gives students the chance to demonstrate their abilities on a wider variety of learning tasks and a broader variety of work environments than is possible under formal examination conditions. For example, through continuous assessment students can learn the values and processes of team work, plan and solve real-life problems. There shall be a minimum of two (2) Continuous Assessments per course per semester.

### 17.2 Duration of End-of-Semester Examinations

The duration of end-of-semester examinations is determined by the credit weighting of the course as follows:

Credit Weighting	Duration of Examination
One-Credit Course	1 – 1 ½ hours
Two-Credit Course	1½ - 2 hours
Three-Credit Course	2-3 hours
Practical Courses	2 – 3 hours

### 17.3 Grading Scale

The College in line with the UCC grading scale uses letter grades and corresponding numerical weightings which reflect the quality of performance. Total raw scores (combination of continuous assessment and end-of-semester examination) are converted according to the following scheme:

Raw Score	Grade	Grade Point	Interpretation
80 – 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good

65 – 69	C+	2.5	Average
60 – 64	C	2.0	Fair
55 – 59	D+	1.5	Barely Satisfactory
60 – 64	D	1.0	Weak pass
Below 50	E	0	fail

#### **17.4 Other Grades**

**Audit** – The grade point is **zero**.

**Incomplete (IC)** – A student is graded IC when he/she **misses one or more components of the assessment**.

#### **NOTE**

- (a) It is the responsibility of students to ensure that all ICs are rectified
- (b) An IC should be rectified within 2 weeks after the release of end-of- semester examinations results
- (c) An IC not rectified after the deadline will be converted to the corresponding grade.

#### **17.5 Display of Results**

End-of-semester examinations results shall be posted in students’ portals before the re-opening date of the following semester.

All continuous assessment results shall be displayed on departmental notice boards two (2) weeks before the start of end-of-semester examinations.

#### **17.6 Periods for the Conduct of Quizzes**

There shall be periods for conduct of Quizzes which shall be indicated on the academic calendar. Lecturers shall be required to conduct quizzes within these periods.

In computing the Cumulative Grade Point Average (CU1’A) all the courses are treated as if they were taken in one semester.

**Note:** Cumulative Grade Point Average (CGPA) is not the same as the average of GPAs for the various semesters

$$\text{CGPA} = \frac{(\text{CP} \times \text{GP}) \text{ for all the semesters}}{\sum \text{CP for all the semesters}}$$

### 17.7 Computation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

A sample of how the computation is done is presented below:

2022/2023 SEMESTER 1

Code	Description	Credit Point(CP)	Letter Grede	Grade Point (GP)	CPxGP
EBS 135	English Language Studies 1	3	B	3	9
EBS 192	Field Experience II,	3	A	4	12
EBS 132	General Chemistry	3	B	3	9
EBS 137T	Gh. Language and Culture: Cultural Studies	2	C	2	4
EBS 147	HIV and AIDS and Endemic Diseases in Africa	1	B	3	3
EBS163	Introduction to Clothing and Textiles	3	A	4	12
EBS 164	Introduction to Family Resource Management	3	A	4	12
EBS 162	Introduction to Food and Nutrition	3	B	3	9
		21			70
	CGPA TOTAL CREDIT				
GPA					
GPA/ CGPA	$\frac{\sum CP \times GP}{TOTAL CREDIT}$	$\frac{70}{21}$	= 3.3		

Total (CP X GP)

GPA = Total (CP)

$$\frac{(9 + 12 + 9 + 4 + 3 + 12 + 12 + 9)}{(3 + 3 + 3 + 2 + 1 + 3 + 3 + 3)}$$

$$= \frac{70}{21}$$

$$= 3.3$$

The sum of the product of credit points for a course (the course weighting) and the grade point for the course divided by the sum of the course weightings for all courses offered in the semester.

In computing the Cumulative Grade Point Average (CU1'A) all the courses are treated as if they were taken in one semester.

Note: Cumulative Grade Point Average (CGPA) is not the same as the average of GPAs for the various semesters

$$CGPA = \frac{\sum(CP \times GP) \text{ for all the semesters}}{\sum CP \text{ for all the semesters}}$$

### **Degree Classification**

Undergraduate degree programmes are classified according to the candidate's Cumulative Grade Point Average [CGPA]. The classifications are as follows:

<b>CLASS DESIGNATION</b>	<b>C.G.P.A.</b>
1st,Class	3.6 – 4.0
2nd Class [Upper Division]	3.0 – 3.5
2nd Class [Lower Division]	2.5 – 2.9
3rd Class Division	2.0 – 2.4
Pass	1.0 – 1.9

### **17.8 Degree Classification**

Undergraduate degrees are classified according to the candidate's Cumulative Grade Point Average (C.G.P.A.). The degree classifications are as follows:

CLASS DESIGNATION		C.G.P.A.
1STCLASS	**	3.6—4.0
2ND CLASS (UPPER DIVISION)	**	3.0—3.5
2ND CLASS (LOWER DIVISION)	**	2.5—2.9
<b>3RD CLASS DIVISION</b>	**	2.0—2.4
PASS	**	1.0—1.9

## **17.9 Transcript**

Transcript shall reflect all courses taken or attempted by the student (including audited courses), and the grades earned. Under no circumstance shall grades earned in a course be deleted from a student's transcript. Students shall obtain their transcripts from the University of Cape Coast through the College.

## **18.0 REQUIREMENTS FOR GRADUATION**

To qualify for the award of a degree, candidates must satisfy the following requirements:

- (a) Pass all courses taken
- (b) Accumulate a minimum of 120 credits (including Advance Credits)
- (c) Attain a minimum Cumulative Grade Point Average (C.G.P.A.) of 1.0
- (d) Settle all financial and other obligations to the University
- (e) Be in good standing – not barred for disciplinary reasons.

## **19.0 CONFIRMATION. OF AWARD OF *DEGREE***

A list of candidates who are deemed eligible as in Section 17.0 above shall be laid before the Academic Board for approval. No award shall be confirmed unless the Academic Board is satisfied that the candidate has satisfied all the conditions for the award of a degree.

## **20.0 PRESENTATION OF AWARD**

Following confirmation of an award of a degree as in Section 18.0, the candidate shall be entitled to be awarded a certificate of the appropriate Bachelor's Degree under the seal of the University of Cape Coast at a congregation of the College assembled for that purpose.

## **21.0 COLLECTION OF CERTIFICATES**

Certificates for programmes pursued successfully shall be ready for collection at designated points on the day of graduation.



After the day of graduation, graduates may collect their certificates from the Office of the College Secretary Director upon payment of the appropriate fees.

Certificates not collected five or more years from the date of graduation shall attract a special charge on collection.

## **22.0 CANCELLATION OF AWARD**

**22.1** Notwithstanding previous confirmation of an award of a degree as in Section 18.0 and presentation of certificate as in Section 19.0, the Academic Board may, at any time, cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the College with false qualifications, or
- ii. a candidate had impersonated someone else, or
- iii. a candidate had been guilty of an examination malpractice, or
- iv. there are other reasons that would have led to the withholding of confirmation of the award in the first place.

**22.2** In any such event, the decision of the Academic Board shall be published on the College's Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

## **23.0 RESPONSIBILITIES OF ACADEMIC STAFF AND STUDENTS**

### **23.1 Heads of Department**

(a) With the approval of the Academic Board, the head organizes the teaching programme, maintains acceptable standards of teaching and ensures that adequate facilities are available for research in the respective disciplines,

(b) In consultation with members of the Department, he/she is responsible for recommending to the Academic Board the development of syllabi and courses as well as promotion of research in the Department.

(c) He/she has direct responsibility for departmental administration, recommendations for the appointment and promotion of staff, and for the maintenance of discipline in the Department.

(d) The Head liaises with other Departments, Schools, Professional Institutions, Associations and similar bodies on matters affecting the Department after consultation with the Departmental Board.

(e) The Head consults with the Dean of Academic Affairs on matters affecting the Department.

(f) The Head can solve problems between lecturers and students.

### **23.2 Departmental Examination Officers**

The Examination Officer is responsible for examination related issues in the Department including:

(a) advising students on examination malpractices

(b) making sure. examination questions have been processed on time for end of semester examinations

(c) ensuring that materials have been obtained for end of semester examinations

(d) seeing to it that students' marks have been keyed into the University database on time after end-of-semester examinations

(e) ensuring that results of students are published timely on Departmental Notice Boards

(f) monitoring quizzes and examinations in the Department

(g) solving any problems of students related to examinations

(h) acting as a liaison officer between the Academic Affairs Unit, College Registry and the Department

(i) keeping track of student examination records as regards re-sits, referrals, repetition of courses, etc.

(j) liaising with the Head of Department, Dean of School/Faculty or Director (Academic Affairs) as the case maybe

(k) submitting periodic reports on problems related to examinations to the Head of Department at the end of each semester.

(j) Submit periodic reports on problems related to registration to the Head of Department at the end of each semester.

### **23.3 Academic Counselors**

(a) Responsible for advising students assigned to the Department, either individually or collectively, on academic related issues such as:

- (i) examination processes/malpractices
- (ii) choice of courses within a programme
- (iii) relevance of programmes to future career
- (iv) change of programme and courses
- (v) deferment of programme for health, financial and other reasons
- (vi) re-sit cases
- (vii) health-related matters
- (viii) study habits
- (ix) minimum/maximum credit loads.

(b) Liaise with the Head of Department, Counselling UNIT or the College Clinic in dealing with the issues assigned to you.

(c) The Counselor is expected to:

- (i) meet all students, at least, twice in a semester
- (ii) advertise hours and venues for meeting with students
- (iii) keep proper records of meeting with students and inform the Head of Department at the end of each semester

### **23.4 Tutor/Lecturers**

The Tutor/Lecturer is required to:

- (a) be present at all scheduled classes for the course and to give advance notice to students for justifiable and unavoidable absence
- (b) provide full information to students on course content, required textbooks, reading materials, and other class requirements that will form the basis of student assessment

- (c) ensure that the course content is effectively delivered and well covered
- (d) give at least two continuous assessment tests not later than two weeks before the commencement of end-of- semester examination and display the scores on the departmental notice board at least a week before the start of the examinations
- (e) conduct end-of-semester examination and submit a final grade for each student at the end of the course
- (f) get feedback from students at the end of the course through formal and informal means including showing students their marked examination scripts and discussing problems with their assessment.

### **23.5 Students**

Students must:

- (a) Be present at all classes, laboratory/practical sessions, quizzes and examinations scheduled for the course
  - (b) Procure consumable materials not normally provided by the Department or the College
  - (c) Submit all assignments, test/examination papers, and other forms of evaluation prescribed for the course. Absence from class will not relieve the student from these requirements
- It is the student's responsibility to obtain prior permission from the lecturer for justifiable and unavoidable absence from class. In case of illness and hospital attendance, it is the student's responsibility to obtain a medical report and have it certified by the College Clinic, before submission to the Office of the College Secretary and a copy to the Department. The regulation on the absence (Class Attendance Policy) from class will apply regardless of the reasons for absence.
- (a) Students may request to see their marked examination scripts within 21 days after the display of results in their portals or on notice boards.

## **24.0 ACADEMIC QUALITY ASSURANCE**

The College Quality Assurance Unit has responsibility to ensure the maintenance as well as continuous improvement of academic standards in line with the Bachelor of Education programme under the mentorship of the University of Cape Coast.

## **25.0 CURRICULUM REVIEWS**

The University of Cape reviews its curriculum regularly in order to keep pace with social, economic, scientific and technological developments. As such, the College curriculum would be reviewed anytime these reviews are done.

## **26.0 EXAMINATION RULES AND REGULATIONS**

The following guidelines will govern the conduct of all examinations in the University. It is the duty of all concerned to acquaint themselves with these Rules and Regulations.

### **26.1 Qualifying to write College Examinations**

A candidate shall qualify to write a University Examination if:

26.1.1 He/she has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course.

26.1.2 He/she has continuous assessment marks for relevant subject areas.

26.1.3 He/she is not under suspension from the University.

1.4 He/she does not owe fees to the University.

### **26.2 Examination Rooms and Seating Arrangements**

26.2.1 The examination will take place at approved venues indicated on the Time-Table. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day and make himself/herself available at the appointed place at least 30 minutes before the examination.

26.2.2 It would be the sole responsibility of the Academic Affairs Office of the College to seat students in the various examination's venues for all examinations.

### **26.3 Students Identity Cards**

26.3.1 Identity Cards of students will 'be inspected during examinations. Candidates are, therefore, requested to display their student identity Cards on their tables for inspection by examination officers.

26.3.2 Candidates who have misplaced their Identity Cards should report to the Academic Affairs Office for replacement before the examination.

3.3 Candidates who have no evidence of any College Identity Card will not be allowed to take the examination.

### **26.4 Entering and Leaving the Examination Room**

26.4.1 A candidate should make himself/herself available at the examination venue at least 30 minutes before the commencement of the examination. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after the commencement of the examination.

26.4.2 Candidates who arrive after the examination has started will not be allowed extra time to complete the paper.

26.4.3 A candidate shall not bring to the examination room, washroom or the immediate vicinity of the examination centre, any books, papers, written information or any other unauthorized material. No bags, purses, wallets, **mobile phones/organizers, programmable calculators or any memory card/USB device are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room.**

All candidates shall be searched before they are allowed entry into the examination room. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit himself/herself to a thorough body search. Refusal to comply would constitute an examination offence.

26.4.4 Candidates may leave the examination room temporarily, but only with the permission of the invigilator. In such cases, the invigilator will be required to certify that the candidates do not carry on them any unauthorized material. An attendant designated by the invigilator will accompany a candidate who is allowed to leave the examination room temporarily.

26.4.5 Candidates should spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.

26.4.6 A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator/invigilation assistant who shall collect the candidate's answer book before he/she is permitted to leave.

26.4.7 Candidates who fall ill in the examination room should inform the invigilator for the appropriate action to be taken.

## **26.5. Procedure during the Examination**

26.5.1 Candidates must ensure that they sign the examination attendance sheet. On receipt of the answer books, candidates should carefully read the instructions on the front cover of the answer books and enter their index numbers and other details as required.

26.5.2 No part of the answer books may be torn off and all used answer books must be left on the table. Rough work must be done **in** the answer books and should be crossed out to show that it is not part of the answer.

26.5.3 It shall be the candidate's responsibility to provide for themselves such materials as pen, pencil, eraser, **ruler, calculator for the examination. Borrowing of** these materials will **not** be allowed.

Candidates are to ensure that they are given the right question papers and other material(s) needed for the examination.

26.5.4 The use of correction fluid in the examination room is prohibited. Under no circumstances should a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their **Index** Numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.

26.5.6 There should be **no verbal or** any other form of communication between candidates during the period of the examination. Candidates would be told by the invigilator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

26.5.7 As soon as the '**stop work**' order is announced, candidates are to stop writing. Candidates should remain seated for their answer books to be collected by the invigilator/invigilation assistant and permitted to leave the examination room before they do so. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator/invigilation assistant.

26.5.8 At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets should be fastened following the last page of the answer book.

26.5.9 At the end of each examination, candidates should not take away any answer books or supplementary sheets whether used or unused.

## **26.6 Absence from Examination**



26.6.1 Any candidate who fails to attend any or part of an examination except on medical grounds or other legitimate grounds shall be deemed to have failed the, examination. The following shall not be accepted as reasons for being absent from any Examination:

- (a) Mis-reading the time-table
- (b) Forgetting the date or time of the examination
- (c) Inability to locate the examination hall
- (d) Over-sleeping
- (e) Inability to find transport to the examination venue.

26.6.2 In, case of absence from an examination through ill health the candidate (or someone acting on his/her behalf) must submit a relevant Medical Certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of the examination.

26.6.3 It is the responsibility of the candidate to arrange with his/her doctor for any medical evidence to be certified by the College Clinic to be sent to the Dean of Academic Affairs.

26.6.4 In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) must submit to the Principal:

- (a) a written explanation of the absence and
- (b) evidence of the cause, where possible.

26.6.5 A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Supervisor, an Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall either lose marks in respect of the particular paper being written or be banned from the examination.

## **26.7 Examination Offence**

An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examination. These include:

26.7.1 All cases of examination offences should be investigated by the Examination Committees and detailed reports submitted to the Principal, not later than one month after the end-of-semester examinations.

26.7.2 Leakage of Examination Questions. Any knowledge or possession of examination questions before the examination.

26.7.3 Possession of unauthorized materials related to the examinations and likely to be used during examinations.

26.7.4 Copying from prepared notes or from a colleague's script during examination,

26.7.5 Copying from USB memory devices, i.e, programmable calculators, watches, mobile phones and any other electronic devices.

26.7.6 Persistently looking over the other candidate's shoulders in order to cheat.

26.7.7 Impersonating another candidate or allowing oneself to be impersonated.

26.7.8 Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate.

26.7.9 Consulting or trying to consult during examination any books, notes or other unauthorized materials.

26.7.10 Persistently disturbing other candidate(s) or distracting their attention.

26.7.11 Verbal or physical assault on an invigilator over alleged examination offence.

26.7.12 Destroying materials suspected to help establish cases of examination malpractices.

26.7.13 Writing after the examination has ended.

26.7.14 Fabrication of data: Claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained results which have not in fact been obtained.

26.7.15 Plagiarism- Copying another student’s work and pretending it is one’s own or substantial use of other people’s work and the submission of it as though it was ones own.

Students are advised to ensure that any material submitted for assessment is the original work that they have produced.

Students are permitted to quote from the work of others. However, they must clearly acknowledge the sources in the body of their text with quotation marks (or other appropriate citation) and also indicate in the bibliography.

The offence of plagiarism is committed if a student:

- Rewords another person’s work and presents it as his/her own
- Quotes extensively from someone else’s work
- Copies from the work of another person, including another student
- Uses another person’s ideas without proper acknowledgement.

## 27.0 PENALTIES FOR EXAMINATION OFFENCES

OFFENCE	PENALTY
Leakage of examination question	Dismissal of offenders involved
Possession of unauthorised material relating to the examination and likely to be used during examination	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination.
Copying from prepared notes or from a colleague’s script during examination	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters
Looking over other candidate’s shoulder in order to cheat.	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination.
Impersonation /	Dismissal of candidates involved
Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters
Consulting or trying to consult during the examination any book, notes or other unauthorized materials	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters
	Stopping candidate from continuing the examination

Persistently disturbing other candidate(s) or detracting the invigilators attention	Cancellation of paper. Candidate shall earn a mark of zero (0) for, paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters
Verbal assault on invigilator	Dismissal of the offender
Physical assault on invigilator	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination, In addition, candidate shall be rusticated for two semesters
Destroying materials suspected as evidence	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper. In addition, candidate shall be rusticated for two semesters
Refusal to write a statement	Loss of 5 marks for the examination paper Cancellation of candidate's result
Writing after the examination has ended	Cancellation of candidate's Long Essay/Project/Thesis
Fabrication of data	
Plagiarism	

## 28.0 Submission of Project Work

- Project Work should be submitted to Heads of Department not later than one (1) month after the End-of-Semester Examinations.
- The result for a Project Work submitted later than one (1) month after the End-of-Semester Examinations will be considered after one (1) academic year.

## 29.0 Procedures for Appeal

29.1 A candidate who is not satisfied with the result of any College Examination affecting him/her may request for re-marking by submission of an application to the Registrar and payment of the appropriate re-marking fee.

29.2 An application for re-marking shall be submitted to the College Secretary/Registrar **not later than 21 days after the release of the said result and shall state the grounds for re-marking.**

No action shall be taken on an application which is submitted outside the stipulated 21 day period.  
Re-marking shall not proceed unless the re-marking fee is fully paid.

29.3 The result of the re-marking would be considered by the Academic Board.

29.4 If it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

### **30.0 CHANNELS OF COMMUNICATION**

Unless otherwise stated, the procedure for dealing with student matters shall be as provided below:

- All students shall follow the following procedures to have their academic and non-academic requests met and their complaints resolved.
- No student or group of students shall deal directly with the Principal except through the procedure and channels that start from the top of each sub-section below, and ultimately creates a bottom-up arbitration process.
- For all requests, notifications and complaints from individuals or collective student bodies, the channels shall be:

#### **a. Academic Matters**

- i. Individual Student Issues
- ii. Course Representatives
- iii. Academic Counsellors
- iv. Unit Head
- v. Head of Department
- vi. Academic Affairs Officer
- vii. Vice-Principal

**b. Non-Academic Matters**

**1. General**

- i. Individual Student Matters
- ii. SRC Presidents
- iii. Students' Affairs Officer
- iv. College Secretary
- v. Vice-Principal
- vi. Principal

**2. Individual Student's Hall Matters**

- i. Hall President
- ii. Porter
- iii. Hall Tutors
- iv. Students' Affairs Officer as the case may be (if the matter is still unresolved)
- v. College Secretary
- vi. Vice Principal

**3. Individual Student's Sexual Harassment**

- i. Safe Space focal persons – (for informal reporting) for sensitive mediation and resolution.
- ii. If the victim is not satisfied with the outcome of the informal mediation, this shall be made known to the Safe Space Focal Person concerned, who will ensure that the process is changed to a formal one.
- iii. Grievance Committee.
- iv. Grievance Appeal (Individuals have the right of appeal concerning any decision reached).

**NOTE:**

False accusations are sanctionable (Refer to The College Sexual Harassment Policy).

#### **4.0 Student Representative Council (SRC)**

The SRC shall operate under its agreed constitution as a student body. As part of its mandate:

- i. All requests, notifications and redress of grievances affecting the student body as a whole should pass to the Students' Affairs Office.
- ii. Unresolved issues should go to the appropriate quarters/officers through the Students' Affairs Office.
- iii. Where a special committee exists, grievances should be channeled through this Committee in the first instance.

NB: The Students' Affairs Officer may however report matters of discipline to the Disciplinary Committee of the College through the Principal.

#### **f. Appeals**

As a last resort, appeals on inter-faculty matters may be made to the Principal and, if necessary, to the Academic Board and then to College Governing Council whose decision shall be final.

#### **31.0 Residential Accommodation**

All students are expected to reside in the Hall of Residence till the end of each semester (please find other details in the PRINCOF Code of Ethics for Students of Colleges of Education).

- i. The college officially closes on the last day of the semester and Students are to leave the Halls of residence within 24 hours of that day after signing the MOVEMENT BOOK.
- ii. Students are not permitted to go down with the key to their rooms or leave their belongings in their rooms during holidays.
- iii. Students shall deposit their room keys at the Porters' Lodge/Hall Tutor's office whenever they are leaving their Halls of Residence.

- iv. No student shall keep a duplicate key to his/her room. Breach of this rule shall lead to loss of residential status.
- v. Students shall not be allowed to live in the Halls of Residence with their families or friends.
- vi. Visitors are not allowed in the Halls of Residence.
- vii. Students travelling outside campus shall sign the MOVEMENT BOOK at the Porters Lodge and/ the Security Post. Upon their return, such students are required to check-in by making appropriate indications in the MOVEMENT BOOK which they signed before leaving.

Note: The College shall be absolved of any responsibility and/or assistance arising out of any breach of regulation 1.8. In addition, such students shall be given written warning by the Hall Porter.

### 32.0 Use of Appliances at the Hall

- i. Students are permitted to use Computers (PCs and Laptops), handheld hair dryers, and mobile phones.
- ii. Students are not permitted to use Electrical Appliances such as Fridges, Deep freezers, Table top electric stoves, Rice Cookers, Blenders, Juice Makers, Toasters, Cake Mixtures, Microwaves, Electric ovens, Washing machines, Gas cookers, Electric sewing machines, Photocopiers, Electric heaters and other electronic appliances except those listed in (i) above.
- iii. Students found using any of the prohibited appliances or combustible substances will lose their residential status, after being warned in the first instance.
- iv. The use of combustible substances, such as petrol or gas by students in the Hall and other unauthorized premises of the College is prohibited.



- v. Bed user fee: The College shall provide beds and mattresses to students at a fee that will be determined and periodically reviewed by the College

### **33.0 Transfer of College Property**

No Student shall displace or transfer College property of any kind, e.g., furniture and fittings, without prior written permission from the appropriate authorities e.g., Head of Department, Estate Officer, or Porter. Offenders will be sanctioned. Sanctions, may include cost of replacement, loss of residential status, suspensions and dismissal.

### **34.0 Modifications to or Damage to College Property**

- i. Students shall not make modifications of any kind to any College property, e.g., furniture and fittings.
- ii. Students shall not interfere with the electrical installations in their rooms or any part of the College.
- iii. First offenders will be warned in writing, by the Porter, Students' Affairs Officer or HoD. Subsequent breaching will lead to loss of residential status.
- iv. In addition to payment of cost of repairs or replacement of the property tampered with, students who breach either rules (i) or (ii) or both will attract a penalty which will be determined by College Management.
- v. Defacing of any College property, including posting of bills, graffiti and writing on walls, is strictly prohibited.

### **35.0 Keeping the Environment Clean**

- i. All students are expected to keep the environment clean and tidy at all times and thus refrain from degrading the surroundings.

- ii. Any student who throws water from the balcony to the ground, degrades the environment or throws litter around will receive appropriate punishment and may lose his/her residential status.
- iii. Other sanctions like written warning or suspension shall be imposed by the College authorities on students who breach the above rule.