

KOMENDA COLLEGE OF EDUCATION

HANDBOOK ON RULES AND REGULATIONS



**(REVISED 2020) ACADEMIC AFFAIRS
KOMENDA COLLEGE OF EDUCATION BOX
CK 5 – KOMENDA**

Website: komendacollege.edu.gh

**THIS HANDBOOK ON RULES AND
REGULATIONS HAVE BEEN CAREFULLY
AND CRITICALLY EXAMINED, APPROVED
AND ENDORSED BY THE ACADEMIC BOARD
OF
THE COLLEGE AS A LEGAL DOCUMENT FOR
THE CONDUCT OF TEACHER TRAINEES OF
KOMENDA COLLEGE OF EDUCATION.**

Dated 28th August, 2018

**JOHN COLLINS COFFIE
Registrar
SIGNED**

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Dated 4TH MAY 2020

**VERY REV KWESI NKUM WILSON (PHD)
PRINCIPAL**

MISSION STATEMENT

Komenda college of Education is a co-educational institution devoted to technological and general training to produce competent professional teachers for basic schools to meet the educational needs of the nation. In this regard, we provide excellent opportunities for equipping students-teachers with ethical problem solving and leadership skills.

VISION STATEMENT

Komenda college will set the pace for excellence in teacher education in Ghana.

MOTTO

Bepow so kurow hyeren

HISTORY OF KOMENDA COLLEGE OF EDUCATION

Komenda College was established out of the buildings (barracks) left by the Fleet Air Arm of the British Navy after the Second World War.

Through the efforts of Mr. A.B. Sam, the then regent of Komenda, the legacy was leased to the Methodist Church Ghana, in 1947 to be used as a training college. The government of Ghana made some renovation works on the buildings to make it suitable for educational use.

On 11th March, 1948. The first batch of students numbering forty men was enrolled to start an initial 2-Year Teachers' Certificate "B" Programme.

In 1952, the College became a co-educational institution with its first batch of thirty women.

The first Principal of the College was Mr. Lawrence Alfred Creedy, a British citizen.

The motto of the College is “Bepowso Kurow Hyeren”, meaning a city set on a hill, shines forth. M.H.B. 577 is the College hymn.

The three strands adopted by the founding fathers were:-

Academic excellence Service to God Service to mankind

MANAGEMENT STAFF

The day to day activities of the College is run by the following Administrative Officers;

**THE PRINCIPAL VICE PRINCIPAL
SENIOR HALL MASTER SENIOR HALL
MISTRESS THE COLLEGE
ACCOUNTANT ADMINISTRATIVE
OFFICER**

COLLEGE COMMITTEES UNDER COUNCIL

Academic Board

Entity Tender Committee

Finance and Budget

Development Committee

INTERNAL COMMITTEES

Examinations

Grounds and Sanitation

Disciplinary Committee

Electoral Commission

Attendance and Classes

Heads of Halls

Guidance and Counselling

Clubs and Societies

Library/Current Affairs

Sports and Games

Accommodation and Rent

Food and Dining Hall

Ceremonies

Project Work

Teaching Practice/Out Programme

Chaplaincy

ACADEMIC PROGRAMMES

The Academic Board is the next highest board to the council. The Vice Principal works directly with the Departmental Heads and the Assessment Officer to see the effective work of Teaching and Learning of both tutors and students. The Board sees to the implementation of all Academic Programmes instituted by the Ministry of Education and the Professional Board of the Institute of Education and that of the College.

The College has Six Departments:-

- i. Education
- ii. Sciences - Integrated Science, Agricultural Science and Physical Education.
- iii. Mathematics/ICT
- iv. Languages - English and Ghanaian Languages.
- v. Social Sciences: Music and Dance, Environmental and Social Studies, Religious and Moral Education, HIV/AIDS Education.
- vi. Vocational/Technical Skills - Art Related, Catering, Sewing, Technical Skills and Drawing.

The College offers Six programmes for B.ed Degree and three programmes for Diploma in Basic Education. i.e. General, Mathematics /Technical and Science Programmes.

Diploma in Basic Education General Programmes

(Year One)

ICT & Mathematics

Agr Int. Science

English language

Env. & Social Studies

Ghanaian Language

Education Studies

Music and Dance

(Year Two)

Mathematics

English language

Env. & Social Studies

Education Studies

Electives

Art and Vocational Skills

Music and Dance

Agricultural Science

Art and Vocational Skills

HIV/AIDS Education

Agricultural Science

Physical Education

Religious and Moral Education

Ghanaian Language

Mathematics and Technical Programme

(Year 1)

(Year 2)

Mathematics (four courses) content Mathematics (Two Courses) content

Technical Skills Technical Skills (Two Courses)

Integrated Science Mathematics (Two Courses)

Education Studies Methodology

English language

Education

Ghanaian Language (Fantse and Twi)

Research

Agricultural Science

English

HIV/AIDS Education

Integrated science

Physical Education

ICT

4 –year B.Ed Degree Programmes

1. B.Ed ICT/Mathematics
2. B.Ed Mathematics and Science
3. B.Ed. Agriculture
4. B.Ed Home Economics
5. B.ed Technical/Vocation
6. B.Ed. Visual Arts

HEADS OF DEPARTMENT

They supervise the tutors at the departmental level for effective work and report directly to the Vice Principal on matters relating to issues in the departments.

The departments are responsible for the completion of the course outline as well as the conducting and marking of assignments, quizzes and mock.

They see to the completion and submission of continuous Assessment marks to the Assessment Officer

at the schedule time for onward submission to the Institute of Education of University of Cape Coast.

SECTIONS

Sections under each department have divisional heads that see to the day to day activities of that subject area.

THE LIBRARY

The College has a modern and spacious library, stuffed with current reference books that help in research work.

It has internet connectivity that readers can use to assess for academic information.

CHAPLAINCY BOARD

It comprises the College chaplain, student chaplains, Music masters and all Patrons of Religious Bodies on campus.

They see to the organization of College nondenominational, services, morning and evening devotions as well as other occasional religious programmes.

SOCIETIES

Students clubs and societies shall be of two kinds. They shall be:

Approved Societies

These are clubs, societies, organizations or associations whose objectives help Komenda College in the attainment of its broad objectives (e.g. Departmental Clubs, Cadet Corps, Red Cross etc.).

Recognized Societies

These are clubs, societies, organizations or associations that help in the promotion of the individual's own desire and aspiration (e.g., Religious Organizations, Old Students' Associations, Regional Associations like KOSA, ICT clubs etc.

Unrecognized Societies

All other clubs, societies, organizations or associations that do not conform to the approved and recognized societies above will not be licensed to operate. These include those based on tribal, native towns and ethnic groupings; groups into practice occultism, homosexuality, lesbianism and other social unacceptable behaviours in Ghana. .

All applications or requests, on behalf of a new club or society, for recognition or approval, shall be submitted to the Registrar, through the SRC President and the Dean/Vice Dean of Student Affairs.

The application shall state the names of founding members, officers and Patrons. It shall also include the constitution of the club or society and its proposed activities.

(i) With the exception of subject Associations, a Society Union or an

Association can be given the mandate to operate, only if it is open to all students.

(ii) The mandate to operate shall be withdrawn if the club or society is found to be operating contrary to its approved objectives or not in accordance with agreed regulations.

STUDENTS' REPRESENTATIVE COUNCIL (SRC)

The SRC is the official mouthpiece of all students on campus and is responsible for;

a. Promoting the General Welfare and interest of students.

- b. Presentation of the views of the students of the college to the appropriate bodies.
- c. Establishing links and maintaining cordial relationships with students of other colleges of education.
- d. Co-coordinating the social, cultural, intellectual and recreational activities of the students in the college.
- e. Supporting College management with developmental projects yearly.
- f. They serve as intermediary between the College management and the student body.

ETHICS AND CODE OF CONDUCT FOR COLLEGES OF EDUCATION

OFFENCE SANCTION/PENALTY

Offence	Sanction/Penalty
1. SMOKING/DRUNKENNESS	Counselling/Dismissal
2. INCITEMENT TO RIOTING/ RIOTING/ ILLEGAL DEMONSTRATION & RALLIES	Suspension for those pressurized into rioting, dismissal for ringleaders and replacement for damages (All students shall pay).
3. ASSAULT PHYSICAL ASSAULT	Suspension/Dismissal plus compensation
FIGHTING	Suspension/Dismissal
VERBAL ASSAULT	Caution with apology/suspension
SEXUAL ASSAULT	Dismissal
SEXUAL HARASSMENT	Caution with written apology and counseling
4. RAPE/DEFILEMENT	Dismissal /Handed over to the police

<p>5. ANONYMOUS LETTERS/DOCUMENTS/ POSTERS/DEALING WITH THE MEDIA/DISTORTION OF FACTS/CHARACTER ASSASSINATION</p>	<p>Suspension/Dismissal</p>
<p>6. DRUG/SUBSTANCE ABUSE/POSSESSION (Marijuana cocaine, etc.)</p>	<p>Dismissal (Refer to police)</p>
<p>7. NOISE-MAKING</p>	<p>Caution/written apology/ ejection from the hostel /internal suspension.</p>
<p>8. INCONVENIENCING ROOM MATES</p>	<p>Caution, replacement /suspension/dismissal</p>
<p>9. FLOUTING AUTHORITY</p>	<p>Caution with written apology suspension/dismissal</p>
<p>10. PREGNANCY</p>	<p>Deferment of course for 1 year.</p>
<p>11. OCCULTISM</p>	<p>Counselling.</p>
<p>12. ILLEGAL TERMINATION OF PREGNANCY</p>	<p>Counselling, Dismissal</p>

<p style="text-align: center;">/ABORTION</p> <p>13. BREAKING BOUNDS/TRUANCY/</p> <p>14. REFUSAL TO ATTEND OFFICIAL FUNCTIONS</p> <p>15. STEALING/THEFT</p> <p>16. REFUSAL TO DO TEACHING PRACTICE</p> <p>17. FAILURE TO PAY FEES/DUES</p> <p>18. GOING TO THE BEACH WITHOUT PERMISSION</p> <p>19. GOING TO THE BEACH AND SWIMMING IN THE SEA</p> <p>20. EXTORTION/FORGERY /FRAUD</p>	<p>Serious warning/internal Suspension</p> <p>Suspension/ dismissal</p> <p>Replacement of stolen item</p> <p>Dismissal</p> <p>Student leave campus to collect them</p> <p>Suspension</p> <p>Dismissal</p> <p>Refund/suspension/ Dismissal</p> <p>Surcharge/replacement/ suspension/ Dismissal</p>
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21. DESTRUCTION OF
COLLEGE PROPERTY

<p>22. ELECTRICAL APPLIANCES</p> <p>i. The use of unauthorized electrical, appliances is prohibited e.g. heaters, Rice cookers, Fridges Electrical kettles. Cooking is prohibited at the Halls.</p> <p>ii. Students are warned against the use of combustible substance such as petrol and gas.</p>	<p>(i) Confiscation of item and warning (ii) Internal punishment (iii) Suspension</p> <p>Offenders found in this category, i.e. 18 (i & ii) will replace damages and shall be made non-residential.</p>
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OTHERS

MODE OF DRESSING

(a) College Traditional uniforms & La Coste.

(b) Pony hair-do approved. No. artificial hair. Use of extended hair is not allowed/no attachment.

OUTING/ VISIT

(Breaking bounds)

Sewing as approved by the College. Approved T-Shirts Friday wear for Fridays. Housedress, La Coste T- Shirts after classes.

Caution & Suspension) Chits with counterfoil/duplicate to be introduced in the halls for outing on Saturdays and Sundays.

Existing visiting hours shall remain. First Saturday of every month is free exeat. Free exeat hours are

as follows: Saturday: 9.30 am – 3.00 pm Sunday: 9.00 am - 2.00pm

EXAMINATION RULES AND REGULATIONS **FOR COLLEGES OF EDUCATION**

The following guidelines will govern the conduct of all examinations in the Teacher Training Colleges. It is the duty of all concerned (Candidates, invigilators, supervisors and Assistant Supervisors) to acquaint themselves with these Rules and Regulations.

1.0 Qualifying to write Examinations in the College of Education

A candidate shall qualify to write Examination in the College if:

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.

1.2 He/She has continuous assessment marks for relevant subject areas:

1.3 He/She is not under suspension from the College.

2.0 Examination rooms and seating arrangements

2.1 The examination will take place at approved venues indicated by the College. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.

2.2 The examination will take place at approved venues indicated by the College. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.

2.2 It would be the sole responsibility of the Academic Section of the College to seat students in the various examination venues for all examinations.

3.0 Students Identity Cards

3.1 Identity Cards of the students will be inspected during examinations. Candidates are, therefore requested to display their

Student Identity Cards on their tables for inspection by examination officers.

3.2 Candidates who have misplaced their identity Cards should report to the Vice Principal (Academic) for replacement before the examination.

3.2 Candidates who have no evidence of the College IDENTITY CARDS will not be allowed to take the examination.

4.0 Entering and leaving the Examination Rooms.

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 *J* the examination room 30 minutes after the commencement of the examination.

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

A candidates shall not bring to the examination room any books, papers written information or any other unauthorized material. No bags, mobile phones/organizers, programmable calculators, 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. A candidate who is suspected of hiding unauthorized materials on him/her may be asked by the invigilator to submit himself/herself to a body search. Refuse to comply would constitute an examination offence.

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 supervisor/invigilator will accompany a candidate who is allowed to leave the examination room temporarily.

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

12. Destroying any examination material inside or outside examination hall,

e.g tearing of leaflets from answer booklets and tearing question papers.

13. Writing after the examination has ended after persistent reminder to stop.

14. Frequently seeking permission to attend nature's call during the examination with intent to cheat and cheating.

15. Failure to write index number on question paper after persistent reminder.
16. 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.
17. Plagiarism - Copying another'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 one's own.
18. Attempting or trying to influence examiners/invigilators to alter or change marks.

PENALTIES FOR EXAMINATION OFFENCES

OFFENCE	PENALTY
Leakage of Examination questions. This involves any knowledge or possession of examination questions before the examination	Dismissal of offenders) involved

<p>Possession of unauthorized material(s), related to the examination and likely to be used during examination e.g. blank piece(s) of paper, notes, textbooks, prepared materials or any printed materials(s), programmable calculators, mobile phones, iPods and mp3.’</p>	<p>Cancellation of the candidate’s particular paper(s) to be rewritten when the paper is being taken the following year</p>
<p>Copying from prepared notes from a ’ colleague’s script during examination; stealing converting or misappropriating the scripts of other candidates; substituting</p>	<p>Cancellation of the candidate’s paper and to be rewritten the following year when the paper is being taken</p>

	<p>worked scripts during or after the examination exchanging question papers</p>	
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4.	Persistently looking over other candidate's shoulders (stretching neck or 'giraffing') in order to cheat.	For the 1 st offence, the report should be documented and filed and candidate made to sign a bond. Any 2 nd offence in relation to examinations will attract cancellation of paper to be rewritten the following year that the paper is written.
5.	Impersonation - Impersonating another candidate or allowing one's self to be impersonated	Dismissal and or prosecution of candidates involved.
6.	Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate or noncandidate	Cancellation of the candidate's paper and to rewrite the following year when

		the paper is being taken.
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7.	Consulting or trying to consult during the examination any book, notes or other unauthorized materials or any other electronic device e.g. programmable calculators, mobile phones. iPods and mp3.	Cancellation or the candidate's paper and to rewrite the following year when the paper is being taken
8.	Persistently disturbing other candidate(s) or distracting their attention	Candidates should be wanted for the first attempt. For the second attempt, candidate should be asked to leave the examination room.
9.	a) Verbal assault/threat on Supervisors/invigilators / examiners inside or outside examination halt.	a) Verbal assault/threat on Cancellation of the candidate's paper and rustication for 1 year.

	b) Physical assault on supervisors/invigilators/examiners or any authorized person inside or outside examination hall.	Dismissal and prosecution of the candidate(s).
10.	Bringing into the examination hall, or using anything including chemical substance with intent-to-cause temporary or permanent injury to any authorized persons and other candidates in the examination hall	Dismissal-and-prosecution of the candidate(s)
11.	Destroying materials suspected as evidence against offender, .e.g. blank piece(s) of paper, notes, textbooks, prepared material or any other printed material (s), programmable, calculators, mobile phones, iPods and mp3	Cancellation, of the .candidate(s) paper, and rustication for 1 year

12.	Destroying any examination material, inside or outside examination, Hall e.g tearing of leaflet from answer booklets; tearing question papers	Cancellation, of the candidate(s) paper and to rewrite the following year when the paper is being taken.
13.	Writing after the examination has ended after persistent reminder.	Caution for the 1 st Offence for the 2 nd offence, paper is to be cancelled and candidate, to rewrite the following year when the paper is being taken
14.	Frequently seeking permission to attend nature's call with intent to cheat and cheating.	Caution for the first time, for the 2 nd offence, stop candidate, from continuing the examination and apply the .necessary sanction for cheating, in examination.

15.	Failure to written index number on ¹ question paper after persistent reminder.	Caution for the first time. After the first caution if the index number is still not written it should be interpreted as intention to cheat. Candidate should be stopped from writing the paper.
16.	Fabrication of data - claiming to have .carried out experiments, observation, interviews or any §ort of research which have not in fact been carried out or claiming to have obtained result which have not in fact, been obtained	Cancellation of candidate's project work. Candidate to undertake another field work under supervision.

17.	Plagiarism - reproducing other people's work without acknowledging the source; copying another person's work and pretending it is one's own or substantial use of other person's work and the submission of it as though it was one's own.	Cancellation of candidate's Project work. Candidate to rewrite essay on a different topic.
18.	Attempting or trying to influence examiners to alter or change marks, e.g. writing statements in answer booklets in the form of pleas; writing letters to examiners, supervisors and invigilators.	Cancellation of the candidate's paper and to rewrite the following year when the paper is being taken.

1. Impersonation by a student should attract dismissal from the college (by a disciplinary body in the College headed by the Principal and further approved by the Board of Governors), and prosecution.

2. In the case of any other person other than a student from the College, the impersonator should be referred to the law enforcement agencies for prosecution.
3. Whenever a candidate's paper is cancelled he/she must be made to re-sit the following year. For instance, a First Semester paper will be taken in the First Semester of the following year and not during any re-sit examination.
4. Prohibited items seized from a student should be given back to student after payment of a fee of ten Ghana Cedis.

5. College should:-

1. Construct temporary urinals close to the examination centres.
2. Provide first aid boxes and drinking water close to the examination centres.
6. The Institute of Education should provide the colleges with guide lines governing the proper seating arrangements for examinations in the hall to minimize the incidence of cheating.
7. College should strictly abide by the recommended number of candidates per invigilator, that is, one(1) invigilator to thirty (30) students.

8. The rules and regulations governing examinations; which include the examination offences and their corresponding penalties, should be developed into a brochure and made available in the college for distribution to all students and tutors.
9. Finally as new cases arise or offences evolve which are not covered in this document, the Professional Board shall take the necessary action as it deems fit.

MODE OF ASSESSMENT FOR DIPLOMA (BASIC EDUCATION STUDENTS) IN THE COLLEGES OF EDUCATION BASED ON THE NEW COURSE STRUCTURE

1.2 ASSESSMENT

The policy document on the Diploma (Basic Education) Program recommends that the assessment of students should be based on 40% Continuous Assessment (C.A.) and 60% End-of Semester Examinations. The type of C.A. envisaged is the ‘continuous in-

course teacher assessment' where tutors will play a major role in C.A.

Continuous Assessment

Course tutors will handle the C.A. component of the assessment but will be guided by the following as the number of assessments to be recorded in a course for each semester.

1. credits 1 assignment (10 marks) + 1 class test (30 marks) = 40 marks
2. credits 1 assignment (10) + 2 class tests (30 marks) = 40 marks
3. credits 2 assignments (15 marks) + 2 class test (25 marks) = 40 marks

The Colleges will monitor and moderate the questions and scoring procedures used in generating the C.A. scores. Principals, Vice Principals, Assessment Officers and Heads of Department will assist in this direction.

End-Of-Semester Examinations

A semester lasts for sixteen weeks. The End-of-semester Examinations will be conducted at the colleges by the Institute of Education on behalf of National Council for Tertiary Education (NCTE). In line with the Semester Course Unit System (SCUS) of the University of Cape Coast, the

fourteenth week will be used as a revision week whilst the last two weeks will be used for the End-of-Semester Examination.

Duration of End-of-Semester Examinations.

The duration of End-of-Semester Examinations will be determined by the credit weighting of course as follows:

- a) 1 credit course - ONE to ONE and HALF hours
- b) 2 credits course - ONE and HALF to TWO hours
- c) 3 credits course - TWO to THREE hours

Marking of End-of-Semester Examination Scripts

A centralized residential-conference marking will be organized by the Institute of Education for the End-ofSemester Examinations.

Grading Scale

In accordance with the Academic Regulations of UCC, the following scheme will be used:

Raw Score	Grade	Credit Value	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
50-54	D	1.0	Weak Pass
Below 50	E	0.0	Fail

Progression from First Year to Second Year

To progress from first year to second year, the student must:
 Pass ALL course taken or trail in one course Accumulate
 the minimum credits specified for first year.
 Attain a minimum (CGPA) of 1.0

Referral

A student who obtains one, two, three or four
 'E' at the end of the year shall be referred in the course(s)
 concerned. A referred student must pass in at least three (3)
 course in the
 Supplementary Examinations conducted at the end of the
 academic year before he/she can progress to second year.

Dismissal

A student shall be dismissed in either of the following cases:

- a) A student who obtains more than three (3) 'E' sat the end of the year.
- b) A referred student who fails in more than one course in the Supplementary Examinations

Progression from Second Year to Third Year

- a) To progress from second year to third year, the student must:
- b) Accumulate the minimum credits specified for second year.
- c) Attain a minimum CGPA of 1.0
- d) Obtain not more than a total of three (3) 'E's in the two semesters

Students who satisfy conditions (a) and (b) and obtain not more than three (3) 'Es' shall trail the failed courses and redeem themselves before they would be certified, (i.e. Not more than three supplementary papers after the main examinations).

A student who fails to satisfy any of (a), and (b) and (c) above shall be deemed to have failed second year, and must repeat the second year course. Such candidates need not write course already passed in previous sitting. A repeated candidate shall be withdrawn from the program if he/she fails the second time.

4.0 Resit for Final Year Students

A student shall be allowed three chances to write a re-sit paper after the final examinations. The re-sit must be done within five years after completion of program.

5.0 Trailing and Repetition of Courses

To trail a course means carry the course over to a subsequent semester of academic year. If a student passes a repeated course, both grades will appear on the student's transcript and will be used in the computation of his/her C.G.P.A.

6.0 Class Attendance in the Semester Course Unit System (SCUS)s

The College attaches great importance to adequate exposure of students to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all lectures, tutorials, seminars, fieldwork and laboratory practical sessions and other prescribed activities.

Lecturers shall print out names of all students who have registered for their courses online before lectures begin every semester. Such list shall be used to check class attendance.

To obtain a grade for a course, the student shall not absent him/herself for more than the equivalent three weeks contact hours for the course. For a one-credit course, the number of classes missed

by the students shall not exceed three (3); for a two-credit course, the number of classes missed by the student shall not exceed six (6); and for a three-credit course, the number of classes missed shall not exceed nine (9).

If for medical reasons, a student cannot meet the class attendance requirements, he/she must be advised to withdraw voluntarily from the course through the due process. To get approval for voluntary withdrawal, the student must submit a medical report certified by a recognized medical doctor.

A student who absents him/herself for a cumulative period outlined above from lectures, tutorials, practical and other prescribed activities for any course in any semester shall be deemed to have withdrawn from the programme. Such a student shall not be permitted to write the end of semester examinations in the course.

Diploma in Basic Education Programme (Untrained)

This is a four-year diploma program for untrained teachers in basic schools, and it is organized through distance education.

Referral

Students at all levels shall be allowed to trail in not more than four (4) courses per year. Students would, however, have to redeem themselves before they are certified (Not more than three (3) chances within five (5) years after completion of program).

Dismissal

A student who obtains more than four (4) 'Es' at the end of a year, shall be deemed to have failed and will be dismissed from the program.

8.0. REQUIREMENTS FOR OBTAINING A DIPLOMA

To qualify for a diploma a candidate must satisfy the following requirements:

- a) Pass all courses
- b) Accumulate the minimum number of credits specified for the program.
- c) Attain a minimum CGPA of 1.0
- d) Settle all financial and other obligations to the university and the college.
- e) The student should be in good standing, not barred for disciplinary reasons.

Diploma classification

Diploma will be classified according to the student's cumulative grade point Average (CGPA) as follows:

<u>Class Designation</u>	<u>C.G.P.A</u>
1 st class 3.6 – 4.0	
2 nd class (upper division) 3.5	3.0 –
2 nd class (lower division) 2.9	2.5 –
3 rd class division 2.4	2.0 –
Pass 1.0 – 1.9	
Fail Below	

(Adopted from University of Cape Coast brochure)

POLICIES

There are policies that govern the day to day running and administration of the college. Some of these policies are;

Tutor Professional Development Policy.

Staff Recruitment Policy

Students' Admission Policy

Assessment Policy

Acceptable Use Policy

Sexual Harassment Policy

Inclusion and gender Policy

Tutor Appraisal Policy

Tutor Code of Conduct Policy

Health and Safety Policy

Quality Assurance Policy Governing Council
Policy

Public engagement policy.

Financial Management Policy

The following policies are relevant for students

ASSESSMENT POLICY

Purpose/Objectives:

To provide a standard/unified guideline document for the assessment of students' learning needs and performance.

Specific Objective:

To streamline assessment procedures in the College for every department and tutors to follow in assessing every student's learning needs and performance.

3. **Scope/Application:**

This policy shall apply to all academic departments and tutors in the college concerning the continuous assessment of all students.

4. **The Policy Statement:**

This policy (document) should be the basis upon which all assessment of students of the college is based and must be gender responsive.

- Quizzes, class assignments, tests and project work should be assessed within the framework of this policy.

5. Supporting Procedures:

Continuous Assessment Format provided by the Institute of Education shall be the main assessment guide. In addition the following procedures shall be followed.

- Subject tutors and departments shall conduct quizzes, class assignments, tests etc. as and when appropriate.
- The academic board shall also organize general tests, assignments and quizzes as captured on the college calendar.
- Quizzes, class assignments and tests shall be marked within a stipulated time and feedback given to students and other departments or units that require them. Eg. The quality assurance unit, the Guidance and Counselling Unit and the Assessment Unit. Such quizzes, assignments and tests shall constitute students' C.A scores.
- Collated continuous assessment scores of students shall be published on students and departmental notice boards before the beginning of the end of semester examinations. Students with no C.A marks will have IC (incomplete) indicated against their names and such

students will have to redeem themselves before their examination records are fully presented.

- Departmental Heads as well as tutors and the assessment officer shall be held responsible for IC results of students.

SEXUAL HARASSMENT POLICY

Purpose/Objectives:

To have in place a college policy that protects the Fundamental Human Rights and dignity of female and male students, tutors, visitors and all other members of Komenda College of Education community.

Scope/Application:

The policy is operational in all departments and units of the college and applies to every member of the college community as well as visitors to the college. Staff and students are to follow strictly the code of ethics of the college in order to avoid all acts of sexual intimidation, violence, victimization, harassment, rape and defilement.

Supporting Procedures:

No tutor or student shall render a service or help of any kind to anyone in exchange for sex. All acts of victimization, intimidation and harassment shall be reported to the appropriate authority. E.g. form master, hall master/mistress, Senior Hall warden, Heads of Department, Vice Principal and Principal.

The case of culprit of the sexual harassment policy shall first be looked into by the college disciplinary committee and the appropriate sanctions and recommendations made i.e. further reporting the case to the college council, or reporting the case to the police.

Appropriate disciplinary action shall be taken against anyone who violates any aspect of the policy. A victim of the policy may report the case to a hall master/mistress, the senior hall warden or the Vice Principal or the police where appropriate.

INCLUSION AND GENDER POLICY

Purpose/Objectives

To have an all-inclusive policy that caters for all manner of students and workers who qualify to study and work in the college.

- To have a policy that applies to both regular and the physically challenged students in terms of space, admission and availability of facilities.
- To have a system of mainstreaming teaching and learning.

Scope/Application

This policy applies to admission of students, recruitment of staff and formation of committees as well as the representation of the college in all academic and social activities.

The Policy Statement:

A policy of inclusion and gender must be in existence in the college to protect the interest of both men and women and at the same time give them equal opportunities in all sectors and affairs of the college.

Supporting Procedures

There shall be fairness to all manner of persons in times of admissions, recruitments and promotions. No person shall be discriminated against on the grounds of sex, religion, tribe or any form of disability.

TUTOR APPRAISAL POLICY

Purpose/Objectives

- i. To have a policy that makes it possible for management to have feedback on tutors' performance as prescribed in their job description.
- ii. To make tutors aware of their performance on their jobs.
- iii. To make management and staff discuss ways of improving on output of work.

Scope/Application

This policy is to cover the assessment and appraisal of every tutor who teaches a course, every semester.

The policy should make room for a tutor appraisal form which should be used every semester to assess tutors in the courses they teach.

Supporting Procedures

All tutors appointed shall be made aware that they will go through an appraisal exercise in every course that they teach. The appraisal exercise shall take place by the end of each semester. It shall be subject-based and done on individual basis. The appraisal report though confidential shall be made available to the individual concerned. Further action may be taken on the report by the college administration.

HEALTH AND SAFETY POLICY

Purpose/Objective:

To have a health and safety policy to safeguard the health and safety needs of all members of the community.

- This policy is to ensure that members of the college community live and work in a safe environment and under safe conditions.
- The specific objective include: The prevention of diseases and injuries

To provide security to students, staff and their families and visitors to the college.

Individuals shall be held personally accountable for their actions in the event of a breach of any part of the policy which may result in an adverse effect on any person in the college.

Scope/Application

The policy shall apply to all members of the college community, including relatives of staff living on college campus and visitors.

The Policy Statement

The health and safety policy is formulated to secure a safe and healthy living and working environment in Komenda College of Education.

It

- A functional College infirmary shall be well equipped to handle cases of minor ailments at all times.
- serious cases shall be referred to the nearest hospitals
- Security guards shall be at work 24 hours daily.

At preventing air pollution, water pollution and food contamination. It also aims at ensuring strong and safe physical structures, machines and road worthy vehicles for use by members of the college community.

All such facilities are to be managed and operated by qualified professionals or experts who are assigned to perform such duties.

Supporting Procedures

Any member of the college community who in the execution of college duties, or living in the college perceives any threat from health and safety hazards has the right to alert the college authorities and also take precautionary measures to avert any such threat.

TEACHING AND LEARNING POLICY

Purpose/ Objectives

To have a policy in place to regulate all teaching and learning activities in the college.

Specific Objective: To ensure regular and punctual attendance to class by both tutors and students.

To ensure both tutors and students make maximum use of the instructional periods at their disposal.

To ensure quality teaching which eventually should reflect in high academic and professional performance of the students.

Scope/Application

This policy shall apply to every tutor and student of Komenda College of Education.

The Policy Statement:

This Teaching and Learning Policy has been formulated to make room for a gender sensitive teaching practicum, guidance, classroom visit procedure and lesson observation procedure. Teachers and students are expected to be regular in class.

They must be also punctual. The academic calendar must be followed and the timetable strictly followed. Every department must complete the course outline and get the students ready for their examination. The Vice Principal and Heads of Departments must supervise teaching and learning in their departments. Quality assurance must be ascertained.

