



PREMIER ECDE TEACHERS COLLEGE

Student handbook

Premier ECDE teachers college is an accredited institution of higher learning by Higher Education Commission of Rwanda in September 2013. Its established to promote and enhance Early childhood Education and social development in East Africa and beyond.

VISION:

A MODEL INSTITUTION PROVIDING QUALITY EARLY CHILDHOOD TEACHER EDUCATION AND DEVELOPMENT FOR AFRICA AND BEYOND

MISSION:

To attain world class standard in Early childhood teacher Education and social development training, research and innovation for sustainable individual holistic growth.

OBJECTIVE:

- To provide education geared toward development of the child's mental, physical and spiritual growth.
- To provide accessible, affordable and quality childhood education to teachers.
- To promote the national goals and objectives of Early Childhood Development Education to Rwanda

PHILOSOPHY OF THE COLLEGE

The philosophy of the College is to harness knowledge in Early childhood Teacher Education and social development for the service of the children

LOCATION

Premier ECDE teachers college will be located next to la colombiere School at Kacyiru in Kigali.

GENERAL ACADEMIC REGULATIONS

1.0 College Examination

- 1.1 The ordinary College examinations, supplementary examinations, special examinations and retake examinations to be held under such conditions as the Senate may prescribe..
- 1.2 Examinations will consist of Continuous Assessment Tests (CAT) and Ordinary Examination.
- 1.3 Continuous Assessment Tests normally comprise practical, tests and work based assignments.
- 1.4 Where a course is solely of practical nature, it may be examined wholly by practical assessment.
- 1.5 All ordinary College examinations are held at the end of the trimester in which the courses units have been taught and the end of the course at the end of Entire course or as planned by the senate for Distance learning and School based programmes.
- 1.6 Special examinations shall be allowed under the following conditions:
 - (i) Reasons of ill health - must be approved by the Head of Department/Medical Consultant.
 - (ii) Reasons of bereavement within the candidate's family.
 - (iii) Legal reasons.
 - (iv) Any other good reason to be approved by Senate.
- 1.7 The decision to offer special examinations shall be taken following recommendations from the Departmental Academic Board to the senate.
- 1.8 Special/supplementary examinations are held within one month after the results of the academic year have been released.
- 1.9 One unit will be equivalent to forty Two (42) lecture hours
- 1.10 A practical session will be equivalent to three hours per week.
- 1.11 Marks obtained from Continuous Assessment Tests shall contribute 30% to the total marks.
- 1.12 An ordinary College examination session will take three (3) hours.
- 1.13 Each College ordinary examinations paper shall be graded out of 70 marks
- 1.14 Each unit shall be graded out of 100 marks and the pass mark shall be 40% unless otherwise specified in specific programs.
- 1.15 The marks shall be translated into letter grades and grade points as follows:

70% and above	-	A
60 – 69%	-	B
50 – 59%	-	C
40 – 49	-	D
39% and below	-	Fail (F)
- 1.16 (i) Credit transfer for advanced training may be given where

necessary and on recommendation of the relevant department to a maximum of 14 units

- (ii) Transferred marks and grades will appear in the academic transcript but the marks will not be used in Certificate/Diploma

1.17 Extension Education

- i. Students on Teaching Practice/extension education will be required to be affiliated to the relevant institutions/organizations for the purpose of gaining practical skills and hands-on experience.
 - ii. Teaching Practice/Extension education will be equivalent to one unit.
 - iii. Teaching Practice/Extension education where required will normally be during the final year of study for a duration of not less than six(6) weeks and not more than Twelve (12) weeks.
 - iv. Student on Teaching Practice/extension education is expected to participate in day to day activities of the host institution.
 - v. A student on Teaching Practice/extension education will have at least two supervisors, a College supervisor and the other from the host institution.
 - vi. The student is expected to submit a report of his /her field experience
 - vii. During the Teaching Practice/extension education, students will be supervised, guided and evaluated on the basis of the following criteria;
 - a) Attendance
 - b) Conduct
 - c) Theoretical and practical knowledge
 - d) Skills
 - e) Supervisor's assessment
 - f) Student report
- 1.18 Subject to provision of special examinations, a student who absents himself/herself from college examinations for any unit shall be deemed to have failed the unit and will be awarded zero(0) mark.
- 1.19 A candidate who has not completed all the Continuous Assessment Coursework for any unit shall have his/her ordinary examination results withheld and the unit considered incomplete.
- 1.20 If for good reasons a candidate failed to sit for some course unit examinations, he/she may on the recommendation of the Department Board of Examiners and with approval of the Senate be permitted to take special examinations.
- 1.21 The basis and course syllabus upon which the final grade will be determined shall be distributed in written form to students during the first two weeks of a term.
- 1.22 A student must attend at least **two-thirds** of the lectures of a unit in a term to be allowed to sit for the ordinary examination in that unit.
- 1.23 The final grade of a candidate who will take special examination shall consist of both the continuous assessment and special examination marks.
- 1.24 A candidate can only register for an advanced unit after passing the required relevant prerequisite unit(s).
- 1.25 A student who attains a Cumulative Average Score (CAS) of 85% at the end of his/her studies will receive a certificate of Academic Excellence from the principal.

2.0. Academic Responsibilities

- i) Attendance of lectures, tutorials, seminars, practical etc is compulsory.
- ii) Participation in field trips, teaching practice attachment, internship etc is compulsory.
- iii) Non- attendance of lectures etc and non-participation in field trips etc due to illness or other good cause must be authorized by the Head of the Department.

3.0. Examination Candidacy

- 3.1. A full-time student will be expected to take a minimum of four (2) units and a maximum of seven (4) units a trimester.
- 3.2. A student may, however, take more than seven (4) units with special permission from the Head of the college.

- 3.3. A school based students and part-time student will be expected to take at least one unit (1) up to a maximum of seven (7) units in a given duration by the senate.
- 3.4. Every candidate for a college examination shall pay to the college in respect to such examination such fees, as the Senate shall prescribe from time to time.
- 3.5. A student can withdraw from a unit without any penalty within the first three weeks of the semester.
- 3.6. The student must withdraw officially by completing “withdrawal forms” obtainable from Deputy principal (Academic).
- 3.7. Failure to withdraw officially will lead to a grade “F” in this case will be awarded zero (0) score and will be used in calculating the final CAS.
- 3.8. Only candidates who would have fulfilled all the requirements will be eligible for taking examinations.
- 3.9. Candidates will take at least two (2) sit-in CATS per unit in a term.

4.0. Invigilation

- 4.1. Examination invigilation must be conducted in accordance within college rules, Regulations and Procedures.
- 4.2. The chief invigilator being the person, who taught the unit, must ensure that appropriate stationery and specified items are available on time at the examination venue..
- 4.3. Candidates who are not in the examination candidates’ list shall not be allowed to sit for the examination.
- 4.4. Candidates must take their student identification cards to the examination room and place them on the desks.
- 4.5. The chief invigilator shall be responsible for conduct of a particular examination session.
- 4.6. A candidate may not leave an examination room until he/she has completed the paper.
- 4.7. The chief invigilator will announce to candidates remaining time periodically.
- 4.8. All answer scripts must be collected before candidates leave an examination room, secured and taken by the internal examiner for marking and grading.
- 4.9. All unused answer booklets/scripts must be returned to the Examination Office.

5.0. Examination Irregularity

- 5.1. A candidate found guilty of any examination irregularity shall be subjected to appropriate penalties as will be determined by senate.
- 5.2. There is a student disciplinary committee, which will be responsible for investigation of alleged examination malpractices and make recommendation to Senate through the respective Departmental and School Academic Boards.
- 5.3. The academic malpractices listed below shall constitute examination irregularity:
 - (a) Advance access to examination papers.
 - (b) Copying or reading from another candidate’s script or from any other unauthorized sources e.g. body parts.
 - (c) Possessing any unauthorized written materials relevant to the examination in the examination room.
 - (d) Passing or receiving relevant verbal, written or electronic communication to or from other candidates or any other source during the examination.
 - (e) Returning examination booklets with written answers after the examination.
 - (f) Use of unauthorized electronic gadgets in the examination room.
 - (g) Plagiarism i.e. using words or ideas of another person as if they were one’s own without due acknowledgement in a report or thesis.
 - (h) Contravention of acceptable order in an examination room such as unauthorized noise and conversations.
 - (i) Abetting/aiding or covering up an examination malpractice.
 - (j) Lobbing for undeserved examination grades.
 - (k) Forging or using medical reports in order to obtain a deferment of examinations.

6.0. Academic Warning

- 6.1. A student who fails in more than half the units taken in any one term shall be given an Academic Warning (W) by Deputy principal(Academic)
- 6.2. A student whose Cumulative Average Score (CAS) is at the pass mark in any one term shall be given an academic warning (W) by the Deputy principal (Academic) and such a student shall be on academic probation.
- 6.3. A student on academic probation will be required to receive guidance and counseling.

7.0. Discontinuation.

- 7.1. A candidate whose cumulative Average Score (CAS) is 39% and below will be discontinued.

8.0. Appeal against Discontinuation.

- 8.1. Discontinued candidates will be allowed to appeal within a period of one year to the senate from the date of discontinuation.
- 8.2. Appeals against discontinuation will be addressed to the Principal
- 8.3. The candidate Appeals Committee will hear the appeal and make appropriate recommendations to Senate.
- 8.4. The Committee may recommend either upholding the earlier decision or pardon the student under the following guidelines or as the Committee may determine:
 - (a) A candidate who is caught involved in 7.3 (a), (b), (c), (d), (e) or (f) malpractices of the college Regulations shall be suspended from the college for a period of two academic years.
 - (b) A candidate who was caught involved in 7.3 (h), (i), (j) or (k) shall be suspended for a period of one academic year.
 - (c) On readmission, the student shall take all the units registered for during the semester when the irregularity was committed.
- 8.5. A candidate who is involved in an examination irregularity more than once shall be discontinued from studying at Premier ECDE teachers college

9.0. Appeal for Re-assessment

- 9.1. A candidate who is not satisfied with the grade, which he/she has been awarded in any examination paper/unit, may appeal to Deputy principal (Academic) for remarking not later than 30 days after the release/publication of the results.
- 9.2. There shall be a remarking fee, which the Senate will determine from time to time.

10.0. Examination Grading

10.1. Incomplete

- (a) Letter (I) representing incomplete grade, is used at the end of the semester only and is not used during the withdrawal period.
- (b) It is assigned to a student who, because of reasons acceptable to Senate is unable to sit the final examination and whose work is in good standing.
- (c) Class attendance shall be a requirement to complete the course.
- (d) The grade (I) will be considered failing, if the work is not made up by the next relevant examination sitting. After this period, the (I) will be changed to failing grade "F" i.e. = zero score.

10.2. Supplementary and Retake

- (a) A candidate who fails in any unit(s) in the ordinary examination shall be required to sit for supplementary examinations.
- (b) Each supplementary paper shall be graded out of 100 marks and the total grading will be graded to maximum of a pass mark (40%)
- (c) Continuous Assessment Marks will not be used in grading supplementary examinations papers.
- (d) A candidate who fails in any supplementary examination unit(s) will retake the units.
- (e) A candidate will be allowed to retake failed supplementary units when they are next offered.
- (f) If failed units are pre-requisites for other advanced units, they must be passed before the student registers for the advanced units.
- (g) No retaking of units will be permitted after degree classification has been done.

- (h) No candidate will be allowed to retake failed unit(s) for the purpose of improving the grade.
- (i) Failed units when retaken will be graded as those of normal examinations.
- (j) No candidate will be allowed to retake a unit more than twice.
- (k) A candidate who retakes more than one third ($\frac{1}{3}$) of the total unit course requirements shall not qualify for award of a degree with honours on completion of the programme.

11.0. Result Slips and Transcripts

- 11.1. A student will be given a result slip by Registrar (Academic) showing literal grades and the following letters:

Pass	-	P
Academic Warning	-	W
Incomplete	-	I
Withdrawal	-	W
Retake	-	R
Re-Retake	-	RR
Fail	-	F
Discontinuation	-	Disc

- 11.2. Provisional results will be released by the Deputy principal(Academic) after the college Board of Examiners' meeting, pending approval by the Senate.
- 11.3. Upon a written request by a student, a transcript will be issued free of charge by the Deputy principal (Academic) at the end of the academic programme.
- 11.4. Official Transcripts may be requested for before graduation.
- 11.5. Transcripts shall show all courses taken including failed courses (units), all grades and marks scored as well as the academic hours for each course (unit) and must be signed by the Deputy principal offering the Certificate and Diploma and by the Deputy principal (Academic).
- 11.6. Each transcript shall include a student's entire academic record to date.
- 11.7. Individuals who have attended the College may obtain official transcript of their completed work, provided they have no pending financial obligations to the College.
- 11.8. Issuance of transcripts will be affected on receipt of written request.
- 11.9. The College may rescind any certificate, diploma or degree awarded to graduates who while registered in a particular programme committed an academic offence which if it had been detected before graduation would have resulted in discontinuation.
- 11.10. Notification of a rescinded certificate, diploma or degree shall be communicated to all relevant parties/persons.

12.0. Certificate and Diploma

- 12.1. The final classification of the Certificate and diploma will be based on all the required units taken.
- 12.2. A student may be allowed to graduate with failed unit(s) so long as the student's Cumulative Average Score (CAS) is not below the pass mark.
- 12.3. The total score based on Cumulative Average Score (CAS) will be used to arrive at the following final classifications:
- 12.4.

a) Diploma and Certificate Classification

Advanced Diploma, Diploma and Certificate classification shall be as follows, unless otherwise specified by the Senate

70% and above	-	Distinction
60 – 69%	-	Credit I
50 – 59%	-	Credit II
40 – 49%	-	Pass
0 – 39%	-	Fail

14.5 Letter of Completion

Upon request to the Deputy registrar (Academic), a letter of completion will be issued before graduation to a student who has completed the academic programme and has met all financial obligations to the college.

13.0. Graduation

- 13.1. Only students who will have fulfilled all the examination requirements and have met all financial obligations shall graduate.
- 13.2. A student who intends to graduate will apply to the Deputy Principal(Academic).
- 13.3. All students who meet graduation requirements will be required to attend graduation exercises, including convocations and rehearsals.

14.0. Convocation/Alumni

- 14.1. Membership to Premier ECDE teachers college convocation will be open to all persons who are graduates of Premier ECDE teachers college .
- 14.2. Premier ECDE teachers college convocation has two main objectives:
 - (a) Maintain contact with Premier ECDE teachers college Alumni, informing them of the college's programmes and encouraging their support in fulfilling the college academic goals.
 - (b) Encourage members to continue their college friendships after graduation through social reunion activities.
- 14.3. Active membership will be maintained through payment of convocation dues.

DEPARTMENT OF EARLY CHILDHOOD DEVELOPMENT

CERTIFICATE IN EDUCATION (EARLY CHILDHOOD DEVELOPMENT)

SEMESTER I

Unit Code	Unit Title
ECE111	ENGLISH 1
ECE 112	FOUNDATION OF EARLY CHILDHOOD DEVELOPMENT
ECE113	INTRODUCTION TO CHILD GROWTH AND DEVELOPMENT
ECE 114	HEALTH, NUTRITION AND SAFETY
ECE 115	INSTRUCTIONAL AND LEARNING APPROACHES
ECE 116	LANGUAGE ACTIVITIES

SEMESTER 2

Unit Code	Unit Title
ECE 121	GENERAL METHODS OF TEACHING MATHEMATICS ACTIVITIES
EC E 122	SCIENCE ACTIVITIES
EC E 123	GENERAL METHODS OF TEACHING YOUNG CHILDREN MUSIC AND PHYCHOMOTOR ACTIVITIES
EC E124	CREATIVE ACTIVITIES
EC E125	TEACHING PRACTICE 1(Micro teaching) Instruction and learning apparatus
ECE126	INTRODUCTION TO CHILD PSYCHOLOGY

SEMESTER 3

Unit Code	Unit Title
ECE 211	GENERAL METHODS OF TEACHING SOCIAL STUDIES ACTIVITIES
ECE 212	GENERAL KNOWLEDGE
EC E213	COMUNICATION SKILLS
E CE214	CHILD RIGHT AND PROTECTION
E CE215	CHILDREN WITH SPECIAL NEEDS
ECE216	GUIDING AND COUNSELLING YOUNG CHILDREN

SEMESTER 4

Unit code	Unit Title
ECE 221	TEACHING PRACTICE

DIPLOMA IN EDUCATION (EARLY CHILDHOOD DEVELOPMENT)**FIRST YEAR - SEMESTER 1**

Module Code	Module Title	Contact Hours	Credit
DEC 111	HISTORY AND FOUNDATION OF ECDE	42	12
DEC 112	ENGLISH	42	12
DEC 113	GENERAL PSYCHOLOGY IN ECDE	42	12
DEC 114	LANGUAGE ACTIVITIES	42	12
DEC 115	CURRICULUM DEVELOPMENT	42	12
DEC 116	CHILD GROWTH AND DEVELOPMENT 1	42	12

FIRST YEAR SEMESTER 2

MODULE Code	MODULE Title	Contact Hours	Credit
DEC 121	CHILD GROWTH AND DEVELOPMENT I	42	12
DEC 122	GENERAL METHODS OF TEACHING YOUNG CHILDREN MATHEMATICS ACTIVITIES	42	12
DEC 123	CHILD RIGHTS AND PROTECTION	42	12
DEC 124	HEALTH AND NUTRITION AND CARE	42	12
DEC 125	GUIDANCE AND COUNSELLING	42	12
DEC 126	COMMUNITY DEVELOPMENT	42	12

YEAR 2 SEMESTER 1

Module Code	module Title	Contact Hours	Credit
DEC 211	PERSONALITY DEVELOPMENT	42	12
DEC 212	GENERAL METHODS OF TEACHING YOUNG CHILDREN CREATIVE ACTIVITIES	42	12
DEC 213	GENERAL METHODS OF TEACHING YOUNG CHILDREN SOCIAL ACTIVITIES	42	12
DEC 214	GENERAL METHODS OF TEACHING YOUNG CHILDREN SCIENCE ACTIVITIES	42	12
DEC 215	GENERAL METHODS OF TEACHING YOUNG CHILDREN PHYSICAL ACTIVITIES	42	12
DEC 216	GENERAL METHODS OF TEACHING YOUNG CHILDREN MUSIC ACTIVITIES	42	12

YEAR 2 SEMESTER 2

Module Code	Module Title	Contact Hours	Credit
DEC 221	EDUCATION RESEARCH METHODS	42	12
DEC 222	CHILD GROWTH AND DEVELOPMENT III	42	12
DEC 223	INTRODUCTION TO SPECIAL NEEDS EDUCATION	42	12
DEC 224	ADMINISTRATION AND MANAGEMENT OF ECDE	42	12
DEC 225	EDUCATION INFORMATION TECHNOLOGY	42	12
DEC 226	EARLY CHILDHOOD DEVELOPMENT PROJECT	42	12

YEAR 3 SEMESTER 1

MODULE Code	Module Title	Contact Hours	Credit
DEC 311	TEACHING PRACTISE	42	12

ADVANCED DIPLOMA IN EDUCATION (EARLY CHILDHOOD EDUCATION)

YEAR I SEMESTER I

Unit Code	Unit Title	Contact Hours	Credit
ADEC 111	HISTORY AND FOUNDATION OF ECDE	42	12
ADEC 112	CHILD GROWTH AND DEVELOPMENT 1	42	12
ADEC 113	GENERAL PSYCHOLOGY FOR ECDE	42	12
ADEC 114	COMMUNICATION SKILLS	42	12
ADEC 115	PHILOSOPHY OF EDUCATION	42	12
ADEC 116	SOCIOLOGY OF EDUCATION	42	12

YEAR I Semester II

Unit Code	MODULE Title	Contact Hours	Credit
ADEC 121	LANGUAGE ACTIVITY	42	12
ADEC 122	CHILD GROWTH AND DEVELOPMENT II	42	12
ADEC 123	GENERAL METHOD OF TEACHING YOUNG CHILDREN AND MATERIALS	42	12
ADEC 124	MATHEMATICS MATERIALS	42	12
ADEC 125	HEALTH AND NUTRITION	42	12
ADEC 126	GUIDANCE AND COUNSELLING	42	12

YEAR 2 SEMESTER 1

Unit Code	module Title	Contact Hours	Credit
ADEC 211	CHILD RIGHTS AND PROTECTION	42	12
ADEC 212	COMMUNICATION TECHNOLOGY AND MATERIALS	42	12
ADEC 213	PHYSICAL AND PSYCOMOTOR ACTIVITIES	42	12
ADEC 214	MUSIC AND MOVEMENT ACTIVITIE	42	12
ADEC 215	SCIENCE ACTIVITIES	42	12
ADEC 216	CREATIVE ACTIVITIES	42	12

YEAR 2 SEMESTER 2			
<i>Unit Code</i>	<i>module Title</i>	Contact Hours	Credit
ADEC 221	CURRICULUM DEVELOPMENT FOR ECDE	42	12
ADEC 222	MICRO TEACHING	42	12
ADEC 223	PERSONALITY DEVELOPMENT	42	12
ADEC 224	SOCIAL STUDIES ACTIVITIES	42	12
ADEC 225	CHILDREN WITH SPECIAL NEEDS	42	12
ADEC 226	EDUCATION RESEARCH	42	12
YEAR 3 SEMESTER 1			
<i>Unit Code</i>	Unit Title	Contact Hours	Credit
ADEC 311	HIV AND AIDS	42	12
ADEC 312	CULTURAL STUDIES FOR ECDE	42	12
ADEC 313	COMMUNITY DEVELOPMENT 1	42	12
ADEC 314	MEASUREMENT AND EVALUATION	42	12
ADEC 315	ADMINISTRATION AND MANAGEMENT OF ECDE PROGRAMME	42	12
ADEC 316	COMPARATIVE EDUCATION	42	12
YEAR 3 SEMESTER 2			
		Contact Hours	Credit Hours
ADEC 321	COMMUNITY DEVELOPMENT II	42	12
ADEC 322	FIELD ATTACHMENT	42	24
ADEC 323	TEACHING PRACTICE	42	24

COLLEGE SERVICE CHARTER

Academic division service charter

	Activity / service offered	Service delivery standards	Responsible officer
1.	Calendar for admission	Available by August every year	Admissions Officer
2.	Acknowledgement of applications for admission	Acknowledgement of applications within a period of 7 days	Admissions Officer
3.	Processing of applications for admission	Process within 4 weeks of receipt of applications	Admissions Officer
4.	Dispatch of admission letters	Dispatch letters within one week of completion of admission process.	Admissions Officer
5.	Registration and orientation of new students	Process to be accompanied with relevant documentation	Admissions Officer
6.	Time of registration	Within a maximum of 3 weeks from the opening date of the trimester / semester	Admissions Officer
7.	Student Identification Cards	To be issued within 5 days from the beginning of the academic year / semester / trimester.	Admissions Officer
8.	Transfers, deferments and resumptions of study program	Decision to be communicated to applicants within 3 weeks from the time of receipt of applications.	Deputy Principal, AA
9.	Student nominal roll	To be signed within 4 weeks after registration time	Admissions Officer
10.	Credit transfer	To be completed within 3 weeks from the date of receipt of application	Deputy Principal, AA
11.	Almanac and prospectus	To be available by beginning of new academic year	Deputy Principal, AA
12.	Newsletter and College magazine	To be published periodically, preferably monthly for newsletters.	Assistant Registrar (Oversight)
13.	Teaching timetable	To be available two weeks prior to beginning of each semester / trimester	Timetabler
14.	Examination timetable	To be available two weeks before beginning of examinations	Timetabler
15.	Examination / CAT cards	To be issued 1 week before start of CATS / examinations	Examinations Officer
16.	Marking of examinations papers	To be completed within 2 weeks after end of examinations	HODs
17.	Processing of examination results	To be completed within 7 days after end of marking	Deputy Principal, AA
18.	Release of examination results	Released within 5 days upon approval of results by Senate	Deputy Principal, AA
19.	Responding to examination related issues	Respond within 3 days upon request	Examinations Officers
20.	Issuance of examination result slips	To be done within 5 days upon approval of results by Senate	Deputy Principal, AA
21.	Issuance of academic transcripts and certificates	Timely issuance of transcripts and certificated without errors within 5 days upon request	Deputy Principal, AA
22.	Identification and certification of graduating students	To be done 10 weeks prior to the day of graduation	Deputy Principal, AA
23.	Advertisement and publicity prior to graduation ceremony	To be done 8 weeks before graduation day	Marketing Officer
24.	Rehearsals	To be held 1 day prior to graduation day	Deputy Principal,

			AA
25.	Library Cards	To be issued within the first three weeks of the trimester / semester	Librarian
26.	Registration of clubs	Registration to be effected within 4 weeks in conformity with relevant university policies after receipt of application	Dean of Students
27.	Student Governing Council elections and activities	Elections to be conducted whenever scheduled as per the student governing council constitution	Dean of students
28.	Chaplaincy services	Available from the chaplain on a regular basis	College Chaplains
29.	Disciplinary cases	Effectively handled within fourteen days from the reporting date	Deputy Principal, AA
30.	Invitation and preparation for student disciplinary committee	Letters and agenda to be issued 7 days prior to the date of a meeting	Deputy Principal, AA
31.	Examination irregularities	Accurate statements by those involved made on the same day the irregularity is committed	Chief invigilator / Invigilator

Finance Section Service Charter

	Activity / Service offered	Standard Service delivery indicators	Responsible officer
1.	Confirmation of fee payment	To be done by 3 week from opening date	Finance Officer
2.	Issuance of receipts	To be done within 5 days after presentation of bank deposit receipts	Finance Officer
3.	Issuance of fee statements	To be done by 2 weeks before close of trimester / semester	Finance Officer