



# National Polytechnic Bamenda

[www.npbedu.org](http://www.npbedu.org)

## INTERNAL RULES AND REGULATIONS

### Preamble

National Polytechnic Bamenda (NPB) is established primarily to provide for studies, training and development of techniques in applied science, engineering, art and business, as well as other sphere of learning. Cultural learning and the inculcation of good character are integral parts of the education and training. The acceptance of an offer of admission by the students implies an acceptance of the rules and regulation that from time to time be made for the governance of NPB. Such acceptance also carries with it an obligation that the student shall conduct him/ herself as a law abiding and responsible member of the academic community, in accordance to the standard of NPB.

- a. Every student of NPB is required to maintain high standards of personal discipline. NPN regards as a serious offence any act of immorality, dishonesty or destructive behavior, as well as the infringement of NPB Rules and Regulation. It is thus the responsibility of each student to acquaint him/her with these regulations and assist in upholding them at all times.
- b. Although the legitimate expression of different opinions and beliefs is an essential part of the academic community, the rights to disagree is guaranteed and the imposition of opinions and beliefs by one group of students upon the others who dissent shall not be accepted by NPB administration.
- c. It is emphasized that all members of NPB community like other citizens are subjected to the laws of our country whether within or outside NPB premises. Students are expected to cope with their problems intelligently and reasonably while recognizing one right of others.
- d. NPB shall take appropriate disciplinary measures against an offender, based on evidence of failure to abide by the internal Rules and Regulations.

### SECTION 1

#### 1.0 HOSTEL REGULATIONS

A hostel is a center of community life. Resident students are expected to contribute their quota to make it a happy home. Each student is expected to exercise maximum discretion and self discipline in relation with other students, hostel authorities and staff as well as the general public. The following rules and regulations shall be applicable for the well being and orderly life of students in the hostels.

- 1.1 Each student shall pay a caution fee and rents before admission into the hostel.

#### 1.2 GUESTS AND VISITORS

Visitors are allowed in student's room only between 4: 00pm and 7: 00pm on week days (Mondays to Fridays and between 12 noon and 8: 00 pm on Saturdays, Sundays and public holidays. Visitors must not go directly to the students' room, they should report to the security guard and sign in the visitors book and sign out at the end of the visit. For the purpose of these rules, male students visiting the female Hostels and vice versa shall be regarded as visitors.\

- 1.3 No student should accommodate any visitor over night without the permission in writing of the administration. Students found entertaining visitors in their room after the official time without permission, shall be subjected to the disciplinary action.
- 1.4 The right to occupy a room is not transferable. It is an offence punishable with expulsion from the hostel.
- 1.5 A student is liable for any careless or willful destruction or damage of NPB property. Repairs cost of proven damage/destruction will be charged on the student.
- 1.6 At the close of semester, expulsion from the hostel or upon severance of their connection with any part of work of NPB students are required to return immediately NPB property to the appropriate officers and finally the room keys to the bursar.
- 1.7 The hostel master/mistress must be notified of students meetings or any activities taking place in the Hostels. Approval for holding any activity in the hostel must be obtained from the administration within 24 hours prior to the activity.
- 1.8 In the interests of the hostel resident, noise must be kept to the minimum. Wireless set, radios, stereos sets are to be used not later than 10: 00 pm.
- 1.9 All the residents of fire shall be investigated by students' welfare committee and reported to the rector. Both the national fire code and the NPB regulations shall apply. Criminal/disciplinary actions shall be taken against persons shall be responsible for any fire outbreak.
- 1.10 When there is no electricity and students make their arrangements to provide alternative source of lighting great care must be taken to avoid any possible fire outbreak.

## **SECTION 2**

### **BREACH OF THE PEACE**

- 1.1 Students involved in the action that are to cause a disturbance of peace such as fighting, rioting, incitement, etc will be subject to severe disciplinary action and in extreme cases, expulsion from NPB.
- 1.2 For health and sanitary reasons, pets, animals, birds, fish, and reptiles are prohibited in and around NPB hostels.

## **SECTION 3**

### **STUDENTS PUBLICATIONS**

In keeping with the best NPB tradition, NPB encourages responsible freedom of expression and speech subject to the following guidelines:

#### 3.1

- a. Only the registered students' organizations may produce publication (s) of printed matter bearing the name of NPB or purporting to emanate from it. Printed materials published by students may be sold on campus only if it is produced or sold by the registered students' organization.
- b. All students' publications must carry the name of the organization and those of the individual actors responsible for the publication.
- c. Any student organization that publishes sells or distributes printed or otherwise reproduced materials including any matter that may lead to libel defamation, incitement, etc, shall be banned. Any opinions expressed therein are the responsibility of the author.

- i. Publications which are libelous, slanderous or contemptuous.
- ii. Publications which are obscene.
- iii. Publications which incite violence.
- iv. Publications which are not properly signed and titled or anonymous.
- v. Publication involving partisan politics.

Proof of all students' publications such as magazines, periodicals etc; shall be submitted to the students' affairs officer at least 24 hours before printing. No magazines, newsletters or periodicals shall be circulated on campus without prior approval of the students' affairs officer. Any publication circulated without the prior approval in writing shall be subject to disciplinary action.





#### **SECTION 4**

##### **STUDENT DEMONSTRATIONS, PROTEST, ETC**

NPB recognizes the crucial importance of maintaining open communication and dialogue in process of identifying and resolving problems which may arise from the dynamics of life in the institution. All members of NPB community are therefore free to examine and discuss all questions of interest to them and to express opinion freely. Equally important however is the right of any member of the community to disagree, hold different opinion and to think differently or to dissent from others on any issue. Accordingly the following regulations have been made to guide students' action relating to demonstration, protest, boycotts etc.

#### **SECTION 5**

##### **NPB REGULATION ON STUDENTS PROTEST**

- 1.1 In the events that negotiate between the students and the administration fails, it is the role of the governing council before any decision of the students' union comes into effect into NPB matters of contentious the following procedures must be followed:
  - d. The referendum shall be held under the supervision of the student's affairs officer.
  - e. The result of the referendum shall be submitted to the central administration for examination and possible solution or compromise.
  - f. Where a compromise has been reached, the student may appeal to the governing council.
- 1.2 Where they have failure as per 5.1. f above, the following guideline shall be observed by the organizers of the demonstration:
  - a. All demonstration, boycotts, etc must be peaceful.
  - b. Demonstration and their organizers must NOT:
    -  Force others to join them or deny their members of NPB community (both staff and students') their right NOT to join a demonstration, a strike and/or such similar action.
    -  Disrupt or obstruct the educational and other activities of the NPB including administration, lecture, tutorials and laboratory works.
    -  Obstruct or restrict free movement of persons in any part of NPB campus.
    -  Deny the use of offices, class rooms and their facilities to staff and students or guest of NPB.

\*All persons and organizations are treated on equal basis of first come/ first serve in the granting of permission to use NPB facilities, except that official NPB activities programmes and events are given to precedence over all others.

\*No reservation may be regarded as finalized until notifications have been received in writing from the appropriate office that approval has been granted.

\*NPB facilities may be used by none NPB members or organizations with the prior approval of the registrar through **OIID** and only for the purpose which are compatible with the function of NPB.

- Users requiring special arrangements, equipments or staffing will be required to inform the registrar initially, who shall inform the department concerned, which shall charge a fee.
- Where admission tickets or alcoholic drinks and other drinks are to be sold, it is the responsibility of the organizer of such events to ensure that the laws of the state and the regulations of the department of taxation, as well as those of NPB are adhered to.

## **SECTION 6**

### **STUDENTS' ORGANIZATIONS**

#### **6.1. Purpose and Nation of the Organization**

It is the policy of NPB to encourage students to participate in associations which promotes academic, cultural, recreational and social life of NPB. For these reasons, NPB encourages a network of student directed clubs and societies designed to supplement academic, educational and professional training. There are numerous student societies to apply for formal recognition and registration through the students' union affaires officer.

#### **6.2 NPB Regulations on Students' Organizations**

NPB does not encourage or recognize any students' organization in its membership discrimination on sex, religion or nationality.

#### **6.3 Students' Organization Must Meet the Following Conditions before Recognition is granted.**

- a. the organization must submit a constitution which states:
  - Genuine intent to pursue activities which are consistent with the educational and social objectives and policies of NPB.
  - A list of the current executive members
  - Programme of action.
  - Approval or disapproval for any application for recognition lies with the students' affairs officer.

## **SECTION 7**

### **REGULATIONS AND CONDUCT OF EXAMINATIONS**

### **7.1 Admission to Examinations**

- a. Only those candidates who are registered as students in accordance with NPB regulations shall be admitted into examination halls.
- b. All candidates are required in addition to paying all prescribed fees to have a minimum of 75% attendance at lectures in all courses.

### **7.2 Progress Through out the Programme**

- a. For student to progress from one year of a programme to the next and in order to graduate, he or she must have a satisfactory achievement in course work and in semester examinations. The minimum pass mark in all courses is 50%. all recommendations concerning students progress will be subject to the approval of the Academic Board on the advice of the school Board
- b. Any student who has from 6 and above invalidated courses after re-sit examinations shall not be promoted to the next class.

### **7.3 Procedure for Students' Assessment**

- a. The assessment of all courses shall be by internal examiners, except the final Higher Diploma examination which shall be conducted by the Ministratation of High Education.
- b. Assessment shall be a continuous process throughout the duration of all programmes.

### **7.4 Assessment Method**

#### **7.4.1 Continuous Assessment (CA)**

Continuous assessment shall be based upon performance in the following:

- a. Class work (test and quizzes)
- b. Home work and assignments
- c. Practical
- d. Written test

#### **7.4.2 Semester examinations**

A written and/or practical semester examination.

#### **7.4.3 Grading system in examinations**

For HND (%)

75-100 A; 70-74 B; 60-69 C; 50-59 D; 0-49 F

For HPD (%)

80-100 A; 70-79 B; 60-69 C; 50-59 D; 40-49 E; 0-39F

For B. tech UB (%)

80-100 A; 70-79 B+: 60-69 C; 55-59 C+; 50-54 C; 45-49 D+; 40-44 D; 0-39 F

For B tech UDs

Information on the UDs grading system and course assessment will be provided on a future date

#### **7.4 Project Defense both at the HND and course assessment Degree levels is compulsory**

For all courses, the relative weighting of the continuous assessment (CA) and the semester examination shall be as follows:

<b>Continuous assessment (CA)</b>	<b>30%</b>
<b>Semester Examination</b>	<b>70%</b>

However, for courses which are practical in nature, appropriate weighting may be given by raising continuous assessment beyond 30%. The final grading that the student earns will be his/her score in continuous assessment and semester examinations

#### **7.5 Re-sit Examinations**

- a. Is an opportunity given to a student to write an examination in a course which he/her failed during the semester examination?

### **SECTION 8 EXAMINATION MALPRACTICE AND PENALTIES**

#### **8.1 Examinations Malpractices**

Participation or indulgence in any part, or a combination of the following articles shall constitute a malpractice:

8.1.1 Engaging in an authorized communication (oral, written or sign) while examination is in progress.

8.1.2 Any attempt to influence any examination officer with a view to gaining an undue advantage (e.g. writing of unauthorized numbers, names, marks or notes etc on answer books)

8.1.3 Writing on any unauthorized paper including the question paper during the examination.

8.1.4 Changing of the sitting position in the examination hall without permission from the invigilator.

8.1.5 Being in possession of any written or cyclostyled notes or any printed materials or notes written on any part of the body, clothing and instruments such as squares, slide rules, calculators etc or having notes written on chairs, tables, desks or drawing boards, cell phones. All electronic devices are strictly prohibited in examination hall, except prescribed by the course master.

8.1.6 While examination is in progress after receipt of the question paper and before handing over the answer script any candidate found:

- a. Copying or having copied from any paper, book or notes written on any part of clothing, body, table, desk or instrument like square, slide rule, protractor, cellular phones etc.
- b. Exchange any material with any other candidate.
- c. destroy or refusing to surrender any unauthorized material found on him or her.

8.1.7 Assisting another candidate in the execution of practical projects etc.

8.1.8 Smuggling out an answer script or a continuation officials

8.1.9 Impersonation in any form.

8.1.10 Disobeying relevant instructions from the examination officials.

8.1.11 Refusing to complete relevant section(s) on the examination malpractice form.

8.1.12 Attacking invigilators or any examination officer in the examination hall

8.1.13 Committing any other offence connected with examination which may not be listed above.

## **8.2 Penalties for examination malpractice**

Violation of any section(s) of the above examination malpractice shall be penalized as follows:

8.2.1 Malpractice 8.1.1-9.6(b) and 9.1.12: the candidate involved shall be disqualified from the relevant examination paper and shall be deemed to have failed that paper.

Such candidates shall be allowed to re-sit the paper provided he/she satisfies the conditions for re-sit.

8.2.2 Malpractice 8.1.6 (c)

The candidate shall be disqualified from that examination paper. The parents of the candidate will be notified and the candidate given an academic warning.

8.2.3 Malpractice 8.1.7

The candidate shall be disqualified from the practical, project etc.

8.2.4 Malpractice 8.1.8 and 8.1.11

The candidate shall be disqualified from that examination paper. The candidate shall also be suspended from classes for a period of two weeks.

8.2.5 Malpractice 8.1.9

The candidate shall be disqualified from that examination paper. The candidate shall also be suspended from classes for a period of three weeks. In case one of the impersonal is not a student, then the student will be suspended for three weeks and the parents will be informed. The non student shall be handed to the police.

8.2.6 Malpractice 8.1.10

The punishment shall be based on the gravity of the offence

8.2.7 Malpractice 8.1.13

The school board shall determine the penalty according to the nature of the malpractice.

#### 8.2.8 Right of Appeal

Any candidate who is not satisfied with any decision made in accordance with the rules and regulations on examination malpractice shall have the right to appeal to the academic board through the school board.

### 8.3 Procedure For Handling Examinations

8.3.1 The report together with the candidate's representation shall be submitted by Dean of school to the school board for consideration. The recommendation of the school board shall be forwarded to the Academic Board for decision.

8.3.2 Any candidate charged with any examination malpractice shall be required to remain on campus and be available to the examination malpractice committee until the committee completes its investigation.

8.3.3 The department shall ensure that there is document proof that the student received the invitation to appear before the panel.

8.3.4 In the event of a candidate failing to appear before the examination malpractice panel after invitation without approval, such failure shall be regarded as another offence and an act of insubordination and shall cause the examination malpractice committee to put the student on trial in absentia.

8.3.5 The examination malpractice committee shall be appointed by Head of School and the committee shall comprise the following:

- a. Head of department other than that of the candidate involved in the alleged malpractice-chairman.
- b. Head of the department of the candidate involved in the malpractice-member.
- c. The invigilator-member.
- d. The legal expert secretary.

## SECTION 9 INSTRUCTIONS RELATING TO EXAMINATIONS

### CANDIDATES:

9.1 Are required to present school and National ID cards.

9.2 Shall be punctual at every examination. Candidates shall not be allowed into the hall 30 minutes after the commencement of the examination.



9.3 Shall not leave the examination hall during the first 30 minutes of the examination. Thereafter, candidates may with permission of the chief invigilator, leave the hall temporarily and shall be accompanied by an attendant/invigilator.

9.4 Shall bring along to the examination hall writing material required for that paper. No papers or bags are allowed in the examination hall.

9.5 There shall be no communication between the candidates while the examination is in progress without approval.

9.6 Shall not smoke in the examination hall.

9.7 All rough work must be done in the answer book and neatly crossed out.

9.8 Candidates must write legibly and to begin each question on a new page.

9.9 Must ensure that they insert, at the appropriate places, the title of the examination, their examination number, and the numbers of attempted questions before submitting their scripts to the invigilator.

9.10 Are not allowed taking away from examination hall any used and unused answer scripts.

9.11 Candidates are not allowed to bring into the examination hall telephones, let alone using them.

## **SECTION 10**

### **DISCIPLINE**

Without prejudice to the exercise of disciplinary power conferred on the Rector by NPB regulations, the Rector shall take or direct disciplinary against any guilty of any misconduct.

#### **10.1 Types of misconduct.**

Misconduct in this respect shall involve the following:

- a. Drunkenness,
- b. Smoking on campus,
- c. Careless or willful destruction or damage of property on campus,
- d. Drug abuse,
- e. Fighting,
- f. Willful failure to submit NPB property to the appropriate officer at the close of semesters,
- g. Loud and disturbing noise at unauthorized time and locations,
- h. Unlawful meetings and demonstration,
- i. Obscene and defamatory publications,
- j. Examination malpractice and,
- k. Use of cell phone in class.

## **10.2 Students' Rustication and Restriction**

When the Rector is convinced that a student is guilty of misconduct, he/she may be directed as follows:

- a. That the student shall not during such period that may be specified in the directives, participate in such activities of NPB as may be specified.
- b. That the student be rusticated for such a period as may be specified in the directives.
- c. When a directive is given for the rustication periods of more than two weeks, the student affected may appeal after one week of the rustication to the governing council.
- d. An appeal against a directive shall not affect its implementation, before the decision of the governing council.
- e. Nothing in this regulation shall be construed as precluding the restriction of termination of students activities or attendance at NPB on grounds other than misconduct provided the action of the student complained of appeared to the Rector to be prejudicial to the maintenance of peace, order and discipline of NPB, or is disgraceful or dishonourable in respect of staff or students of NPB.

## **10.3 Students' disciplinary committee.**

The rector, in exercising any of his powers to discipline students under these regulations, may appoint a disciplinary committee in writing consisting of such members NPB as he /she may determine, provided that the committee shall include at least one member of the students' Union and lecturer from another school. Nothing in section 11.3 prevents the rector from exercising any of his/her powers of discipline.

## **10.4 Sectional Heads and Disciplines**

The rector may empower the Academic Department or other similar unit of NPB, to recommend the discipline of students other than by way of rustication or expulsion from NPB for any misconduct occurring in the section concerned.

## **10.5 Conditions for Depriving Students of Benefits**

The Rector may:

Deprive a student or a group of students of any award, whatsoever on the recommendation of the academic board.

10.6 Any candidate found with a telephone (whether ON or OFF) in the examination hall shall be deprived of the said phone. The said phone will be confiscated and may never be given to the owner.

## **10.7 Responding to Accidents**

Any accidents occurring on campus shall be reported to the administration at earliest possible opportunity.

In case of any accident, every nearby is called upon to come and demonstrate a high sense of responsibility by providing all the necessary assistance before the intervention of the administration.

#### **10.8 Refund Policy**

Fees once paid and receipted for, are non-refundable.

#### **10.9 Deadlines**

Students shall be expected to respect deadlines for all assignments and projects as well as shall be provided by the school. It is vital that students take note of deadlines and respect them. There can be serious consequences for those students who submit assignments, projects or internship reports late.

#### **10.10 Re-sit exam**

In case any student has to re-sit any examination, he/she is obliged to do so when it is programmed. All re-sit involves financial cost and students need to make the relevant payment before writing the exam.

### **SECTION 11**

#### **ACADEMIC TIME TABLES**

Academic time tables may change subjects to, but limited to the individual academic time tables from mentor universities or/ and Ministry of Higher Education.

### **NATION POLYTECHNIC BAMELDA**

#### **THE STUDENT UNION CONSTITUTION (BY-LAW)**

#### **ART. 1**

##### **PREAMBLE**

Whereas the student union remains the authentic body which is responsible for the control of students' socio-cultural activities of NPB,

- Mindful of our desires to develop the spirit of participatory managements,
- Mindful of our desires to contribute to the infrastructural developments of NPB,
- Mindful of our desires to promote a spirit of socio-cultural awareness, and unity amongst us,
- Conscious of the fact that the student union government is under the control of the administration of NPB, We the entire student body of NPB, in collaboration with the students' affairs office, meeting at Nkwen-Bamelda adopted the following as rules and regulation binding the activities of the students union.

## **ART. 11**

### **MEMBERSHIP**

Membership shall be subjected to the fulfillment of all the required registration formalities of NPB.

## **ART. 111**

### **GENERAL MEETING**

1. All meeting of the union shall be held either on campus A or campus B of NPB.
2. General meeting of the union shall be held once or twice a semester, except in case of emergency or urgency.

## **ART. 1V**

### **SANCTIONS**

4.1 Participation in all school activities is obligatory and students who fail to do so shall be exempted from classes for a period 1-2 days depending on the gravity of the circumstances.

4.2 An Exco member who fails to carry out his/ her duties as required shall attract a suspension.

4.3 Failure to attend Exco meetings for no just cause shall attract sanction from the administration.

4.4 students who fail to dress modestly shall be restricted from attending lectures and if they persist, administrative sanctions shall be applied.

## **ART. V**

### **FINANCE**

1. All students are obliged to make compulsory students levy as charged by the General Assembly and approved by NPB administration during registration. The approved amount shall be paid on a yearly base. 30% of the total shall be used by the APB administration for the cleaning of the:
  2. Campuses and 70% shall be used by students for their activities.
  3. The money shall be paid into the students' union account at the bursary of the school and it shall later be transferred to students' union account in a credit union.
  4. The signatories to the account shall be:
    - The students' affaires officer (SAO)
    - The NPB bursar
    - The president of the students' union
    - Each student shall present his/ her student union levy receipt to the financial secretary for registration into the union financial register.
  5. For every withdrawal, the SAO, the president and the treasurer must be present
    - a) All expenditure must be recommended by the students' affaire officer and approved by the Rector or Registrar.

- b) Financial expenditure shall be approved for the following activities.
  - i. The General Assembly
  - ii. The welcome party
  - iii. The Youth Day
  - iv. The National Day

Items (iii) and (iv) are strictly reserved only for students' who participate in these activities, namely, human investment and march past.

- v. Cleaning of the campuses
  - vi. Health (Students Union First Aid Box and Emergencies
  - vii. Sports
  - viii. Any other expenditure that both the administration and the students union government considers as necessary.
  - ix. Canteen.
  - x. All entertainments shall be on campus through the school.
6. Financial statements shall be presented to the General Assembly once a year precisely during the second semester General Assembly meeting.

#### **ELECTIONS**

- i. There shall be primaries at school level (for both HND and Degree to select school delegates to represent the school in the students union. The elected delegate shall then elect the executive.
- ii. Elections shall be conducted every year for the student's union executive members.
- iii. To be eligibly for the elections the candidates MUST have fulfilled the condition of **ART.11** above.
- iv. Campaigns shall begin one week before voting.

#### **ART. V11**

##### **A) VOTING**

- I. All finance meant for this exercise must be paid into the bursary and disbursed on request as approved by the students' affaires officer.

##### **B) ELIGIBILITY**

Each applicant for any post of the Students Union Government must fulfill the following conditions:

- i. Not have faced a disciplinary committee and found guilty.
- ii. Have actively participated in all school activities.
- iii. Not have more than 2 re-sit courses or carry over.
- iv. Have completed all fees.

- v. Generally be of good conduct within and without the school.

## **ART.VIII**

### **THE EXECUTIVE BUREAU (EXCO)**

The executive bureau shall comprise of the following:

- President,
- 2 Vice Presidents
- Secretary General
- Treasurer
- Financial secretary
- 2 organizing secretaries (Boy and Girl)
- Public Relation officer
- 2 Education Officers (Boy and Girl)
- 2 Health Officers (Boy and Girl)
- 2 Sport coordinators (Boy and Girl)

## **PART TWO**

### **THE GENERAL ASSEMBLY**

The General Assembly shall meet once or twice per semester

- Review the objectives and activities of the Student Union..
- Debate and adopt the annual budget of the Students Union which must indicate budgetary lines.
- Propose amendments of the constitution.
- Meeting of the Student's Union General Assembly shall be convened by the President and Secretary General and approved by NPB administration based on writing application to these effects.
- For the deliberation and decision of the Assembly to be authentic, a 2/3 quorum of the students must be attained.

Functions of the various executive bureau members:

#### **The president**

- The President of the Student Union Government shall in terms of hierarchy be the highest officer of the student union government.
- His/her powers are limited to students' activities on campus including authorized students' activities off-campus.
- He/she shall preside over meeting of the General Assembly and of the executive bureau.
- He/she shall be vested with executive powers and shall endorse all official documents of the student affaires officers where necessary
- He/she shall as chief executive, oversee the functioning of the Student Union Government

#### **The Vice President**

- There shall be 2 vice presidents (first and second)
- The first Vice President shall preside over meetings in the absence of the President
- He/she shall perform such other functions as delegated to him/her by the President from time to time.
- He/she shall fully take over the presidency in case of established absence of the President.
- Each Vice President assumes full responsibility for the socio-cultural activities in their various programmes (Degree, HND/HPD and BTS/DSEP).

#### **The Secretary General**

- He/she shall head the general secretariat of the union.
- He/she shall take minutes of the General Assembly and executive bureau meetings.
- He/she shall receive and file all correspondences destined to the Students Union Government and send out mails and correspondence from the Union.
- He/she shall, in collaboration with the President, prepare and present to the General Assembly bi-yearly reports on the activities of the Students Union Government.

#### **The Treasurer**

- He/she shall be responsible for the proper management of all funds of the union and shall constantly keep the President and executive bureau informed of the current account of the Union.
- He/she shall be authorized by the President or his or her vice to withdraw money on the following recommendation of Students Affairs Officers and approved by the Rector or Registrar. Such withdrawal shall be recorded by the Financial Secretary.

#### **The Financial Secretary**

- He/she shall keep the accounts of all financial transactions of the union.
- He/she shall present the position of any account during General Assembly meeting.
- He/she in collaboration with the Treasurers shall present copies of any such accounts to the executive bureau/auditors whenever so demanded.

#### **The Organizing Secretary (boy/girl)**

- He/she shall perform functions of the General Secretary in case of his/her absence.
- He/she shall be in charge of organizing meetings of the Student Union.
- He/she shall organize any social activities of the Students Union like parent's day, welcoming visitors, launching activities etc.
- He/she shall be in charge of labeling, arranging meeting halls and ushering guests.

#### **The Public Relation Officer**

- He/she shall be in charge of serving notices to students of meetings of the student union.

- He/she shall be responsible for the publicity and propaganda of union activities.
- He/she shall inform the public of any activity of the Student Union with permission of the Students' Affaires Officer.
- He/she shall be in charge of publication of the Students Union news and information on campus

#### **Education Officer**

- He/she shall in collaboration with members of the Executive Bureau conduct elections of all the class coordinators.
- He/she shall ensure that all problems channeled by class coordinators to him/her are forwarded through the deans to the administration timetables to be published in good time.
- He/she shall remind the Deans to publish lecture timetables before lectures begin.

#### **Health Officers (boy/girl)**

- He/she shall ensure the cleanliness of the campus, residential quarters, toilets, class room etc
- He/she shall control the Union's First Aid Box which is kept by the Students' Affaire Officer.

#### **Sports Coordinator (boy and girl)**

- He/she shall be in charge of all sporting activities of the Students Union.
- He/she shall be responsible for organizing sporting activities both within and without the campus in collaboration with the Students Affaire Officer.
- He/she shall in collaboration with the Students' Affaire Officer control all sporting equipments of NPB.
- He/she shall mobilize all students for sporting activities.

#### **Resignation**

Any officer who wishes to resign shall tender his/her letter or resignation via the President of the executive bureau.

#### **Amendments**

Part or whole of this constitution is subjected to amendments on the preposition of the General Assembly. Such amendments can only be carried out on the approval of 2/3 majority of the general assembly.

**WISHING YOU AN ENJOYABLE AND REWARDABLE STAY IN NPB**